



GMEC Diversity & Inclusion Subcommittee

Name of Committee	The GMEC Diversity & Inclusion Subcommittee (DISC)
Structure	Reports to GMEC and the DIO
Charge of Committee	<p>The GMEC Diversity & Inclusion Subcommittee is charged by the DIO, in alignment with ACGME program/institutional requirements, the School of Medicine Diversity, Equity, Inclusion and Anti-racism Strategic Action Plan and OHSU policies, to:</p> <ul style="list-style-type: none"> • Oversee compliance with ACGME Common Program Requirements/Institutional requirements related to diversity and inclusion. (Appendix A) • Facilitate the Sponsoring Institution’s alignment with the ACGME CLER Pathways to Excellence related to diversity and inclusion. (Appendix A) • Engage in other related activities as assigned by the DIO, Associate Dean for GME, and/or GMEC.
Committee Responsibilities	<ul style="list-style-type: none"> • 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. • Mid-year goal update on committee’s activities to GMEC by chair or designee. • Chair and/or designee(s) connect with ARFDC leadership monthly and hold joint meetings as needed. • Chair or designee to present an annual report to GMEC.
Composition of members (see Appendix B)	<ul style="list-style-type: none"> • Chair (PD, APD, or core faculty) • Vice Chair • 6 at large faculty positions (PD, APD, or core faculty) • 6 peer-selected resident/fellow members • 2 peer-selected Program Coordinators <p>Ex-officio attendees</p> <ul style="list-style-type: none"> ○ Designated Institutional Official ○ Associate Dean for DEI, SOM ○ GME Director of Operations ○ GME Director of Accreditation ○ DISC Facilitator



	<p>Committee is encouraged to request up to quarterly updates from key stakeholders, including, but not limited to:</p> <ul style="list-style-type: none"> • GME Medical Director for Performance Improvement • GME Program Improvement Specialist
<p>Appendix A (subject to change based on ACGME practices and/or requirements)</p>	<p>INSTITUTIONAL REQUIREMENTS 3.2.g.6. The Sponsoring Institution, in partnership with each of its programs, must engage in practices that focus on ongoing, mission-driven, systematic recruitment and retention of a diverse and inclusive workforce of residents/fellows, faculty members, senior administrative staff members, and other relevant members of its GME community.</p> <p>COMMON PROGRAM REQUIREMENTS 1.7. The program, in partnership with its Sponsoring Institution, must engage in practices that focus on mission-driven, ongoing, systematic recruitment and retention of a diverse and inclusive workforce of residents, fellows (if present), faculty members, senior administrative staff members, and other relevant members of its academic community.</p> <p>ACGME RESIDENT SURVEY</p> <ul style="list-style-type: none"> • Taught about health care disparities • Preparation for interaction with diverse individuals • Program fosters inclusive work environment • Engagement in program's diverse resident/fellow recruitment/retainment efforts <p>ACGME FACULTY SURVEY</p> <ul style="list-style-type: none"> • Program fosters inclusive work environment (with respect to race, ethnicity, gender, sexual orientation, ability, or religion) • Engaged by program in efforts to recruit diverse residents/fellows • Engaged by program in efforts to retain diverse residents/fellows <p>ACGME CLINICAL LEARNING ENVIRONMENT REVIEW (CLER) <u>HQ Pathway 5</u>: Resident, fellow, and faculty member education on eliminating health care disparities. The clinical learning environment:</p> <ol style="list-style-type: none"> a. Provides the clinical care team, including residents, fellows, and faculty members with education on the differences between health disparities and health care disparities.



	<ul style="list-style-type: none"> b. Ensures that residents, fellows, and faculty members know the clinical site’s priorities for addressing health care disparities. c. Educates residents, fellows, and faculty members on identifying and eliminating health care disparities among specific patient populations receiving care at the clinical site. d. Maintains a process that informs residents, fellows, and faculty members on the clinical site’s process for identifying and eliminating health care disparities. <p><u>HQ Pathway 6:</u> Resident, fellow, and faculty member engagement in clinical site initiatives to eliminate health care disparities.</p> <p>The clinical learning environment:</p> <ul style="list-style-type: none"> a. Engages residents, fellows, and faculty members in defining strategies and priorities to eliminate health care disparities among its patient population. b. Identifies and shares information with residents, fellows, and faculty members on the social determinants of health for its patient population. c. Provides residents, fellows, and faculty members with quality metrics data on health care disparities grouped by its patient population. d. Provides opportunities for residents, fellows, and faculty members to engage in interprofessional quality improvement projects focused on eliminating health care disparities among its patient population. e. Monitors the outcomes of quality improvement initiatives aimed at eliminating health care disparities among its patient population. <p><u>HQ Pathway 7:</u> Residents, fellows, and faculty members deliver care that demonstrates cultural humility</p> <p>The clinical learning environment:</p> <ul style="list-style-type: none"> a. Provides residents, fellows, and faculty members continual training in cultural humility relevant to the patient population served by the clinical site. b. Ensures that the clinical care team, including residents, fellows, and faculty members, delivers care that incorporates the views of culturally diverse patient populations.
Appendix B	<p>Selecting Membership</p> <p>Selection Process for at large Faculty members: At large faculty members must be current PDs, APDs or core faculty (listed on an OHSU ACGME program’s core faculty roster). At large faculty members will be appointed to 2-year terms that are renewable.</p>



