



## OHSU Graduate Medical Education Committee Charter

Name of Committee	Graduate Medical Education Committee (GMEC)
Structure	Required by the ACGME Institutional Requirements and codified in the School of Medicine Constitution
Charge of Committee	<p>The Graduate Medical Education Committee (GMEC) has the authority and responsibility for the oversight and administration of each of the Sponsoring Institution’s Accreditation Council for Graduate Medical Education (ACGME) accredited programs, as well as for ensuring compliance with the ACGME Institutional, Common, and specialty-/subspecialty-specific Program Requirements. GMEC has the responsibility for monitoring and advising on all aspects of every ACGME accredited program. GMEC membership and scope of work will be determined by ACGME accreditation standards, the Dean of the School of Medicine (or designee) and an annual review by the Graduate Medical Education Committee.</p>
Committee Responsibilities	<p>Oversight of:</p> <ul style="list-style-type: none"> <li>• the ACGME accreditation status of the Sponsoring Institution and each of its ACGME-accredited programs; <sup>(Outcome)</sup></li> <li>• the quality of the GME learning and working environment within the Sponsoring Institution, each of its ACGME-accredited programs, and its participating sites; <sup>(Outcome)</sup></li> <li>• 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; <sup>(Outcome)</sup></li> <li>• the ACGME-accredited programs’ annual program evaluations and self-studies; <sup>(Core)</sup></li> <li>• all processes related to reductions and closures of individual ACGME-accredited programs, major participating sites, and the Sponsoring Institution; <sup>(Core)</sup></li> <li>• the provision of summary information of patient safety reports to residents, fellows, faculty members, and other clinical staff members. At a minimum, this oversight must include verification that such summary information is being provided. <sup>(Detail)</sup></li> </ul>



	<p>Review and approval of:</p> <ul style="list-style-type: none"><li>• institutional GME policies and procedures; <sup>(Core)</sup></li><li>• annual recommendations to the Sponsoring Institution’s administration regarding resident/fellow stipends and benefits; <sup>(Core)</sup></li><li>• applications for ACGME accreditation of new programs; <sup>(Core)</sup></li><li>• requests for permanent changes in resident/fellow complement; <sup>(Core)</sup></li><li>• major changes in each of its ACGME-accredited programs’ structure or duration of education; <sup>(Core)</sup></li><li>• additions and deletions of each of its ACGME-accredited programs’ participating sites; <sup>(Core)</sup></li><li>• appointment of new program directors; <sup>(Core)</sup></li><li>• progress reports requested by a Review Committee; <sup>(Core)</sup></li><li>• responses to Clinical Learning Environment Review (CLER) reports; <sup>(Core)</sup></li><li>• requests for exceptions to clinical and educational work hour requirements; <sup>(Core)</sup></li><li>• voluntary withdrawal of ACGME program accreditation; <sup>(Core)</sup></li><li>• requests for appeal of an adverse action by a Review Committee; and <sup>(Core)</sup></li><li>• appeal presentations to an ACGME Appeals Panel. <sup>(Core)</sup></li></ul> <p>The GMEC must demonstrate effective oversight of the Sponsoring Institution’s accreditation through an Annual Institutional Review (AIR). <sup>(Outcome)</sup> The GMEC must identify institutional performance indicators for the AIR, to include, at a minimum: <sup>(Core)</sup></p> <ul style="list-style-type: none"><li>• the most recent ACGME institutional letter of notification; <sup>(Core)</sup></li><li>• results of ACGME surveys of residents/fellows and core faculty members; and, <sup>(Core)</sup></li><li>• each of its ACGME-accredited programs’ ACGME accreditation information, including accreditation statuses and citations. <sup>(Core)</sup></li></ul> <p>The DIO must annually submit a written executive summary of the AIR to the Sponsoring Institution’s Governing Body. The written executive summary must include: <sup>(Core)</sup></p> <ul style="list-style-type: none"><li>• a summary of institutional performance on indicators for the AIR; and,</li><li>• action plans and performance monitoring procedures resulting from the AIR. <sup>(Core)</sup></li></ul>
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	<p>The GMEC must demonstrate effective oversight of underperforming program(s) through a Special Review process. <sup>(Core)</sup> The Special Review process must include a protocol that: <sup>(Core)</sup></p> <ul style="list-style-type: none"> <li>• establishes criteria for identifying underperformance; and, <sup>(Core)</sup></li> <li>• results in a report that describes the quality improvement goals, the corrective actions, and the process for GMEC monitoring of outcomes. <sup>(Core)</sup></li> </ul> <p>Additional responsibility as designated by the DIO including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Promotion of educational scholarship at institutional and program level.</li> <li>• Engage with senior leadership in overseeing strategic planning as related to GME, programs and collaborative partnerships across OHSU, Oregon and nationwide.</li> </ul>
<p>Composition of members</p>	<ul style="list-style-type: none"> <li>• Designated Institutional Official (DIO)-serves as chair.</li> <li>• Program Directors: Program Directors of the following programs are mandated by the SoM Constitution to serve on the GMEC. Term is indefinite. If the Sponsoring Institution has multiple programs in the same specialty, the DIO, in consultation with the Dean of the School of Medicine (or designee), will select a program director from one of the required programs to serve a three-year term. <ul style="list-style-type: none"> <li>○ Anesthesiology</li> <li>○ Emergency Medicine</li> <li>○ Family Medicine</li> <li>○ Internal Medicine</li> <li>○ Neurology</li> <li>○ Obstetrics &amp; Gynecology</li> <li>○ Pediatrics</li> <li>○ Psychiatry</li> <li>○ Surgery</li> </ul> </li> <li>• Six At-large Program Directors, Associate/Assistant Program Directors or core faculty. These additional faculty will be appointed by the DIO in consultation with the Dean of the School of Medicine or designee.** Term is for three years and can be renewed.</li> <li>• Six peer-selected residents/fellows.* Term is for one year and can be renewed.</li> <li>• One peer-selected Program Coordinator.* Term is one year and can be renewed.</li> </ul>



