



ALLOPATHIC MEDICAL EDUCATION POLICY

Subject:	Graduate Medical Education Committee	No. 304
Scope:	HFH Interns, Residents & Fellows (House Officers)	
Supersedes:	All previous policies and procedures regarding this subject and scope	
Effective:	7/02/10	
Requirements of:	Accreditation Council for Graduate Medical Education (ACGME)	
Approved:	HFH Graduate Medical Education Committee	Date: 6/5/15

Purpose

To define the composition and responsibilities of the Henry Ford Hospital Graduate Medical Education Committee (GMEC).

Policy

The Henry Ford Hospital 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](#). The GMEC establishes and implements policies regarding the quality of education and the work environment for House Officers in all HFH graduate medical education programs, including non-accredited programs. The GMEC meets monthly. Written minutes are maintained.

Leadership & Membership

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

- The Designated Institutional Official (DIO)
- Eight residents nominated by their peers in accordance with House Staff Council Bylaws
- All ACGME-accredited Residency and Fellowship Program Directors
- HFH Administrative Director of Medical Education
- HFH Associate Director of Medical Education for UGME
- Director of Learning Systems & Resources
- Director of Quality & Safety
- Up to three representatives of the Wayne State University School of Medicine

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
- HFH Accreditation Specialist
- Two representatives of the Coordinators' Council
- Other members, as may be deemed appropriate by the membership.

In odd numbered years, a Vice Chairperson is elected through a vote of GMEC members for a two year term. The individual who just completed a term as Vice Chairperson of the GMEC becomes the 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. All Program Directors or designee are required to attend the GMEC Annual Program Evaluation (APE) subcommittee review meeting held annually. 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.

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. Programs with less than four (4) trainees are expected to provide representation at a minimum of 40 percent of the scheduled meetings annually. Program attendance includes participation by Program Director, Associate Program Director or delegate.

Executive Committee

The GMEC will have an Executive Committee which reviews information and makes recommendations to the GMEC. The membership of the Executive Committee includes:

- GMEC Chairperson
- GMEC Vice Chairperson
- Immediate past GMEC Chairperson
- Designated Institutional Official (DIO)
- HFHS Vice President for Medical Education
- Three of the residents who serve on the GMEC selected as provided in accordance with the House Staff Council Bylaws
- Program directors representing medicine, surgery, ambulatory programs and hospital based programs as determined by the DIO and GMEC Chairperson
- HFHS Administrative Director of Medical Education
- HFH Administrative Director of Medical Education
- Director of Learning Systems & Resources
- HFH Accreditation Specialist
- Other members, as may be deemed appropriate by the membership.

The Executive Committee annually reviews GMEC membership composition and attendance.

GMEC Responsibilities

The GMEC is responsible for establishing and implementing policies and procedures regarding the quality of education and the work environment for House Officers, including:

Stipends and Benefits. The GMEC annually reviews and make recommendations to the HFHS Medical Education Governing Council regarding House Officer stipends and benefits, including allocation of professional development funds.

Position Allocation. The GMEC reviews and makes recommendations to the DIO regarding allocation of training positions among the programs.

Communication with Program Directors. The GMEC ensures communication between the GMEC and all Program Directors by:

- Distributing GMEC meeting materials and minutes to all HFH Program Directors.
- Requiring all HFH Program Directors to communicate with all participating program site directors.
- Requiring all HFH Program Directors to maintain oversight of all program clinical sites.
- Requiring core residency program directors to meet regularly with their respective fellowship program directors.

Duty Hours. The GMEC monitors duty hours to ensure compliance with institutional, common and program specific requirements by:

- Receiving monthly reports from the Duty Hours Subcommittee charged with reviewing, assessing and following-up on duty hour violations.
- Receiving monthly reports from the House Staff Council (HSC) which monitors duty hour complaints through the [Anonymous Duty Hour Complaints](#) website and via HFH.HSC@gmail.com. HSC investigates and makes recommendations regarding duty hour complaints.
- Reviewing all ACGME annual survey results to identify perceptions of non-compliance.
- Reviewing internal annual mock survey results.
- Requiring Program Directors with serious and/or chronic duty hour violations and unacceptable survey results to provide a corrective action plan and provide periodic progress reports.
- Reviewing and approving requests for exceptions in the duty hour requirements prior to submission to an RRC.
- Annually reviewing High Risk/Low Risk designations and supporting data; the subcommittee makes recommendations to the GMEC for changes.

Supervision. The GMEC monitors programs' supervision of House Officers to ensure that supervision is consistent with the provision of safe and effective patient care, the educational needs of House Officers, the progressive responsibility as appropriate to the House officer's level of education, competence and experience; other applicable Common Requirements and specialty/subspecialty-specific Program Requirements by:

- Reviewing program policies for (a) responsibilities for patient care, (b) progressive responsibility for patient management and (c) supervision over the continuum of the program as part of the ACGME-accredited program review process..

Communication with the Organized Medical Staff. The GMEC provides ongoing communication with the Organized Medical Staff (Henry Ford Medical Group Board of Governors) with regards to the safety and quality of patient care including by:

- Distributing its meeting minutes to all members of the Board of Governors.
- Providing an annual report to the Board of Governors regarding the Annual Institutional Review (AIR) and Improvement Plan.

House Officer Status. The GMEC ensures compliance with Institutional and Common Program Requirements in accordance with its policies related to selection, evaluation, promotion, transfer, discipline and/or dismissal.

Oversight. The GMEC oversees institutional and program accreditation, requests for program changes, experimentation and innovation, program reductions and closures and vendor interactions by:

- Reviewing ACGME institution and program letters of notification and monitoring action plans for correction of citations and areas of noncompliance;
- Determining responsibilities related to effective oversight of all ACGME programs, including reviews of underperforming programs;
- Reviewing programs utilizing a Special Review process, including establishing criteria for identifying underperformance and monitoring results in a report demonstrating quality improvement goals and corrective actions;
- Approving applications to ACGME for accreditation of new programs;
- Approving requests for changes in resident complement;
- Approving requests for major changes in program structure or length of training;
- Approving additions or deletions of participating sites;
- Approving requests for rotations at HFHS hospitals which do not sponsor graduate medical education programs;
- Approving appointments of new program directors;
- Approving progress reports requested by any Review Committee;
- Approving institutional performance indicators for the Annual Institutional Review (AIR) including the results of the most recent institutional self-study visit, results of the ACGME surveys, and notification of programs' accreditation statuses and self-study visits;
- Approving and monitoring procedures for action plans resulting from the AIR;
- Approving responses to Clinical Learning Environment Review (CLER) reports;
- Approving responses to all proposed adverse actions;
- Approving requests for exceptions of resident duty hours;
- Reviewing requests for an appeal of an adverse action;
- Reviewing appeal presentations to a Board of Appeal or the ACGME;
- Approving proposals for experimentation or innovative projects and monitoring the quality of education provided for the durations of such a project;
- Approving reductions and closures of programs, individual sites and the sponsoring institution, in accordance with its established policy.
- Approving voluntary withdrawal of program accreditation;
- Approving proposals for new non-accredited graduate medical education programs;
- Reviewing non-accredited program annual reports;
- Ensuring that HFHS's vendor interaction policy addresses interactions between vendor representatives and House Officers/GME programs.