



## GMEC Wellbeing Subcommittee

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| Name of Committee                       | The GMEC Wellbeing Subcommittee  |
| Structure                               | Reports to GMEC and the DIO  |
| Charge of Committee                     | <p>The GMEC Wellbeing 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 Wellbeing of residents and faculty. (Appendix A)</li> <li>• Assist OHSU programs maintain compliance with the ACGME requirements related to Wellbeing.</li> <li>• Oversee the ACGME Wellbeing survey results and make recommendations to appropriate leaders and groups.</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 Wellbeing requirements.</li> <li>• Provide education related to the ACGME Wellbeing requirements to faculty, trainees, and staff.</li> <li>• Maintain and Update the GME Well-being Toolkit to include current resources and addition of fresh, relevant content.</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>• Vice Chair (GME Director of Accreditation or designee)</li> <li>• 5 at large faculty positions (PD, APD, or core faculty)</li> <li>• 5 peer-selected resident/fellow members</li> <li>• 3 peer-selected Program Coordinator</li> </ul> <p>Ex-officio attendees</p> <ul style="list-style-type: none"> <li>○ Associate Dean, GME</li> </ul>  |



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|  | <ul style="list-style-type: none"> <li>○ GME Director of Operations</li> <li>○ Leader from the OHSU Wellbeing</li> <li>○ Director of Resident Faculty Wellness Program or designee</li> </ul>   |
| <p>Appendix A<br/>(subject to<br/>change based on<br/>ACGME practices<br/>and/or<br/>requirements)</p> | <p><b>INSTITUTIONAL REQUIREMENTS</b></p> <p>2.6.c. institutional processes for ensuring the availability of resources to support residents’/fellows’ well-being and education by minimizing impact to clinical assignments resulting from leaves of absence.</p> <p>3.2.g. Well-Being</p> <p>3.2.g.1. The Sponsoring Institution must oversee its ACGME-accredited program’s(s’) fulfillment of responsibility to address well-being of residents/fellows and faculty members, consistent with the Common and specialty-/subspecialty-specific Program Requirements, addressing areas of non-compliance in a timely manner.</p> <p>3.2.g.2. The Sponsoring Institution, in partnership with its ACGME-accredited program(s), must educate faculty members and residents/fellows in identification of the symptoms of burnout, depression, and substance abuse, including means to assist those who experience these conditions. This responsibility includes educating residents/fellows and faculty members in how to recognize those symptoms in themselves, and how to seek appropriate care.</p> <p>3.2.g.3. The Sponsoring Institution, in partnership with its ACGME-accredited program(s), must:</p> <p>3.2.g.2. encourage residents/fellows and faculty members to alert their program director, DIO, or other designated personnel or programs when they are concerned that another resident/fellow or faculty member may be displaying signs of burnout, depression, substance abuse, suicidal ideation, or potential for violence;</p> <p>3.2.g.3 provide access to appropriate tools for self-screening; and,</p> <p>3.2.g.4. provide access to confidential, affordable mental health assessment, counseling, and treatment, including access to urgent and emergent care 24 hours a day, seven days a week.</p> <p><b>COMMON PROGRAM REQUIREMENTS</b></p> <p>4.10. The responsibility of the program, in partnership with the Sponsoring Institution, must include:</p> <p>6.13.a. attention to scheduling, work intensity, and work compression that impacts resident well-being; (Core)</p> |



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|            | <p>6.13.b. evaluating workplace safety data and addressing the safety of residents and faculty members; (Core)</p> <p>6.13.c. policies and programs that encourage optimal resident and faculty member well-being; and, (Core)</p> <p>6.13.c.1. Residents must be given the opportunity to attend medical, mental health, and dental care appointments, including those scheduled during their working hours. (Core)</p> <p>6.13.d. education of residents and faculty members in:</p> <p>6.13.d.1. identification of the symptoms of burnout, depression, and substance use disorders, suicidal ideation, or potential for violence, including means to assist those who experience these conditions; (Core)</p> <p>6.13.d.2. recognition of these symptoms in themselves and how to seek appropriate care; and, (Core)</p> <p>6.13.d.3. access to appropriate tools for self-screening. (Core)</p> <p>6.13.e. providing access to confidential, affordable mental health assessment, counseling, and treatment, including access to urgent and emergent care 24 hours a day, seven days a week.</p> <p><b>ACGME RESIDENT &amp; FACULTY WELL-BEING SURVEY</b></p>                            |
| Appendix B | <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 following process. 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 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 Wellbeing Subcommittee Chair.</p> <p>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</p> |



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|            | <p>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><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 3 years.</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:</p> <p>To lead, oversee and coordinate the activities of the Wellbeing Subcommittee and to ensure that the group fulfills the charge of the Wellbeing Subcommittee. The Wellbeing 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> <li>• Ability to act impartially and without bias (recommended completion of unconscious bias training)</li> <li>• Ability to communicate effectively</li> <li>• Demonstrated interest and engagement in wellness initiatives</li> </ul> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Sets the annual goals of the Wellbeing 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</li> <li>• Collaborates and partners with the SOM Associate Dean for DEIB</li> <li>• Represents Wellbeing Subcommittee across the GME community</li> </ul> <p><b>Committee Member Expectations</b></p> |



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|            | <ul style="list-style-type: none"><li>• All members must maintain and uphold respect for all and follow <a href="#">SOM Statement of Shared Understanding</a>.</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><br/>Meeting Management</p> <ul style="list-style-type: none"><li>• The facilitator will facilitate the work of the committee (Wellbeing Subcommittee facilitator).</li><li>• The Wellbeing 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, the vice chair will run the meeting.</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> <ul style="list-style-type: none"><li>• Facilitator will draft agenda one week before meeting with the input of the Wellbeing Subcommittee Chair.</li><li>• A draft agenda and call for additional items will go out to Wellbeing Subcommittee members one week before meeting.</li><li>• Wellbeing Subcommittee will use the appropriate template provided by GMEC to prepare for the annual report to GMEC.</li></ul> |