

 <p><b>All HFHS Includes:</b>          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>	<b>Policy Name/Subject:</b> Graduate Medical Education Committee (GMEC) (MEP 238)	
	<b>Type of Document:</b> Policy	
	<b>Applies to:</b> Tier 3: Department <b>Business Unit:</b> All HFHS <b>Department:</b> Graduate Medical Education	
	<b>Category:</b> Clinical <b>Sub-Category:</b> Graduate Medical Education	<b>Current Approval Date:</b> 11/9/2018
	<b>Owner:</b> Graduate Medical Education	<b>Approver:</b> HFAH GMEC, HFH GMEC, HFMH GMEC, HFWH GMEC
	<b>Related Policy/Procedure:</b> <i>Include title and number</i>	
	<b>Audience:</b> Administrative Support Staff, Residents/Fellows	
	<b>Key Words:</b> GMEC; oversight; quality of education and the work environment	

## Background

To define the composition and responsibilities of each Graduate Medical Education Committee (GMEC) at each Sponsoring Institutions within Henry Ford Health System.

## Policy

The Graduate Medical Education Committee (GMEC) is responsible for oversight of all graduate medical education programs in accordance with the [Accreditation Council for Graduate Medical Education \(ACGME\) Institutional Requirements \(IR\)](#). The GMEC establishes and implements policies regarding the quality of education and the work environment for House Officers in all graduate medical education programs, including non-ACGME accredited programs. The GMEC meets at least every other month. Written minutes are maintained that document execution of all required GMEC functions and responsibilities with references to Institutional Requirements (IR) and Common Program Requirements (CPR).

## Leadership & Membership

The GMEC convenes under the leadership of a Chairperson and Vice Chairperson. The **voting membership** includes, at minimum:

- The Designated Institutional Official (DIO)
- House Officers nominated by their peers (minimum of two)
- All ACGME-accredited Residency and Fellowship Program Directors (minimum of two)
- The Administrative Director of Medical Education
- Quality & Safety Officer or designee
- The Associate Director of Medical Education for UGME (if applicable)
- Director of Learning Systems & Resources (if applicable)

**Non-voting members** include:

- HFHS Senior Vice President for Academic Affairs
- HFHS Vice President for Medical Education

- HFHS Administrative Director of Medical Education
- HFHS Director of Libraries
- Program Coordinator representatives
- Accreditation Coordinator(s) (if applicable)  
Up to three representatives from the Sponsoring Institution's affiliated medical school
- Other members, as may be deemed appropriate by the membership.

### **Chairperson and Vice Chairperson**

The GMEC will vote every two years and elect a Chairperson and Vice Chairperson

### **Attendance & Voting**

Voting members are required to attend a minimum of 70 percent of the scheduled meetings annually unless the program has less than four (4) trainees. Voting members with less than four (4) trainees are required to attend a minimum of 40 percent of the scheduled meetings annually. Each ACGME-accredited Program is expected to provide representation at 100 percent of the scheduled meetings annually unless the Program has less than four (4) trainees. Program attendance includes participation by Program Director, Associate Program Director, or delegate. All Associate Program Directors are automatically voting designees for the Program Director; additional designees (e.g., core teaching faculty; not coordinators) may be designated by the program directors as alternates to participate and vote in their absence.

### **GMEC Subcommittees**

In order to carry out portions of the GMEC's responsibilities, Subcommittees may be created and overseen by the GMEC. GMEC Subcommittees must include a peer-selected resident and all actions that address required GMEC responsibilities must be reviewed and approved by the GMEC. Written minutes are maintained and provided to the GMEC. Attendance requirements for GMEC Subcommittees are identical to those of the GMEC.

### **GMEC Responsibilities**

The GMEC maintains responsibility, provides oversight, and reviews and approves all requirements as noted in the effective ACGME Institutional Requirements.

### **GMEC Oversight**

The GMEC must demonstrate effective oversight of the Sponsoring Institutions accreditation through the Annual Institutional Review (AIR) as identified in [Medical Education Policy 234: Annual Institutional Review](#). Additionally, the GMEC must demonstrate effective oversight of underperforming programs through a Special Review Process as identified in [Medical Education Policy 236: ACGME Accredited Program Reviews](#)