



## The University of Arizona/UPHK Graduate Medical Education Consortium

### Graduate Medical Education Committee (GMEC) **CHARGE to the Committee**

**Purpose:** The Graduate Medical Education Committee (GMEC) is an institutional committee charged with the responsibility of monitoring and advising on all aspects of residency education.

**Membership:** The GMEC's voting membership must include residents nominated by peers, Program Directors, Designated Institutional Official, Administrators, and may include other members of the faculty from The University of Arizona and University Physicians Healthcare Hospital at Kino.

**Function:** The GMEC is the organized administrative system that ensures the institution's compliance with Institutional Requirements and that enables the ACGME accredited training program's compliance with their Specific Program Requirements. Responsibilities include but are not limited to:

- ❖ Establishing policies and procedures regarding the quality of education and work environment for residents at the University of Arizona/UPHK Graduate Medical Education Consortium.
- ❖ Providing oversight to program directors and liaison with appropriate personnel from other affiliated institutions, the Arizona Medical Board and the Arizona Board of Osteopathic Examiners.
- ❖ Reviewing and recommending equitable allocation and utilization of available resources for graduate medical education. This includes an annual review of resident stipends, benefits, and funding for resident positions to assure that these are reasonable and fair.
- ❖ Reviewing and determining training needs, establishing training priorities and recommending both expansion and reduction of resident positions.
- ❖ Establish and implement formal written policies and procedures regarding resident duty hours in compliance with the ACGME Institutional and Program Requirements. The GMEC must additionally implement procedures to regularly monitor resident duty hours for compliance and make adjustments as necessary.

- a. Each ACGME accredited program must establish formal written policies regarding duty hours. These policies must apply to all rotating sites for that program.
  - b. Must review and endorse requests for exception on the weekly limit on duty hours prior to submission to the RRC.
- ❖ Assure that ACGME accredited programs provide appropriate supervision for all residents that is consistent with proper patient care, the educational needs of residents, and the applicable Program Requirements. Supervision of residents must address the following:
    - a. Residents must be supervised by teaching staff in such a way that the residents assume progressively increasing responsibility according to their level of education, ability and experience.
    - b. On-call schedules for teaching staff must be structured to ensure that supervision is readily available to residents on duty.
    - c. The teaching staff must determine the level of responsibility accorded to each resident.
  - ❖ Assure that each program provides a curriculum and an evaluation system to ensure that residents demonstrate achievement of the six general competencies recommended by ACGME.
  - ❖ Establish and implement formal written institutional policies for selection, evaluation, promotion, and dismissal of residents in compliance with the ACGME Institutional and Program Requirements.
  - ❖ Regularly review all ACGME program accreditation letters and monitor action plans for the correction of concerns and areas of noncompliance.
  - ❖ Regularly review the Sponsoring Institution's Letter of Report from the IRC and develop and monitor action plans for the correction of concerns and areas of noncompliance.
  - ❖ Review and approve prior to submission to the ACGME:
    1. all applications for ACGME accreditation of new programs and subspecialties
    2. changes in resident complement
    3. major changes in program structure or length of training
    4. additions and deletions of participating institutions used in a program
    5. appointments of new program directors
    6. progress reports requested by any Review Committee
    7. responses to all proposed adverse actions
    8. request for increases or any change in resident duty hours
    9. requests for "inactive status" or to reactivate a program
    10. voluntary withdrawals of ACGME accredited programs
    11. request for appeal of an adverse action; and
    12. appeal presentations to a Board of Appeal or the ACGME
  - ❖ Conduct internal reviews of all ACGME accredited programs including subspecialty programs to assess their compliance with the Institutional Requirements and the Program Requirements of the ACGME Residency Review Committees.