

POLICY MANUAL

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Department of Primary Responsibility:
Academic Division – Graduate Medical
Education

Subject: Graduate Medical Education Committee
Structure and Foundation

Distribution: GMEC, Program Directors

Purpose: The Ochsner Clinic Foundation (OCF) residency and fellowship programs function under the guidelines set forth by the Accreditation Council of Graduate Medical Education (ACGME), which mandates that the institutional Graduate Medical Education Committee (GMEC) "has the responsibility for monitoring and advising on all aspects of residency education." This policy describes the structure, organization and responsibilities of the OCF GMEC.

Structure/Organization: The GMEC will consist of the Chief Academic Officer, the Chairman of the GMEC, the Director of Medical Education, the program directors of Internal Medicine and General Surgery, and at least three members chosen from among the following specialties: Radiology, Cardiology, OB/GYN, Psychiatry, Urology, Pediatrics, and Orthopedics. The Chief Academic Officer will appoint these members to four-year terms. The President of the Fellows Association will be a committee member, serving for the length of his/her term in those offices. The Vice President of the Fellows Association will be an alternate member and is invited to all meetings to assure continuity. The Chief Academic Officer will appoint the Chairman of the GMEC and his re-appointment will be reviewed every two years.

Meetings: The GMEC will hold regular monthly meetings and maintain written minutes, documenting fulfillment of the committee's responsibilities as listed below. The minutes of these meeting will be circulated to all program directors (with confidentiality of specific resident probationary or disciplinary actions protected) on a monthly basis.

At least quarterly the GMEC will meet with all the program directors and distribute information on GMEC actions and issues of importance. Minutes of these program directors meetings will be circulated to all program directors.

The Chief Academic Officer will make a yearly written report of the activities of the GMEC to the Organized Medical Staff and OCF Board.

GMEC Responsibilities:

As specified in Section III.B of the ACGME Institutional Requirements, the OCF GMEC must:

Establish and implement policies and procedures regarding the quality of education and the work environment for the residents in all programs. These policies and procedures must include:

1. Stipends and position allocation: Annual review and recommendations to the Sponsoring Institution regarding resident stipends, benefits, and funding for resident positions.
2. Communication with program directors: The GMEC must:
Ensure that communication mechanisms exist between the GMEC and all program directors within the institution.

Ensure that program directors maintain effective communication mechanisms with the site directors at each participating site for their respective programs to maintain proper oversight at all clinical sites.

3. Resident duty hours: The GMEC must:
Develop and implement written policies and procedures regarding resident duty hours to ensure compliance with the Institutional, Common, and specialty/subspecialty-specific Program Requirements.
Consider for approval requests from program directors prior to submission to an RRC for exceptions in the weekly limit on duty hours up to 10 percent or up to a maximum of 88 hours in compliance with ACGME Policies and Procedures for duty hour exceptions.
4. Resident supervision: Monitor programs' supervision of residents and ensure that supervision is consistent with:
 - Provision of safe and effective patient care;
 - Educational needs of residents;
 - Progressive responsibility appropriate to residents' level of education, competence, and experience; and,
 - Other applicable Common and specialty/subspecialty-specific Program Requirements.
5. Communication with Medical Staff: Communication between leadership of the medical staff regarding the safety and quality of patient care that includes:
 - The annual report to the OMS;
 - Description of resident participation in patient safety and quality of care education;
 - and,
 - The accreditation status of programs and any citations regarding patient care issues
6. Curriculum and evaluation: Assurance that each program provides a curriculum and an evaluation system that enables residents to demonstrate achievement of the ACGME general competencies as defined in the Common and specialty/subspecialty-specific Program Requirements.
7. Resident status: Selection, evaluation, promotion, transfer, discipline, and/or dismissal of residents in compliance with the Institutional and Common Program Requirements.
8. Oversight of program accreditation: Review of all ACGME program accreditation letters of notification and monitoring of action plans for correction of citations and areas of noncompliance.
9. Management of institutional accreditation: Review of the Sponsoring Institution's ACGME letter of notification from the IRC and monitoring of action plans for correction of citations and areas of noncompliance.
10. Oversight of program changes: Review of the following for approval, prior to submission to the ACGME by program directors:
 - 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 sites;

- 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; and,
 - k) Appeal presentations to a Board of Appeal or the ACGME.
11. Experimentation and innovation: Oversight of all phases of educational experiments and innovations that may deviate from Institutional, Common, and specialty/subspecialty-specific Program Requirements, including:
- a) Approval prior to submission to the ACGME and/or respective Review Committee;
 - b) Adherence to Procedures for “Approving Proposals for Experimentation or Innovative Projects” in *ACGME Policies and Procedures*; and,
 - c) Monitoring quality of education provided to residents for the duration of such a project.
12. Oversight of reductions and closures: Oversight of all processes related to reductions and/or closures of:
- a) Individual programs;
 - b) Major participating sites; and,
 - c) The Sponsoring Institution.
13. Vendor interactions: Provision of a statement or institutional policy (not necessarily GME-specific) that addresses interactions between vendor representatives/corporations and residents/GME programs.
14. Conduct internal reviews of all ACGME-accredited programs including subspecialty programs to assess their compliance with the Institutional Requirements and the Program Requirements of the ACGME Residency Review Committee in accordance with the guidelines in Section IV- Internal Review.

SIGNATURES:

William W. Pinsky, M.D.
Executive Vice President for System Medical Affairs/
Chief Academic Officer

Hector O. Ventura, M.D.
Chairman
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