

 <p>All HFHS Includes: Allegiance Health Behavioral Health Services Community Care Services Corporate Services Henry Ford Hospital Henry Ford Medical Group Kingswood Hospital Macomb Hospitals West Bloomfield Hospital Wyandotte Hospital</p>	Policy Name/Subject: UGMEC (MEP 314)	
	Type of Document: Policy	
	Applies to: Tier 3: Department Business Unit: Henry Ford Hospital Department: Graduate Medical Education	
	Category: Clinical Sub-Category: Graduate Medical Education	Current Approval Date: 3/15/2019
	Owner: Graduate Medical Education Policy Management Members	Approver: HFH GMEC
	Related Policy/Procedure: <i>Include title and number</i>	
	Audience: Administrative Support Staff, Residents/Fellows	
	Key Words: Undergraduate Medical Education Committee; UGMEC	

Background

To define the composition and responsibilities of the Henry Ford Hospital Undergraduate Medical Education Committee (UGMEC), a Subcommittee of the Graduate Medical Education Committee (GMEC).

Policy

The Henry Ford Hospital Undergraduate Medical Education Committee (UGMEC) is responsible for oversight of all undergraduate medical education (UGME) under the purview of the Graduate Medical Education Committee (GMEC). The UGMEC establishes and implements policies regarding the quality of education and the work environment for medical students in all HFH medical education programs. The UGMEC meets monthly. Written minutes are maintained.

Leadership & Membership

The UGMEC convenes under the leadership of a Chair. The membership includes:

- HFH Associate Director of Medical Education for UGME
- The Designated Institutional Official (DIO)/ Director of Medical Education
- Three medical students from the Wayne State University School of Medicine (WSUSOM) nominated by their peers
- All HFH required clerkship directors
- HFH Administrative Director of Medical Education
- Undergraduate Medical Education Specialist
- WSUSOM Clinical Dean
- Up to two additional representatives from the WSUSOM
- A resident member from one of the core ACGME residency programs
- Other members, as may be deemed appropriate by the membership

The Chairperson is to be the HFH Associate Director of Medical Education for UGME. The Director of Medical Education is to serve as the Chairperson in his/her absence.

Attendance

Members are required to attend a minimum of 70 percent of the scheduled meetings annually. All HFH base core clerkship directors or designees are required to attend the UGMEC Retreat, held annually in May.

UGMEC Responsibilities

The UGMEC is responsible for establishing, monitoring, and implementing policies and procedures regarding the quality of education and the work environment for medical students, including:

Communication with Clerkship Directors

The UGMEC ensures communication between the clerkship directors and the Graduate Medical Education Committee (GMEC) by:

- Distributing UGMEC meeting materials and minutes to clerkship directors and WSUSOM representatives;
- Distributing UGMEC minutes to the GMEC, including residency and fellowship program directors;
- Having the Associate Director for UGME serve as voting member of the GMEC;
- Requiring all HFH clerkship directors to maintain oversight of all program clinical sites;
- Requiring HFH clerkship directors to meet regularly with their respective residency program directors and WSUSOM Clerkship Directors;
- Requiring all HFH base core clerkship directors to meet at least annually with the HFH Associate Director of Medical Education for UGME;
- Requiring all WSUSOM clerkship directors to meet at least annually with the HFH Associate Director of Medical Education for UGME.

Duty Hours

The UGMEC monitors duty hours to ensure compliance with [WSUSOM requirements](#).

Supervision

The UGMEC monitors programs' supervision of medical students to ensure that supervision is consistent with the provision of safe and effective patient care and the educational needs of medical students.

Medical Student Status

The UGMEC ensures compliance with WSUSOM, LCME, and Henry Ford Health System Requirements in accordance with its policies related to evaluation, promotion, and discipline.

Oversight

The UGMEC oversees the educational quality by:

- Determining responsibilities related to effective oversight of all UGME clerkships;
- Reviewing and approving the medical student curriculum;
- Reviewing appointments of new clerkship directors;
- Reviewing and monitoring participation on committees at WSUSOM;
- Reviewing and monitoring WSUSOM LCME Accreditation;
- Reviewing clerkship site evaluations;
- Reviewing medical student evaluations, including adherence to [WSUSOM Code of Conduct](#).