

## **Charter of the Graduate Medical Education Committee (GMEC)**

West Virginia University (WVU) School of Medicine  
Division of Graduate Medical Education

### **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 WVU School of Medicine. It is to monitor and advise the Dean on all aspects of residency and fellowship education and to ensure substantial compliance to the institutional, common program, specialty specific, and sub-specialty specific requirements of the Accreditation Council for Graduate Medical Education (ACGME).

### **Membership:**

- The Dean of the WVU 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 Training 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 WVU Hospitals as a voting member.
- The Dean shall appoint at least one member from the administration responsible for quality improvement and patient safety at WVU Hospitals as a voting member.
- Resident/Fellow physicians in accredited ACGME programs sponsored by the WVU School of Medicine shall nominate peers to serve as voting members. There shall be at least four resident/fellow physician voting members peer-selected annually. Resident/Fellow members must be in good academic and professional standing with their programs. There shall not be more than one resident/fellow 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 WVU School of Medicine.
- The 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 WVU Hospitals.

### **Duties and Responsibilities:**

The Dean and the DIO shall select at least three ACGME program directors, and at least one resident/fellow member from the GMEC to serve on the GMEC Taskforce which shall meet regularly along with the DIO, Chair of the GMEC, and the 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 DIO, and to the Vice Dean of the WVU School of Medicine as the Chief Academic Officer for all educational programs within the WVU School of Medicine.

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

- To establish and implement policies and procedures regarding the quality of the clinical and educational work environment for the resident/fellow physicians at the WVU School of Medicine.

- To review, at least annually, the salary and benefits afforded to the resident/fellow physicians employed by the WVU School of Medicine.
- To establish and implement formal written policies and procedures to ensure compliance by all programs and institutions utilized by GME for the WVU School of Medicine with all aspects of the ACGME clinical and educational work hour requirements.
- To regularly monitor compliance of programs and institutions with the established clinical and educational work hour requirements.
- To review and approve all requests by programs for exceptions to the standard clinical and educational work hour requirements prior to submission to the specialty's ACGME Residency Review Committee (RRC).
- To ensure that resident/fellow 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 and milestones.
- To establish and monitor policies for the selection, evaluation, promotion, and dismissal of resident/fellow physicians at the WVU School of Medicine.
- To review all programs' 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 WVU School of Medicine's ACGME 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 training 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 to reactivate status
  - Requests for voluntary withdrawal
  - Appeals of adverse action
- To order Special Program Reviews (SPRs) be conducted, as deemed necessary, for training programs. Reasons for ordering an SPR include, but are not limited to: poor ACGME faculty and/or resident-fellow survey; complaints received from trainees; excessive clinical and educational work hour violations, et al. The SPR reports will be reviewed by both the Taskforce, and the full GMEC, and recommendations will be made to the program directors addressing areas of concern in order to ensure substantial compliance with the ACGME institutional, common program, specialty specific, and sub-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.

Approved by the GMEC Taskforce: February 2, 2023

Approved by the Dean's Council: February 10, 2023