

## Graduate Medical Education Committee

**Effective:** July 1, 2018  
**Reviewed by GMEC:** February 13, 2018  
**Initial Approval by GMEC:** August 4, 1993

### Statement

Palmetto Health's DIO and GMEC have authority and responsibility for the oversight and administration of the Sponsoring Institution's programs and responsibility for assuring compliance with ACGME Common, Specialty/SubSpecialty Program, and Institutional requirements.

### Associated Policy(ies)

*All resident-related policies*

### Responsible Positions (Title)

DIO  
Chairs  
Program Directors  
Institutional representatives  
Affiliated participant site representatives GME  
Office

### Equipment Needed

*None*

### Procedure Steps, Guidelines, Rules, or Reference

1. The GMEC voting membership consists of the Directors of Education and Program Directors of each residency training program, the Chief Clinical Officer (Palmetto Health's Chief Academic Officer and DIO designee), the Executive Dean of the School of Medicine, System Vice President of Medical Education (DIO), VP for Research, Quality Improvement/Safety Officer, selected faculty representatives, peer-selected officers of the Resident's Council, Program Coordinator Representative, Palmetto Health administration representatives, and other appropriate representatives from the major participating Institutions. The DIO serves as the Chair of the GMEC.
2. The GMEC meets a minimum of six (6) times per year, and minutes are maintained. Each meeting of the GMEC includes attendance by at least one resident/fellow member.
3. The minutes of each GMEC meeting include documentation of the execution of all required GMEC functions and responsibilities, and are forwarded to the Medical Executive Committees of Palmetto Health's teaching hospitals for information and official action where appropriate.
4. The DIO may establish subcommittees or ad hoc groups, as deemed appropriate. Each subcommittee includes a peer-selected resident/fellow. Subcommittee actions are reviewed and approved by full GMEC.
5. The Executive Committee of the GMEC consists of the Chief Clinical Officer, the Executive Dean of the School of Medicine, and the System Vice President for Medical Education (DIO).

6. If necessary between GMEC meetings, the Executive Committee reviews issues and imposes temporary actions. However, any such actions are presented at the next official meeting of the GMEC for final approval.
  
7. GMEC responsibilities include oversight of:
  - a. ACGME-accreditation status of the Sponsoring Institution and its ACGME-accredited programs;
  - b. The quality of the GME learning and working environment within the Sponsoring Institution, its ACGME-accredited programs, and its participating sites;
  - c. The quality of educational experiences in each program that lead to measurable achievement of educational outcomes as identified in the ACGME Common and specialty/subspecialty-specific Program Requirements,
  - d. The ACGME-accredited programs' annual evaluation and improvement activities and,
  - e. All processes related to reductions and/or closures of individual ACGME-accredited programs, major participating sites, and the Sponsoring Institution.
  
8. The DIO and GMEC review and approve:
  - a. Institutional GME policies and procedures;
  - b. Annual recommendations to the Sponsoring Institution's administration regarding resident/fellow stipends and benefits;
  - c. Applications for ACGME accreditation of new programs and subspecialties;
  - d. Request for permanent changes in resident/fellow complement;
  - e. Major changes in ACGME accredited programs structure or duration of education;
  - f. Additions and deletions from each ACGME accredited program's list of participating sites ;
  - g. Appointment of new Program Directors;
  - h. Progress reports requested by a Review Committee;
  - i. Responses to interim CLER site visit reports;
  - j. Voluntary withdrawal of ACGME program accreditation;
  - k. Requests for an appeal of an adverse action by a Review Committee;
  - l. Appeal presentations to an ACGME Appeals panel.
  
9. The GMEC establishes and implements policies and procedures regarding the quality of education and the work environment for the residents in all programs.

## **References**

ACGME Institutional Requirements