

Graduate Medical Education Committee  
**CHARGE to the Committee**

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

**Membership:** The GMEC's broad-based membership includes program directors, residents, and administrative staff from the College of Medicine, University of Arizona Medical Center – University Campus, the Southern Arizona Veteran's Administration Medical Center, the University of Arizona Medical Center – South Campus and Tucson Medical Center. Program directors elect a Chair from among the voting members to serve a two-year term.

**Function:** The GMEC is the organized administrative system to ensure the institution's ability to be in compliance with ACGME Institutional Requirements and to enable the ACGME accredited training programs to be in compliance with specific program requirements.

Responsibilities include but are not limited to:

- A. Establish and implement policies that affect all residency and fellowship programs (accredited and non-accredited) regarding the quality of education and the work environment for the trainees in each program.
- B. Establish and maintain appropriate oversight of and liaison with program directors and assurance that program directors establish and maintain proper oversight of and liaison with appropriate personnel of other institutions participating in programs sponsored by the institution.
- C. Regularly review all ACGME letters of accreditation and monitor action plans for the correction of areas of non-compliance.
- D. Conduct regular 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.
- E. Conduct regular internal reviews of all non-ACGME accredited programs to assess their compliance with institutional GME policies and relevant specialty board educational standards (or ACGME RRC requirements as appropriate).
- F. Assure that each residency and fellowship program establishes and implements formal written criteria and processes for the selection, evaluation and promotion of trainees in compliance with the Institutional and Program Requirements for the specialties and subspecialties of the ACGME.
- G. Assure an educational environment in which all residents and fellows may raise and resolve issues without fear of intimidation or retaliation.
- H. Collect intra-institutional information and make recommendations on the appropriate funding for resident and fellow positions, including benefits and support services.

- I. Monitor all residency and fellowship programs in establishing appropriate duty hours and work environment.
- J. Assure that each program's curriculum provides a regular review of ethical, socioeconomic, medical/legal, and cost-containment issues that affect GME and medical practice.
- K. Assure that each program's curriculum provides an appropriate introduction to communication skills and to research design, statistics, and critical review of the literature necessary for acquiring skills for lifelong learning.

Adopted 1997

GMEC Review: July 2000

GMEC Review: September 2004

GMEC Review: November 2007

GMEC Review: September 2008