



## GMEC CEW Hours Subcommittee

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| Name of Committee                       | The GMEC Clinical and Education Work Hours Subcommittee  |
| Structure                               | Reports to GMEC and the DIO  |
| Charge of Committee                     | <p>The GMEC Clinical and Education Work Hours 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"> <li>• Oversee compliance with ACGME Common Program Requirements/Institutional requirements related to Clinical and Educational Work Hours. (Appendix A)</li> <li>• Assist OHSU programs maintain compliance with the ACGME requirements related to CEW Hours.</li> <li>• Engage in other related activities as assigned by the DIO, Associate Dean for GME, and/or GMEC.</li> </ul>       |
| Committee Responsibilities              | <ul style="list-style-type: none"> <li>• Goals will be set by the chair at the beginning of each academic year in collaboration with the committee and DIO. These goals will be presented to GMEC.</li> <li>• Mid-year goal update on committee’s activities to GMEC by chair or designee.</li> <li>• Provide guidance, data, or other relevant support to programs to assist in their alignment with the ACGME CEW Hour requirements.</li> <li>• Provide education related to the ACGME CEW Hour requirements to faculty, trainees, and staff.</li> <li>• Chair or designee to present an annual report to GMEC.</li> </ul> |
| Composition of members (see Appendix B) | <ul style="list-style-type: none"> <li>• Chair (PD, APD, or core faculty)</li> <li>• 4 at large faculty positions (PD, APD, or core faculty)</li> <li>• 3 peer-selected resident/fellow members</li> <li>• 2 peer-selected Program Coordinators</li> </ul> <p>Ex-officio attendees</p> <ul style="list-style-type: none"> <li>○ GME Director of Accreditation</li> <li>○ GME Assistant Director of Accreditation/Facilitator</li> </ul>  |
| Appendix A (subject to change based on  | <p><b>INSTITUTIONAL REQUIREMENTS</b></p> <p>1.13.k.</p>  |



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| <p>ACGME practices and/or requirements)</p> | <p>GMEC responsibilities must include review and approval of requests for exceptions to clinical and educational work hour requirements.</p> <p>3.2.e.<br/>The Sponsoring Institution must oversee resident/fellow clinical and educational work hours, consistent with the Common and specialty-/subspecialty-specific Program Requirements across all programs, addressing areas of non-compliance in a timely manner</p> <p>4.11.<br/>The Sponsoring Institution must maintain a clinical and educational work hour policy that ensures effective oversight of institutional and program-level compliance with ACGME clinical and educational work hour requirements.</p> <p><b>COMMON PROGRAM REQUIREMENTS</b></p> <p>2.11.<br/>Residents and faculty members must demonstrate an understanding of their personal role in the accurate reporting of clinical and educational work hours, patient outcomes, and clinical experience data.</p> <p>For a full list of Clinical and Educational Work Hour Rules, please see section “Clinical Experience and Education” in the ACGME’s Common Program Requirements</p> <p><b>ACGME RESIDENT SURVEY</b></p> <ul style="list-style-type: none"> <li>• 80-hour week</li> <li>• Four or more days free in 28-day period</li> <li>• Taken in-hospital call more than every third night</li> <li>• Less than 14 hours free after 24 hours of work</li> <li>• More than 28 consecutive hours work</li> <li>• Additional responsibilities after 24 consecutive hours of work</li> <li>• Adequately manage patient care within 80 hours</li> <li>• Pressured to work more than 80 hours</li> </ul> |
| <p>Appendix B</p>                           | <p><b>Selecting Membership</b></p> <p><b>Selection Process for at large Faculty members:</b><br/>The DIO will select subcommittee members per the process in the GMEC charter. 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).</p>   |



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|            | <p>This call for interest will include an option that will allow interested applicants to select the position for which they are interested in serving. These selections will include “CEW Hour Chair” (if open). The term for faculty at large members will be 3 years, and is renewable.</p> <p>The DIO will select the Chair after consultation with GME leadership and the current CEW Hour Subcommittee Chair.</p> <p>The first meeting of the new CEW Hour Subcommittee chair’s appointment will be the next meeting after appointment. The Chair will serve a 1-year term and is renewable.</p> <p><b>Selection Process for peer-selected resident/fellow members:</b><br/>         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. The term will be for two years, and it is renewable.</p> <p><b>Selection Process for Program Coordinator member:</b><br/>         The Program Coordinator member will be selected by a process determined by the GME PC Community/Leadership. Their term will be 2 years. This rubric will be provided to the CEW Hours Chair and added to this appendix.</p> |
| Appendix C | <p><b>Chair Expectations</b><br/>         The Chair will serve a 1-year term and is renewable.</p> <p>The subcommittee Chair will also be an ex-officio, voting GMEC committee member.</p> <p>Objective:<br/>         To lead, oversee and coordinate the activities of the CEW Hour Subcommittee and to ensure that the group fulfills the charge of the CEW Hour Subcommittee. The CEW Hour Subcommittee Chair reports to the DIO and the GMEC.</p> <p>Skills and Qualifications:</p> <ul style="list-style-type: none"> <li>• Demonstrated strategic and facilitation skills, ability to influence and achieve consensus</li> </ul>  |



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|            | <ul style="list-style-type: none"> <li>• Ability to act impartially and without bias</li> <li>• Ability to communicate effectively</li> </ul> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Sets the annual goals of the CEW Hour Subcommittee as described in the charge of the committee</li> <li>• Finalizes the monthly meeting agenda and approves topics</li> <li>• Facilitates the development of action items and decision-making</li> <li>• Rules on procedural matters during meetings</li> <li>• Determines projects for the committee to work on and makes decisions about current CEW Hour issues in the GME community</li> <li>• Represents CEW Hour Subcommittee across the GME community</li> </ul> <p><b>Committee Member Expectations</b></p> <ul style="list-style-type: none"> <li>• All members must maintain and uphold respect for all</li> <li>• Committee members may follow up with the Chair outside of meetings via email to continue discussion on items that were not sufficiently covered during meetings</li> <li>• If a committee member is named under an action item, they must come prepared with an update to the next meeting.</li> </ul> |
| Appendix D | <p><b>Process for meetings</b></p> <p>Meeting Management</p> <ul style="list-style-type: none"> <li>• Assistant Director of Accreditation, or designee, will facilitate the work of the committee (CEW Hour Subcommittee facilitator).</li> <li>• CEW Hour Subcommittee facilitator is responsible for facilitating meetings</li> <li>• The CEW Hour Subcommittee facilitator must maintain meeting minutes that document execution of all required GMEC functions and responsibilities, including attendance.</li> <li>• A resident/fellow member must be present when any ACGME-required responsibilities are being discussed.</li> <li>• If chair is unavailable to run meeting, a designee will be selected by chair.</li> <li>• Subcommittee meetings shall not be recorded (audio/visual).</li> <li>• Minutes, agenda and agenda attachments will be saved on OneDrive for subcommittee's access.</li> </ul> <p><b>Meeting Preparation</b></p>  |



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|  | <ul style="list-style-type: none"><li>• Facilitator will draft agenda two weeks before meeting with the input of the CEW Hour Subcommittee Chair.</li><li>• A draft agenda and call for additional items will go out to CEW Hour Subcommittee members one week before meeting.</li><li>• CEW Hour Subcommittee will use the appropriate template provided by GMEC to prepare for the annual report to GMEC.</li></ul> |
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