

**Policy on Educational Administration and GME Oversight
Graduate Medical Education Committee
Children's National Medical Center**

- I. **Scope:** This policy applies to all ACGME-accredited training programs at Children's National Medical Center (CNMC). The purpose of this policy is to ensure that an organized administrative system is in place to oversee and support all ACGME programs.

- II. **Definitions:**
The term "resident" refers to all graduate medical trainees, including interns, residents, and fellows.

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- III. **Responsibility:** It is the responsibility of all GME program directors, residents, and CNMC officials to comply with this policy.

GMEC Composition and Meetings

The GMEC has the responsibility for monitoring and advising on all aspects of residency education. The meeting structure includes a Full Committee which meets four (4) times per year and an Executive Committee which meets eight (8) times per year. Voting membership on the Full Committee includes program directors from all ACGME-accredited program, peer-selected residents, fellows, representatives from identified non-ACGME programs, hospital administrative and medical staff representatives, the Designated Institutional Official (DIO) and the GME manager. GMEC approved written minutes are maintained on file in the GME office.

GMEC Responsibilities

The GMEC is responsible for:

- Establishing and implementing policies and procedures regarding the quality of education and the work environment for the residents in all ACGME-accredited programs.
- Reviewing annually and making recommendations to the Sponsoring Institution on resident stipends, benefits, and funding for resident positions to assure that these are reasonable and fair.
- Establishing and maintaining appropriate oversight of and liaison with program directors and assuring that program directors establish and maintain proper oversight of and liaison with appropriate personnel of other institutions participating in the ACGME-accredited programs of the Sponsoring Institution.
- Establishing and implementing formal written policies and procedures governing resident duty hours in compliance with the Institutional and Program Requirements.
- Assuring that ACGME-accredited programs provide appropriate supervision for all residents that is consistent with proper patient care,

the educational needs of residents, and the applicable Program Requirements.

- Assuring that each program provides a curriculum and an evaluation system to ensure that residents demonstrate achievement of the six general competencies as defined in the Common, Specialty, and Subspecialty Program Requirements.
- Establishing and implementing formal written institutional policies for the selection, evaluation, promotion, and dismissal of residents in compliance with the Institutional, Common, and Program Requirements.
- Regularly reviewing all ACGME program accreditation letters and monitor action plans for the correction of concerns and areas of noncompliance.
- Regularly reviewing the Sponsoring Institution's Letter of Report from the IRC and develop and monitor action plans for the correction of concerns and areas of noncompliance.
- Conducting 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 Committees.
- Reviewing and approving all documents prior to submission to the ACGME
- The DIO is responsible for reviewing and co-signing all program information forms and other documents and/or correspondence submitted to the ACGME by the Program Director. In the event that the DIO is unavailable, the GME Manager will serve in this capacity as his/her designee.
- Note that the GMEC also performs similar oversight functions for GME training programs not accredited by the ACGME.

Graduate Medical Education (GME) Office: The purpose of GME is to provide an organized educational program with guidance and supervision of the resident, facilitating the resident's ethical, professional and personal development while ensuring safe and appropriate care for patients. The GME Office is responsible for:

- Coordinating all ACGME-accredited internal reviews
- Maintaining master affiliation agreements with appropriate institutions for both incoming and outgoing rotating residents
- Providing administrative and other support to the GME programs.

Approved by CNMC GMEC: April 22, 2005

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Bernhard L. Wiedermann, M.D.
Chair, GMEC