



GMEC Off-site Electives Subcommittee

Name of Committee	The GMEC Off-site Electives Subcommittee
Structure	Reports to GMEC and the DIO
Charge of Committee	<p>The GMEC Off-site Electives Subcommittee is charged by the DIO, in alignment with ACGME program/institutional requirements, the School of Medicine and OHSU policies, to:</p> <ul style="list-style-type: none"> • Oversee the quality of elective educational experiences in ACGME- accredited programs. • Oversee offsite electives to ensure the educational value of the experience and appropriate utilization of OHSU resources • To support a transparent, efficient, and informative process for off-site elective requests • Engage in other related activities as assigned by the DIO, Associate Dean for GME, and/or GMEC.
Committee Responsibilities (see Appendix C)	<ul style="list-style-type: none"> • Review the applications in a timely manner and assesses them according to the GME electives scoring rubric • Assess the GME electives scoring rubric annually and propose any changes to GMEC and the DIO • Provide a report to GMEC on the activities of the Electives subcommittee no less than every six months.
Composition of members (see Appendix B)	<p>The subcommittee is composed of two groups to address both the strategic/oversight and process needs of this subcommittee.</p> <ul style="list-style-type: none"> • Review Group includes three members and a facilitator: <ul style="list-style-type: none"> • Chair (1-year, renewable position). • One additional faculty member Faculty are not required to be GMEC members but must serve as a Program Director, Assistant or Associate Program Director, or Core Faculty member for an ACGME program. • One peer-selected resident/fellow member • Full committee includes <ul style="list-style-type: none"> • Review Group as specific above • Six at large faculty members: Faculty are not required to be GMEC members but must serve as a Program Director, Assistant or Associate Program Director, or Core Faculty member for an ACGME program.



	<ul style="list-style-type: none"> • Two at large residents or fellows from ACGME-accredited programs. • One peer-selected program administrator of an ACGME accredited program. <p>Ex-officio Member-</p> <ul style="list-style-type: none"> • Vice Chair/Facilitator, Assistant Director of Accreditation for GME or designee • Director of Accreditation for GME
Appendix A	<p>INSTITUTIONAL REQUIREMENTS</p> <p>I.B.4.a).(2) the quality of the GME learning and working environment within the Sponsoring Institution, each of its ACGME-accredited programs, and its participating sites;</p> <p>I.B.4.a).(3) the quality of educational experiences in each ACGME-accredited program that lead to measurable achievement of educational outcomes as identified in the ACGME Common and specialty-/subspecialty-specific Program Requirements</p>
Appendix B	<p>Selecting Membership</p> <p><u>Review Group:</u></p> <p>Selection Process for Faculty members: A call for interest will be sent out by GME Accreditation to collect applications for all open GMEC and GMEC subcommittee positions. (Current members with expiring terms will use this process to apply for renewal of term). The term will be for two years and is renewable.</p> <p>The DIO will select membership after consultation with GME leadership.</p> <p>Selection Process for Chair: The chair will be the Faculty member in the second year of their 2-year term.</p> <p>Selection Process for peer-selected resident/fellow members: In March of every year, an email will go out to all residents and fellows collecting the names of those that are interested in serving on the Subcommittee in the next academic year. Once these names are collected, an online peer selection vote by all residents and fellows will take place with the individuals receiving the most votes being added to the committee. This process assures that all residents</p>



	<p>and fellows have an opportunity to participate in Subcommittee and that all residents and fellows have a voice in the peer selection of their representation on the Subcommittee.</p> <p><u>Full committee:</u></p> <p>Selection Process for Faculty members: A call for interest will be sent out by GME Accreditation to collect applications for all open GMEC and GMEC subcommittee positions. (Current members with expiring terms will use this process to apply for renewal of term). The term will be for one year and is renewable.</p> <p>Selection Process for peer-selected program coordinator members: The current GMEC voting and non-voting program coordinator members will peer-select representatives by a process of their choosing. The term will be for one year, and it is renewable.</p> <p>Selection Process for peer-selected resident/fellow members: In March of every year, an email will go out to all residents and fellows collecting the names of those that are interested in serving on the Subcommittee in the next academic year. Once these names are collected, an online peer selection vote by all residents and fellows will take place with the individuals receiving the most votes being added to the committee. This process assures that all residents and fellows have an opportunity to participate in Subcommittee and that all residents and fellows have a voice in the peer selection of their representation on the Subcommittee.</p>
Appendix C	<p>COMMITTEE MEMBER EXPECTATIONS</p> <ul style="list-style-type: none">• All members must maintain and uphold respect for all• Members must promptly reply to the elective review requests• Faculty member will present off-site electives data to GMEC at least annually <p>The subcommittee Chair will also be an ex-officio, voting GMEC committee member.</p> <p>EXPLANATION OF DUTIES – Full committee: The facilitator/vice chair:</p> <ol style="list-style-type: none">1. Compiles and collates data to be discussed at the meetings.2. Sends the agenda and materials to members in advance.3. The faculty and resident/fellow members:4. Review material(s) ahead of the meetings as requested.5. Provide advice, monitoring, and oversight of the Off-site electives subcommittee.



	<p>EXPLANATION OF DUTIES – Review Group</p> <p>The facilitator/vice chair:</p> <ol style="list-style-type: none">1. Intakes the application2. Screens the application to ensure it meets minimum standards (e.g., complete, has PD approval, does not conflict with travel restrictions)3. Checks with the GME Strategic Alignment and Integration team to ensure no conflicts with targeted GME expansion4. Forwards the application to the other members of the subcommittee and5. risk, if applicable.6. Compiles the ratings and comments given by other subcommittee members7. Establishes consent based on those ratings and moderates further conversation as needed8. If consensus cannot be reached, forwards the application and ratings to the Associate Dean for a final decision9. Forwards the decision to the program director, program coordinator, and GME PLA specialist. <p>The faculty and resident/fellow members:</p> <ol style="list-style-type: none">1. Rate the application according to the established rubric2. Share their ratings with the other subcommittee members, ideally within 7 business days of receiving the email from the facilitator3. Participate in any discussion by email as needed to reach consensus
Appendix D	<p>Process for meetings</p> <p>The full committee will meet each quarter to review aggregate data from the academic year and discuss questions, improvements, or other changes. Annually, the committee will review the Off-site Electives charter, GME Electives scoring rubric, and orient the new members.</p> <p>The work of the review group is conducted entirely electronically.</p>