The Ohio State University Medical Center

GRADUATE MEDICAL EDUCATION
POLICY AND PROCEDURE

Policy: PROGRAM EDUCATION COMMITTEE AND
HOUSESTAFF COMPETENCY COMMITTEE

Effective: 6/28/06
Revised: 7/25/07

For the purposes of this policy, “resident” means all interns, residents, and fellows in GME training programs.

Procedure:

1. Each GME training program must have an established “education committee.” The training program may use a different title for the committee but its membership, responsibilities, and functions must be consistent with this policy.

2. A department may choose to have one education committee that oversees multiple GME training programs. However, each training program must fall under the jurisdiction of an education committee.

3. Committee membership. The committee must include at least the following individuals:
   a. The Program Director.
   b. At least three other faculty members from the training program who are full-time university faculty members.
   c. At least one resident from the program. The resident should be peer-selected to serve on the committee.
   d. The applicable Division Director or Department Chair should serve as an ex-officio member of the committee.
   e. Although not required, it is recommended that at least one faculty member from each major non-OSU participating institution for the program be included on the committee.
   f. On an annual basis, the program must forward a list of education committee members to the GME Office.

4. Committee logistics.
   a. The education committee must meet at least twice per year.
   b. Meeting minutes should document the date of meetings, the list of members and guests in attendance, and a review the substantive issues that were discussed on the agenda.
c. Committee meeting minutes will be reviewed at the time of the program internal review.

5. Committee responsibilities. The education committee will have the following roles and responsibilities:
   a. At least twice per year, the committee should review the program’s compliance with ACGME and institutional duty hour policies.
   b. At least once annually, the education committee must complete a self-assessment that evaluates the educational effectiveness of the overall program using a systematic process. The program director should prepare the self-assessment and present it to the committee. The self-assessment includes but is not limited to the following topics:
      1.) The program’s written curriculum and rotation-specific competency-based goals and objectives.
      2.) All resident, faculty and program evaluation forms used in the training program.
      3.) The educational value and effectiveness of rotations at each participating institution.
      4.) The aggregate competency-based resident performance evaluations.
      5.) The scholarly activity and research participation of the residents.
      6.) Resident performance on in-service training exams (if applicable) and board certification exams.
      7.) The resident’s aggregate evaluations of the teaching faculty with special attention paid to their teaching ability, commitment to the educational program, clinical expertise, and scholarly activity.
      8.) The faculty’s participation in faculty development programs.
      9.) An aggregate summary of the individual resident and faculty evaluations of the overall program and provide feedback to the program.
   c. Quality Improvement Plan.
      1.) Based on the program’s annual self-assessment, the program director will develop a written quality improvement action plan to be presented to the program education committee. The approval of this plan should be recorded in the committee minutes.
      2.) The quality improvement action plan must be forwarded to the GME office by September 30th of each year.

6. Evaluation Activities
   Each program should designate a “housestaff competency committee” to address academic and administrative adverse actions, and individual evaluations of housestaff.
   a. The committee
      1.) may be the program education committee, minus the housestaff members of the program education committee.
      2.) may be a sub committee of the program education committee, or
      3.) may be a separate, independent committee,
      4.) housestaff should not participate in the review of evaluations for individual trainees or the review of adverse action.
b. The committee will provide review and feedback to the Program Director with regard to any academic or administrative adverse action to be taken against any resident in the program.

1.) All committee discussions and minutes regarding potential adverse actions shall remain confidential.

2.) The committee may provide the Program Director with a recommendation regarding the proposed adverse action. The recommendation should be documented in the minutes of the committee meeting.

3.) The Program Director is responsible for making the final determination on whether or not to take an adverse action as defined in the academic and administrative adverse actions policy.