	<ul style="list-style-type: none"> <li>• Medical Director for Quality Improvement. Term is indefinite. If this position is vacant, the Patient Safety Director or designee can be appointed by DIO to serve until the position is filled.</li> <li>• Director of GME Accreditation.</li> <li>• Chair, Clinical and Educational Work Hours Subcommittee</li> <li>• Chair, Diversity and Inclusion Subcommittee</li> <li>• Chair, Off-Site Electives Subcommittee</li> <li>• Chair, Policy Subcommittee</li> <li>• Chair, Wellbeing Subcommittee</li> </ul> <p><b>GMEC Non-Voting Attendees:</b></p> <ul style="list-style-type: none"> <li>• GME administrative leadership team as appointed by the DIO. Term is at the discretion of the DIO.</li> <li>• Associate/Assistant GME Deans (unless they are the required core Program Directors as designated by the OHSU SoM constitution).</li> <li>• Senior Associate Dean for Education.</li> <li>• Professional Development and Performance Improvement Specialist.</li> <li>• Chairs of GMEC subcommittees.</li> <li>• Six peer-selected alternate residents/fellows. Term is for one year and can be renewed. The Chair of GMEC will authorize an alternate to vote in place of an absent resident/fellow voting member.</li> <li>• One peer-selected alternate program coordinator. Term is for one year and can be renewed. The Chair of GMEC will authorize the alternate to vote in place of the absent program coordinator voting member.</li> </ul> <p>Mandated voting members (as defined above) who will be absent for four or more months may request a qualified alternate (APD or core faculty) from their respective programs to serve in their place. The alternate must be approved by the DIO. It is the responsibility of the mandated voting member to inform the GMEC Chair if they wish to have an alternate serve in their place.</p> <p>*The processes for selection are described in GMEC membership procedure Appendix A.</p> <p>**The processes for selection are described in GMEC membership procedure Appendix B.</p>
Subcommittees	The Chair of GMEC may appoint subcommittees of GMEC and select subcommittee members to fulfill specific missions and responsibilities. All subcommittees must include at least one peer selected resident/fellow member from an ACGME



	<p>program. Subcommittee actions that address required GMEC responsibilities must be reviewed and approved by GMEC. Subcommittee chairs will be ex-officio members of GMEC.</p>
<p>Meetings</p>	<p><b>Regular Meetings</b> - The GMEC must meet at least quarterly. Each meeting of the GMEC must include attendance by at least one resident/fellow member. The GMEC must maintain meeting minutes that document execution of all required functions and responsibilities.</p> <p><b>Special Meetings</b> - Special meetings may be scheduled when deemed necessary by the Dean of the School of Medicine, GMEC Chair or designated representative. In general, at least three days' notice will be given for such meetings.</p>
<p>Appendix A (peer selected resident &amp; PC)</p>	<p><b>Selection process for peer-selected residents</b>        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 GMEC in the next academic year, either as a voting member or an alternate. 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 GMEC and that all residents and fellows have a voice in the peer selection of their representation at GMEC. Alternates will act as voting members only if fewer than six voting members are present at a GMEC meeting.</p> <p>Representatives will serve for one year. 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><b>Selection process for peer-selected program coordinators</b>        The Program Coordinator Lead, a peer-selected leadership position, will serve as the voting member for the length of their term in that role. The Program Coordinator Representative, a peer-selected leadership position, will serve as the non-voting member for the length of their term in that role.</p>
<p>Appendix B (faculty at large positions)</p>	<p><b>Selection Process for at large Faculty members:</b>        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 3-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 an electronic survey that will allow interested applicants to select the position for which they are interested in serving. This electronic survey application will include:</p> <ul style="list-style-type: none"><li>• a statement of interest for each position for which they are applying</li><li>• their most recent CV</li></ul> <p>The DIO will select the at large faculty members after consultation with the Dean of the School of Medicine or designee.</p>
Appendix C	<p><b>Process for meetings</b> Meeting Management</p> <ul style="list-style-type: none"><li>• The GMEC chair will approve all agenda items and the agenda will be sent to GMEC members and guests as soon as is practical.</li><li>• If chair is unavailable to run meeting, a designee will be selected by chair.</li><li>• The DIO or designee will be responsible for calling the meeting to order.</li><li>• A resident/fellow member must be present when any ACGME-required responsibilities are being discussed.</li><li>• Meeting minutes will be documented, but no other audio or video recording will be allowed.<ul style="list-style-type: none"><li>○ Minutes will be sent to all members after approval by the meeting Chair.</li></ul></li><li>• Times will be designated to agenda items.</li><li>• Minutes, agenda and agenda attachments will be saved on OneDrive for member's access.</li></ul>
Appendix D	<p><b>Confidentiality Statement</b></p> <p>Each GMEC member must read, agree to, and sign a confidentiality statement acknowledging their responsibility to keep sensitive information confidential.</p>