

# University of Colorado School of Medicine

## Graduate Medical Education

Policy: <b>GMEC Membership Policy</b>		
Original Approval: July 1, 2001	Effective date: July 1, 2001	Revision Dates: February 11, 2009 April 16, 2014 September 14, 2016 (Editorial)

**In this document, “Resident” refers to both specialty Residents and subspecialty Fellows**

### **Membership**

The Associate Dean for GME shall serve as Chair of the GMEC. GMEC membership shall include representation from training program Faculty, Residents/Fellows and hospital training sites. Appointments are made by the Chair of the GMEC and are reviewed annually.

### **Voting Membership:**

#### **Designated Institutional Official**

**One Program Director or designated faculty member representing each of the following ACGME Residency programs:**

Anesthesiology	Otolaryngology
Dermatology	Pathology
Family Medicine	Pediatrics
Internal Medicine	Physical Medicine & Rehabilitation
Neurological Surgery	Psychiatry
Neurology	Radiation Oncology
Neurology (Child)	Radiology
OB/GYN	Surgery
Ophthalmology	Thoracic Surgery
Orthopaedic Surgery	Urology

**One Quality Improvement/Patient Safety Officer or his/her designee.**

**One representative from the following Departments:**

Internal Medicine Fellowship Program Director  
Pediatrics Fellowship Program Director  
Emergency Medicine designated Faculty

**Resident Representatives:**

HSA Association Co-Chairs (2)  
Fellow Representative (1)  
HSA Designees

The Housestaff Association will designate designee(s) for each representative.

**Hospital Liaisons:**

GME Hospital liaison or his/her designee (MD or medical education management level) from each of the following:

University of Colorado Hospital	Denver Health Medical Center
Children’s Hospital Colorado	Veteran Affairs Medical Center

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The complement of voting members present at a meeting of the GMEC shall constitute a quorum.

### **Additional Members & Subcommittees**

In order to carry out portions of the GMEC's responsibilities, additional GMEC membership may include others as determined by the GMEC. Subcommittees that address required GMEC responsibilities shall include a peer-selected Resident/Fellow. Actions taken by the subcommittees that address required GMEC responsibilities shall be reviewed and approved by the GMEC.

- Executive Advisory Committee
- Affiliated Hospital Steering Committee

### **Meetings and Attendance**

- The GMEC meets monthly during each academic year.
- Each meeting must include attendance by at least one Resident/Fellow member.
- Minutes are recorded to document the execution of all required GMEC functions and responsibilities.

### **GMEC Responsibilities**

The GMEC exists to oversee all aspects of residency education and reports to the Dean of the School of Medicine, including:

1. The ACGME accreditation status of the University of Colorado School of Medicine (CU SOM) and its ACGME-accredited programs;
2. The quality of the GME learning and working environment within the CU SOM, its ACGME-accredited programs, and its participating sites;
3. The quality of educational experiences in each ACGME-accredited program that lead to measurable achievement of educational outcomes as identified in the ACGME Common and specialty/subspecialty-specific Program Requirements;
4. The ACGME-accredited programs' Annual Program Evaluation and Improvement Activities; and,
5. All processes related to reductions and closures of individual ACGME-accredited programs, major participating sites, and the CU SOM.

**Annual Institutional Review:** The GMEC demonstrates effective oversight of the UC SOM's accreditation through an Annual Institutional Review (AIR), using the following performance indicators:

1. Results of the most recent institutional self-study visit
2. Results of ACGME surveys of residents/fellows and core faculty
3. Notification of ACGME-accredited programs' accreditation statuses and self-study visits

The AIR shall include monitoring procedures for action plans resulting from the review. The DIO shall submit a written annual executive summary of the AIR to the CU SOM Executive Committee.

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Special Review: The GMEC demonstrates effective oversight of underperforming programs through a Special Review process. The protocol:

1. Establishes criteria for identifying underperformance; and,
2. Results in a report that describes the quality improvement goals, the corrective actions, and the process for GMEC monitoring of outcomes.

### **Additional GMEC Responsibilities Include Review and Approval of:**

1. Institutional GME policies and procedures;
2. Annual recommendations to the Dean of the School of Medicine regarding Resident/Fellow stipends, benefits, and funding for Resident/Fellow positions;
3. Applications for ACGME accreditation of new programs;
4. Requests for permanent changes in Resident/Fellow complement;
5. Major changes in ACGME-accredited programs' structure or duration of education;
6. Additions and deletions of ACGME-accredited programs' participating sites;
7. Appointment of new Program Directors;
8. Progress reports requested by an ACGME Review Committee;
9. Responses to Clinical Learning Environment Review (CLER) reports;
10. Requests for exceptions to duty hour requirements;
11. Voluntary withdrawal of ACGME program accreditation;
12. Requests for appeal of an adverse action by an ACGME Review Committee; and,
13. Appeal presentations to an ACGME Appeals Panel.