

GMEC Charter

Wisconsin Northern & Central GME Consortium (WiNC)

Initial GMEC Approval:	06-08-2021
Last GMEC Review Date:	04-21-2022

Scope

This policy pertains to all WiNC-sponsored residency/fellowship programs. The term resident/residency is used synonymously with fellow/fellowship unless otherwise specified. (GMEC approved 10/20/2022)

Purpose

The WiNC GMEC is charged with overseeing compliance of all WiNC sponsored graduate medical education (GME) programs to the standards of the Accreditation Council for Graduate Medical Education (ACGME), establishing effective administrative and educational policies and procedures that ensure a clinical learning environment (CLE) that is of the highest quality and safety.

Policy Guidelines

1. GMEC Responsibilities
 - a. Provide oversight of:
 - i. The accreditation status of the Sponsoring Institution and the accreditation and osteopathic recognition status all WiNC-sponsored programs accredited by the Accreditation Council for Graduate Medical Education (ACGME).
 - ii. The quality of the learning and working environment within the Sponsoring Institution, each of its ACGME-accredited programs, and its participating sites.
 - iii. The quality of educational experiences in each ACGME-accredited program that lead to measurable achievement of educational outcomes as identified in the ACGME Common, Family Medicine Program and Psychiatry Program requirements and Osteopathic Recognition requirements.
 - iv. The annual program evaluation (APE) and improvement activities of the ACGME-accredited programs.
 - v. All processes related to reductions and closures of individual ACGME-accredited programs, major participating sites, and the Sponsoring Institution.
 - b. Review and approval of:
 - i. Institutional GME policies and procedures;
 - ii. Annual recommendations to the Sponsoring Institution's administration regarding resident/fellow stipends and benefits;
 - iii. Applications for ACGME accreditation and/or osteopathic recognition of new programs;
 - iv. Requests for permanent changes in resident/fellow complement;
 - v. Major changes in each of its ACGME-accredited programs' structure or duration of education;
 - vi. Additions and deletions of each of its ACGME-accredited programs' participating sites;
 - vii. Appointment of new program directors;
 - viii. Progress reports requested by a Review Committee;
 - ix. Responses to Clinical Learning Environment (CLER) reports;
 - x. Requests for exceptions to work hour requirements;
 - xi. Voluntary withdrawal of ACGME program accreditation and/or osteopathic recognition;
 - xii. Requests for appeal of an adverse action by a Review Committee;
 - xiii. Appeal presentations to an ACGME Appeals Panel.
 - c. Demonstrate effective oversight of:
 - i. The Sponsoring Institution's accreditation through an Annual Institutional Review (AIR) in compliance with ACGME Institutional requirements. [I.B.5.a)-A.B.5b).(2)]
 - ii. Under-performing program(s) through a Special Review process in compliance with ACGME

Institutional Requirements. [I.B.6.-I.B.6.a)(2)]

2. Committee Membership
 - a. Designated Institutional Official (DIO); with vote.
 - b. Program Director(s) of each WiNC sponsored program; with vote. Each Program Director will be able to assign a designated alternate such as an Associate Program Director that may attend the meeting and be eligible to vote when the Program Director is not available.
 - c. Program Coordinator(s); with vote. Program Coordinators may also have a designated alternate that may attend GMEC meetings and be eligible to vote in the Program Coordinator's absence.
 - d. Residents and/or Fellows; Each Program may have one or more residents attend GMEC meetings, but will have only one vote per program. Voting residents/fellows must be peer selected and not be assigned by Program Leadership.
 - e. Quality Improvement/Safety Officer; with vote. This position will be selected from appropriate candidates by the GMEC and serve a three year term with possibility of one additional three year term.
 - f. UW-DFMCH Statewide Osteopathic Collaborative (SOC) leadership; with vote. As WiNC DO residents will be members of the UW-DFMCH SOC, either the Chair of UW-DFMCH SOC, a Director of Osteopathic Education, SOC Education Coordinator, or their designee will have one vote on the WiNC GMEC.
 - g. Executive Director; non-voting member.
 - h. WiNC Institutional Program Coordinator; non-voting member.
 - i. Other residency program staff as invited by the Program's Director, non-voting member. From time to time programs may desire other education department personnel, faculty, or other staff to attend GMEC meetings to engage in committee work and provide input and guidance.
 - j. Other non-member attendees; non-voting. The WiNC GME complies with State of Wisconsin open meeting laws. Non-members of the GMEC are welcome to attend GMEC meetings open sessions as observers. Participation in any other way is at the discretion of the GMEC Chair.
3. GMEC Chair
 - a. The Chair of the WiNC GMEC will either be the DIO, or a Program Director designated by the DIO as an alternate if the DIO is unable to attend a meeting.
 - b. The Chair will be a voting member.
4. GMEC Procedures
 - a. Meetings
 - i. Regularly scheduled meetings will occur six times per year either in person or via video-conferencing. Additional meetings will be scheduled as necessary.
 - ii. Quorum will be recognized when three criteria are met: 1) 50% of voting members 2) At least the Program Director or his/her designee or Program Coordinator or his/her designee from each sponsored program and 3) At least one peer-selected resident or fellow are present.
 - iii. Additional discussion and dissemination of information may be conducted on an ad hoc basis via electronic communications between meetings.
 - b. Voting
 - i. Meetings may occur for discussion or information sharing but voting can only occur when a quorum is recognized.
 - ii. Decisions will be determined by a 2/3 majority of the quorum present.
 - iii. From time to time, decisions will need to be made by the GMEC between scheduled meetings. Voting may be conducted electronically in an ad hoc manner as long as all in-person quorum requirements are met.
 - c. Subcommittees
 - i. The GMEC may establish subcommittees or focused work groups in order to facilitate successful accomplishment of GMEC duties, initiatives, and priorities.
 - ii. Creation of any subcommittee that addresses ACGME requirements must have a formal vote of the GMEC.
 - iii. Subcommittees that address ACGME requirements must have a specific charge/charter

that includes membership requirements of at least one peer-selected resident/fellow, produce minutes, and make recommendations that are forwarded to the GMEC for approval.

iv. Subcommittees that are deemed no longer necessary or have completed their specific charge will be decommissioned by a formal vote of the GMEC.

d. Minutes

i. The GMEC will create and maintain meeting minutes that document execution of all ACGME requirements and responsibilities.

ii. GMEC minutes will be submitted to the WINC Governing Board in order to provide regular communication updates and when necessary provide the basis for appropriate Board actions such as fiscal requests.

References

- Accreditation Council for Graduate Medical Education website: <http://www.acgme.org>
- Wisconsin Attorney General's Compliance Guide for the Open Meetings law: <https://www.doj.state.wi.us/office-open-government/open-government-law-and-compliance-guides>