	<p>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> <p>This call for interest will include a Smartsheet survey that will allow interested applicants to select the position for which they are interested in serving. These selections will include “DISC Chair” (if open) and “DISC at-large faculty committee member”. This Qualtrics survey application will include:</p> <ul style="list-style-type: none">• a statement of interest for each position for which they are applying <p>The DIO will select the Chair and the at large faculty members after consultation with GME leadership and the current DISC Chair and Vice Chair.</p> <p>The first meeting of the new DISC chair’s appointment will be the next meeting after appointment. The Chair will serve a 1-year term and is renewable.</p> <p>The DISC Vice Chair will be the Director of Accreditation for GME or their designee.</p> <p>Peer Selected Members:</p> <p>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. Residents can serve a max-term of 2 years and can be re-elected by peers. However, a resident may serve a shorter term as engagement in their training programs permit.</p> <p>The Program Coordinator members 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 DISC Chair and added to this appendix.</p>
Appendix C	<p>Chair Expectations</p> <p>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:</p>



	<p>To lead, oversee and coordinate the activities of the Diversity & Inclusion Sub-Committee (DISC) and to ensure that the DISC fulfills the charge of the DISC. The DISC Chair reports to the DIO and the GMEC.</p> <p>Skills and Qualifications:</p> <ul style="list-style-type: none">• PD/APD/Core faculty in an ACGME accredited training program• Demonstrated strategic and facilitation skills, ability to influence and achieve consensus• Ability to act impartially and without bias• Ability to communicate effectively <p>Responsibilities:</p> <ul style="list-style-type: none">• Sets the annual goals of the DISC as described in the charge of the committee• Finalizes the monthly meeting agenda and approves topics• Facilitates meetings• Facilitates the development of action items and decision-making• Rules on procedural matters during meetings• Determines projects for the committee to work on and makes decisions about current D&I issues in the GME community• Carries out strategic plans and project efforts in alignment with the GME ACGME program/institutional requirements & the SOM Diversity, Equity, Inclusion & Anti-Racism Plan.• Understands stakeholder and resource limits when pursuing action items (funding, time, personnel efforts)• Represents DISC across the GME community and at SOM DEI meetings, as requested by the Dean's Office.• Works in collaboration with the SOM Assistant Dean for DEI for alignment, support, and resources. <p>Vice Chair Expectations</p> <ul style="list-style-type: none">• The Vice Chair will facilitate any meetings as necessary in the Chair's absence• Carry out responsibilities as assigned by the DISC Chair• Ensure smooth administrative function of the committee and that GMEC requirements are followed <p>Committee Member Expectations</p>
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	<ul style="list-style-type: none">• All members must maintain and uphold respect for all• 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• If a committee member is named under an action item, they must come prepared with an update to the next meeting.
Appendix D	<p>Process for meetings Meeting Management</p> <ul style="list-style-type: none">• GME Leadership will provide a GME staff member to facilitate the work of the committee (DISC facilitator).• The DISC facilitator must maintain meeting minutes that document execution of all required GMEC functions and responsibilities, including attendance.<ul style="list-style-type: none">○ Once minutes are drafted, the Chair or designee will have up to 3 business days to review.○ Minutes will then be distributed within a week of the DISC Meeting (and after chair approval) to all DISC members and action items will be noted for follow up.• A resident/fellow member must be present when any ACGME-required responsibilities are being discussed.• If chair is unavailable to run meeting, a designee will be selected by chair.• Subcommittee meetings shall not be recorded (audio/visual).• Times will be designated to agenda items and an elected timekeeper will keep committee on track.<ul style="list-style-type: none">○ At the call-to-order, a timekeeper will be elected by Chair.• Minutes, agenda and agenda attachments will be saved on OneDrive for everyone’s access. <p>Meeting Preparation</p> <ul style="list-style-type: none">• Facilitator will ask chair or designee for agenda items two weeks before meeting.<ul style="list-style-type: none">○ Facilitator will use GMEC agenda template.• A draft agenda and call for additional items will go out to DISC members one week before meeting.• DISC is to use the appropriate template provided by GMEC to prepare for the annual report to GMEC.