



GMEC Policy Subcommittee Charter

Name of Committee	The GMEC Policy Subcommittee
Structure	Reports to GMEC and the DIO
Charge of Committee	<p>The GMEC Policy Subcommittee is charged by the DIO, in alignment with ACGME and program/institutional requirements and OHSU policies, to:</p> <ul style="list-style-type: none"> • Provide recommendations, clarification, and varying perspectives regarding proposed policy or procedure changes; • Collaborate with the Operations and Accreditation Teams on improvement of policies and procedures; • Respond to any policy brought to their attention by a member of GMEC; • 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 co-chairs and/or designee(s) at the beginning of each academic year, in collaboration with the committee and DIO; • Make policy update recommendations as necessitated by ACGME or OHSU requirements; • Review of policies and procedures drafted by Operations and/or Accreditation teams; • Co-chairs or designee to present proposed policies and procedures to GMEC.
Composition of members (see Appendix B)	<ul style="list-style-type: none"> • Co-Chairs (Director of Operations and Director of Accreditation, or designee) • 6 at large faculty positions (PD, APD, or core faculty) • 3 peer-selected resident/fellow members • 2 peer-selected Program Coordinators <p>Ex-officio members</p> <ul style="list-style-type: none"> • GME Assistant Director of Accreditation in role of facilitator • Other GME Office Staff as needed or by recommendation
Appendix A	<p>Housing of Institutional Policies and Procedures</p> <p>The required Institutional Policies and Procedures outlined in section ACGME Institutional Requirements shall be overseen either by GME Operations or Accreditation, depending on the policy or procedure's purpose.</p>



	<p>Policies and procedures explicitly required by or relating to ACGME institutional requirements will be housed under the Accreditation Mission. These will be managed by the Director of Accreditation or designee.</p> <p>All other policies and procedures will be housed under the Operations Mission. These will be managed by the Director of Operations or designee.</p>
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. 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>The DIO will select the at large faculty members after consultation with GME leadership and the co-chairs.</p> <p>Selection process for peer-selected residents: 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. House Officers can serve a max- term of 2 years and can be re-elected by peers. However, a House Officer may serve a shorter term as engagement in their training programs permit.</p> <p>Selection process for peer-selected program coordinators 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 Facilitator and added to this appendix.</p>
Appendix C	<p>Co-Chair Expectations</p> <p>The Co-Chairs will be the GME Director of Operations and the GME Director of Accreditation. They will serve a term in conjunction with their director role. They may select a designee to be co-chair at any time.</p>



	<p>Objective:</p> <p>To lead, oversee and propose any changes to GMEC Policies to maintain compliance with ACGME and OHSU requirements and ensure smooth functioning of GME at OHSU.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Set annual goals of the Policy Subcommittee as described in the charge of the committee • Finalize the meeting agenda and approve topics • Facilitate meetings • Facilitate the development of action items and decision-making • Rule on procedural matters during meetings • Review any changes to ACGME institutional requirements, OHSU Policies or procedures, and changes to the House Officer’s Union Contract; • Propose updates to policies or procedures as needed to comply with ACGME institutional requirements, HOU Contract, and OHSU Policies; • Process improvement that only impacts the internal operations of the GME Operations team will not need to be reviewed by the Policy Subcommittee <p>Committee Member Expectations</p> <ul style="list-style-type: none"> • All members must maintain and uphold respect for all. • Committee members shall be prepared to share any recommendations at Policy Subcommittee meetings. • If a committee member is named under and action item, they must come prepared with an update to the next meeting.
Appendix D	<p>Process for meetings</p> <p>Meeting Management</p> <ul style="list-style-type: none"> • The Co-Chairs will determine when a meeting is required and call a meeting, at least every six months. • The Policy Subcommittee facilitator must maintain meeting minutes that document execution of all required GMEC functions and responsibilities, including attendance.



	<ul style="list-style-type: none">• A resident/fellow member must be present when any ACGME-required responsibilities are being discussed.• Facilitator will work with the Co-Chairs to create agenda of policy changes and will prepare and share required documentation ahead of time.• Subcommittee meetings shall not be recorded (audio/visual). <p>Meeting Preparation & Process</p> <ul style="list-style-type: none">• Co-chairs will work alongside Facilitator to propose changes.<ul style="list-style-type: none">○ Facilitator will inform members of proposed changes, the rationale for the changes, and request to meet.○ If a meeting is deemed the appropriate action, Facilitator will schedule the meeting, collate the proposed changes, and distribute to subcommittee members.• Co-Chairs will present the proposed policy changes and will call for comments, recommendations, or discussion from the policy subcommittee members• Drafts resulted from Policy meeting will be presented to the DIO for additional comments.• Final drafts will be presented at the following GMEC meeting for final review and approval.
--	--