



## ***Graduate Medical Education Committee (GMEC)***

### **West Virginia University School of Medicine School Wide Committee for Graduate Medical Education Committee (GMEC)**

#### **Purpose**

The Graduate Medical Education Committee (GMEC) exists to provide oversight and governance to all graduate medical education training programs under the direction of the School of Medicine. It is to monitor and advise the Dean on all aspects of residency education and to ensure substantial compliance with the institutional, common program and specialty specific requirements of the Accreditation Council for Graduate Medical Education (ACGME).

#### **Membership**

- The Dean of the School of Medicine will appoint an Associate or Assistant Dean as the Designated Institutional Official (DIO) responsible for GME and the functioning of the GMEC. This individual will be an ex-officio voting member of the GMEC.
- The committee shall be chaired by a member of the GMEC that is appointed by the Dean.
- All Program Directors of ACGME programs shall be ex-officio voting members.
- All Program Directors of non-standard non-ACGME programs shall be ex-officio non-voting members.
- The Dean shall appoint at least one faculty member from a clinical department and two faculty members from a basic science department within the WVU School of Medicine as voting members.
- The Dean shall appoint at least one member from the administration of West Virginia University Hospitals as a voting member.
- The Dean shall appoint at least one member from the administration responsible for quality improvement and patient safety of West Virginia University Hospitals as a voting member.
- Resident physicians in accredited ACGME programs sponsored by the SOM shall nominate peers to serve as voting members. There shall be at least four resident physician voting members selected annually. Resident members must be in good academic and professional standing with their programs. There shall not be more than one resident from any program.
- The Dean may appoint additional members from the faculty as voting or non-voting members dependent on the needs of the GMEC and the School of Medicine.
- The Administrative Director of GME shall be an ex-officio non-voting member.
- Additional ex-officio non-voting members shall include the Dean and the President of West Virginia University Hospitals.

#### **Duties and Responsibilities**

The Dean and the DIO shall select at least three ACGME program directors and one resident member from the GMEC to serve on the GMEC Taskforce which shall meet regularly along with the DIO, Chair of the GMEC and the Administrative Director of GME. This Taskforce shall be a standing working subcommittee of the GMEC with all the rights and responsibilities of the full GMEC. The Taskforce shall report directly to the GMEC, and minutes of all its activities shall be available to the full GMEC for review.

The GMEC reports to the Dean of the School of Medicine as the Chief Academic Officer for all educational programs within the School of Medicine and to the DIO.

Specific duties must include but are not limited to the following:

- To establish and implement policies and procedures regarding the quality of education and the work environment for the resident physicians in the SOM.
- To review at least annually the salary and benefits afforded to the resident physicians employed in the SOM.
- To establish and implement formal written policies and procedures to ensure compliance by all programs and institutions utilized in GME for the SOM with all aspects of the ACGME duty hour requirements.
- To regularly monitor compliance of programs and institutions with the established duty hour requirements.
- To review and approve all requests by programs for exceptions to the standard duty hour requirements prior to submission to the specialty Residency Review Committee (RRC).
- To ensure that resident physicians have appropriate supervision for all patient care and educational activities within the program curriculum.
- To ensure that all programs have both a written curriculum and a formal evaluation system based on the established ACGME core competencies.
- To establish and monitor policies for the selection, evaluation, promotion and dismissal of resident physicians in the SOM.
- To review all program accreditation letters from the ACGME.
- To review all progress reports and responses to all proposed adverse actions as requested by the ACGME.
- To monitor program action plans for correction of areas of non-compliance.
- To review the SOM's Institutional Review Committee (IRC) report and action plan for correction of areas of non-compliance.
- To review and approve all communications with the ACGME for all programs including but not limited to:
  - applications for new programs,
  - requests for changes in resident complement,
  - changes in length of training,
  - changes in participating institutions,
  - appointments of all program directors,
  - requests for either inactive status or reactivate status,
  - requests for voluntary withdrawal,
  - and appeals of adverse action.
- To conduct internal self-study and review for all programs at approximately mid-cycle of scheduled ACGME site visits and review those reports and make recommendations to the program directors to address areas of concern and ensure substantial compliance with the institutional, common program and specialty specific requirements.

### **Meetings**

The GMEC shall meet at least quarterly or more often as determined by the DIO and the Chair of the GMEC.

The GMEC taskforce shall meet at least ten times per year or more often as determined by the DIO and the Chair of the GMEC.