

## Graduate Medical Education Evaluation and Operations Committee (GMEEOC)

### Charter

**Purpose:** To review and evaluate requests for the *creation* or *expansion* of all GME programs to be sponsored by the West Virginia University School of Medicine. This will include programs accredited by the Accreditation Council for Graduate Medical Education (ACGME) and non-standard programs. The GMEEOC will assist the institution and the health system in the strategic planning needs for GME.

**Composition:** The GMEEOC will consist of the Designated Institutional Official (DIO) who will serve as Chair), Chair of Department of Medical Education, Chief Administrative Officer of the School of Medicine, Vice President of Clinical Programs at WVU Hospitals, a representative WVU Medicine finance, at least one member of the WVU Medical Corporation Board of Directors appointed by the Board Chair, at least one Clinical Chair from the School of Medicine appointed by the Vice Dean of Education, and other members as needed by the Chair. An executive subcommittee consisting of the DIO, the Chair of the Department of Medical Education, Chief Administrative Officer for the School of Medicine, Vice President of Clinical Programs at WVU Hospitals, and a representative of the WVU Medicine finance team will serve to facilitate the executive subcommittee, create/maintain an application form including budget projections, establish the timelines for submission, and report the GMEEOC's findings to various constituency groups including but not limited to various Board and Executive Leadership Teams, and participate in additional duties as needed by the DIO and the Chair of the Department of Medical Education separate from the GMEEOC.

**Function:** The GMEEOC will solicit applications from the clinical departments for the creation of or expansion of clinical training programs three times a year. The guidance of the solicitation will support the strategic and practical needs of WVU Medicine, the WVU School of Medicine, and the State of West Virginia. The GMEEOC Executive subcommittee will review applications with consideration to academic and financial feasibility of the proposals, followed by final assessment of preliminary recommendations by the entire GMEEOC committee. Proposal results will be provided to individual programs by September 30<sup>th</sup>, December 30<sup>th</sup>, and March 30<sup>th</sup> of each cycle year. The GMEEOC will summarize proposal findings and recommendations by June 1<sup>st</sup> of each cycle year for presentation to the appropriate WVU leadership and finance groups.

The Chief Administrative Officer of the School of Medicine will inform the Executive Team of any commitments related to GME in recruitment packages for institutional leaders established outside of this process to heighten awareness and appreciate the amount of expansion occurring outside of the established process.

All proposals that receive a positive review through the GMEEOC process will then be forwarded to the sponsoring institution GMEC for academic and educational review and approval prior to ACGME submission as an accredited program or approval by the GMEC as a non-standard program.

The GMEC will retain full responsibility for approval of all program directors and final review of all applications prior to submission for accreditation decisions once funding has been secured. Final

authority on program funding can come from the Vice President/Executive Dean, CEO of WVU Medicine, UHA Board, and/or the WVU Medicine Board depending on where the source of funding is being generated.