The Ohio State University Medical Center

GRADUATE MEDICAL EDUCATION
POLICY AND PROCEDURE

Policy: CHARGE OF THE GRADUATE MEDICAL EDUCATION COMMITTEE

Effective: 3/14/88

Revised: 5/23/07, 9/28/00, 9/25/99

Procedure:

The institutional administration of Graduate Medical Education at The Ohio State University Medical Center takes place under the auspices of the Office of Graduate Medical Education (OGME), which is a division of the Office of the Medical Director. One of the responsibilities in Graduate Medical Education is to have an institutional oversight committee to assure that each program meets requirements set forth by the Accreditation Council for Graduate Medical Education (ACGME) for Resident Review Committee (RRC) approval and the institution’s overarching educational objectives. This Committee will be the designated institutional entity responsible for monitoring and advising on all aspects of residency education.

In order to provide a broad base of input into on-going discussions the institutional Graduate Medical Education Committee (GMEC) is convened. Voting membership of this Committee is composed of all core residency program directors, selected subspecialty residency program directors, the designated institutional official, hospital administrators, and residents nominated by their peers. The Committee will meet on a monthly basis and minutes will be kept in the Office of Graduate Medical Education.

The GMEC has oversight authority and responsibility for all aspects of GME including:
1. To establish and implement institutional policies and procedures regarding the quality of education and the work environment for residents in all programs.
2. To ensure that communication mechanisms exist between the GMEC and all program directors within the institution. To ensure that program directors maintain effective communication mechanisms with the responsible individual at each participating institution for their respective program to ensure proper oversight at all clinical sites.
3. To develop, implement, and oversee an internal review process.
4. To make recommendations regarding stipends, benefits, and funding for resident positions.
5. To develop and implement policies and procedures regarding resident duty hours.
6. To monitor programs’ supervision of residents and ensure that supervision provides safe and effective patient care; meets educational needs and well being of residents, and provides progress responsibility appropriate to residents’ education, competency, and experience.
7. To communicate with leadership of the medical staff regarding the safety and quality of patient care.

8. To ensure that programs provide a curriculum and an evaluation system to ensure that residents demonstrate achievement of the ACGME general competencies.

9. To ensure that programs select, evaluate, promote, transfer, discipline, and/or dismiss residents in compliance with the institutional policies and the ACGME institutional and common program requirements.

10. To review all ACGME program and institutional accreditation letters of notification and monitor action plans for correction of citations and areas of noncompliance.

11. To review all program changes prior to submission to the ACGME in accordance with the ACGME institutional and common program requirements. Program changes include:
   a. All applications for ACGME accreditation of new programs;
   b. Changes in resident complement;
   c. Major changes in program structure or length of training;
   d. Additions and deletions of participating institutions;
   e. Appointments of new program directors;
   f. Progress reports requested by any Review Committee;
   g. Responses to all proposed adverse actions;
   h. Requests for exceptions of resident duty hours;
   i. Voluntary withdrawal of program accreditation;
   j. Requests for an appeal of an adverse action;
   k. Appeal presentations to a Board of Appeal or the ACGME.

12. To provide oversight of all processes related to reductions and/or closures of individual programs, major participating institutions, and/or sponsoring institution.

13. To ensure sponsoring institution has a policy regarding resident and training program interactions with vendor representatives.

14. To ensure the development of an institution-wide policy for programs to continue the education of all residents in the event of a disaster.