



## GRADUATE MEDICAL EDUCATION COMMITTEE (GMEC) SCOPE OF WORK (SOW) AND POLICY

Reference number : VUNI.47\_3  
Published by : VinUni Office  
Published date : 30 May 2023  
Applicable Department : College of Health Sciences

---

### Background

Description of responsibilities of the VinUniversity College of Health Sciences Graduate Medical Education Committee (GMEC), based on applicable Accreditation Council for Graduate Medical Education International (ACGME-I) requirements. This document describes the functions of the GMEC, including committee charges, meeting logistics, membership, subcommittees, councils and applicable requirements. The GMEC performs all functions as required by the ACGME-I, including but not limited to:

- Oversight of:
  - ACGME-I accreditation and recognition statuses of the Sponsoring Institution and each of its programs;
  - the quality of the GME learning and working environment within the Sponsoring Institution, each of its programs, and its participating sites;
  - the quality of educational experiences in each program that lead to measurable achievement of educational outcomes as identified in the ACGME-I Common and specialty-/subspecialty-specific Program Requirements;
  - program(s)' annual program evaluation(s) and Self-Study(ies);
  - programs' implementation of institutional policy(ies) for vacation and leaves of absence, including medical, parental, and caregiver leaves of absence, at least annually;
  - all processes related to reductions and closures of individual programs, major participating sites, and the Sponsoring Institution; and, (Core)
  - the provision of summary information of patient safety reports to residents, fellows, faculty members, and other clinical staff members. At a minimum, this oversight must include verification that such summary information is being provided.
- Review and approval of:

- institutional GME policies and procedures;
- GMEC subcommittee actions that address required GMEC responsibilities;
- annual recommendations to the Sponsoring Institution’s administration regarding resident/fellow stipends and benefits;
- applications for ACGME-I accreditation of new programs;
- requests for permanent changes in resident/fellow complement;
- major changes in each of its programs’ structure or duration of education, including any change in the designation of a program’s primary clinical site;
- additions and deletions of each of its programs’ participating sites;
- appointment of new program directors;
- progress reports requested by a Review Committee;
- responses to Clinical Learning Environment Review (CLER) reports;
- requests for exceptions to clinical and educational work hour requirements;
- voluntary withdrawal of ACGME-I program accreditation or recognition;
- requests for appeal of an adverse action by a Review Committee; and,
- appeal presentations to an Appeals Panel; and,
- exceptionally qualified candidates for resident/fellow appointments who do not satisfy the Sponsoring Institution’s resident/fellow eligibility policy and/or resident/fellow eligibility requirements in the Common Program Requirements.

## **Charges**

The GMEC is charged with providing oversight, both for VinUni as a sponsoring institution and for its ACGME-I-accredited and non-accredited programs. The GMEC also provides strategic guidance on important decisions regarding resident/fellow education and well-being.

Additionally, the VinUni GMEC provides oversight of nonstandard training programs according to generally recognized and accepted standards.

## **Meeting Logistics**

- Frequency of meetings: at least quarterly
- Location: Hybrid in-person with Remote option
  - Meetings are recorded expressly for the purpose of taking minutes. Recordings are not circulated to members or others, and are deleted by GME office staff once minutes have been approved by the GMEC.
- Attendees: voting members, GME office staff
  - May include guests invited by the committee Chair or their designee
- Agenda:

- The agenda is set by the committee Chair. Program directors, administrators, and GMEC members may request to add items to the agenda a minimum of 1 week prior to a given meeting (or at the discretion of the committee Chair).
- A tentative agenda and related materials are emailed to committee members one week prior to each meeting.
  - Some committee business items may be added to the consent agenda at the discretion of the committee Chair. Any materials related to these items should be emailed to committee members one week in advance of each meeting. Any member of the committee may move during a meeting to remove an item from the consent agenda and add it to the discussion agenda.

### **Membership**

- The GMEC has the following voting members:
  - Chair: DIO
  - GMEC Standing Subcommittee Chair(s)
  - Council Chair(s)
  - Peer-selected resident/fellow representatives (minimum of 2)
    - Resident/Fellow steering committee members may identify alternates if they are unable to attend to ensure adequate trainee representation.
    - 1-year appointments
  - VinUni-affiliated hospital representatives
    - A quality improvement or patient safety officer
  - A representative sample of program directors (minimum of 2)
    - 3-year appointments (may be extended at the discretion of the Chair)
- Attendance
  - Voting members are expected to attend at least 75% of meetings per year to remain on the committee.
- Quorum
  - Reached when there are a simple majority of committee members in attendance, including at least 1 peer-selected resident/fellow representative.
- Votes
  - Determined by a simple majority of voting members present once quorum has been reached.

### **Standing Subcommittees**

**Where appropriate** The GMEC Chair creates all subcommittees (including charges), and appoints subcommittee Chairs and members. Subcommittees address some GMEC responsibilities as

stated in the ACGME-I Institutional Requirements and include peer-selected resident/fellow members.

- Program Quality Review Subcommittee (PQRS)
  - Meets/reports quarterly
  - Charges: Guide ACGME-I-accredited programs in achieving and demonstrating continuous improvement, and demonstrate effective oversight of programs by:
    - Monitoring resident/fellow work hours logging and compliance
    - Identifying underperforming programs for Special Reviews and conducting those reviews
    - Providing oversight of Annual Program Evaluations (APEs)
    - Reviewing and providing proactive feedback on all ACGME-I-accredited programs' ADS (Accreditation Data System) Annual Program Updates
    - Reviewing all programs' ACGME-I accreditation letters, including citations and Areas For Improvement (AFI)
    - Contributing to policy decisions
    - Reviewing ACGME-I Annual Resident and Faculty survey results and VinUni GME Resident/Fellow Satisfaction and Wellbeing survey results
- VinUniversity Residents' Committee (VRC)
  - *Resident/Fellow Forum*
  - GME Facilitator: DIO
  - Meets/reports at least quarterly
    - There is time designated during each meeting of the VRC for members to conduct their forum without the DIO, faculty or other administrators present.
  - Charges: communicate and exchange information among residents about training, working and learning environment, and quality of life; bring issues to the GMEC; contribute to deliberations of the GMEC through elected representatives who serve as GMEC voting members.
  - Resident representatives to the VRC are peer-selected in each of their programs through an annual, anonymous vote. The VRC elects steering committee members, who serve as voting members of the GMEC.
    - Steering committee members may present concerns that arise from discussions at the forum to the DIO and GMEC.
  - All residents/fellows are invited to attend meetings and are free to raise concerns to the forum.

The committee Chair may create ad-hoc subcommittees as needed.

## Councils

The GMEC Chair creates all councils (including charges), and appoints council Chairs. Councils do not address GMEC responsibilities as stated in the ACGME-I Institutional Requirements and do not include peer-selected resident/fellow members.

- Program Directors Advisory Council (PDAC)
    - Meets/reports quarterly
    - Charges:
      - Facilitate professional development applicable to program directors', clinical educators' and administrators' responsibilities as educational leaders
      - Provide a venue for town hall meetings with GME institutional leaders
      - Provide opportunities for program directors to provide input on institutional priorities (e.g., policies, processes, standard forms (evaluations), resident/fellow recruitment, etc.).
    - All program directors, clinical educators and administrators are invited to participate
  - Training Program Administrators Council (TPAC)
    - Charges:
      - Facilitate professional development applicable to program administrators' unique roles and responsibilities
      - Provide a forum for discussion with and without GME office staff
      - Provide opportunities for program administrators to provide input on institutional priorities (e.g., policies, processes, standard forms (evaluations), resident/fellow recruitment, etc.).
    - All program administrators are invited to participate.
  - Resident Well-Being Council
    - Meets/reports at least quarterly
    - Charges: Help residents thrive by: assisting and guiding residents in identifying and appreciating their abilities and strengths; identifying and sharing effective methods for managing the challenges and stresses in their relationships at work and home; establishing programs that foster well-being and facilitate treatment for those in need of support.
    - All residents/fellows are invited to attend.
- 

*Developed by: Dr. Phuoc Van Le*

*Reviewed by: GMEC*

*Approved by: Provost*