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1. ABBREVIATIONS AND DEFINITIONS

ACGME-I: Accreditation Council for Graduate Medical Education International
GME: Graduate Medical Education
DIO: Designated Institutional Official
CCC: Clinical Competency Committee
GMEC: Graduate Medical Education Committee

2. RATIONALE

The House Staff Council (HSC) at VinUniversity is a forum for residents and fellows to communicate and exchange information with each other relevant to their GME programs and their learning and working environment. The HSC comprises resident/fellow representatives selected by their peers, but all residents/fellows are welcome to attend these meetings.

The HSC serves as an integral line of communication between residents, fellows, faculty and staff. The office of the Vice Dean for Medical Education is committed to advocating the highest quality of education and patient care experiences to all house staff in an atmosphere of safety, mutual respect and teamwork. The HSC is a venue by which residents/fellows can organize events and bring issues and concerns in a non-threatening and confidential manner to the Office of the Vice Dean for Medical Education and the GMEC. Representatives share ideas and educational experiences to further professional development and increase the quality of medical practice. The council president is a member of the GMEC and she/he/they or her/his/their designee presents information from HSC meetings to the GMEC. The House Staff Council shall receive administrative support from the Dean

3. RESPONSIBILITIES

1. Establishment and maintenance of appropriate liaison with VinUni College of Health Sciences key governing bodies of sponsored programs.
2. Regular reviews of resident/fellow issues to ensure communication with appropriate official bodies.
3. Establishment and implementation of policies and procedures for selection of House Staff officers.
4. Foster dissemination of information among residents/fellows.
5. Function as a resource to non-committee member residents/fellows.
6. Actively participate and educate incoming residents/fellows on the objectives of the House Staff Committee.

4. MEMBERSHIP

The House Staff Committee members may be elected or appointed from each of the VinUni CHS sponsored residency and fellowship programs.

1. The HSC will consist of elected House Staff. These members will have voting privileges.
2. The Vice Dean for Medical Education may appoint other residents/fellows to the membership of the House Staff Committee as deemed appropriate, serving as **non-voting** members.
3. The Vice Dean for Medical Education, or his/her/their designee, serves as a **non-voting** faculty representative. For sensitive topics, the President of the HSC may dismiss the Vice Dean from sections of each meeting.
4. Members shall serve terms of one year. All HSC members may be re-elected or re-appointed for additional terms. The academic year defines the term of appointment.
5. Officers: President – Chair of the HSC, organizes meetings, represents House Staff at appropriate GMEC meetings and serves as the liaison between the Faculty and the House Staff. Vice President – Assists HSC President with operational duties, assumes Chair of the House Staff Committee in the President’s absence, represents House Staff at GMEC meetings as assigned and ensures House Staff issues are adequately addressed between House Staff Committee meetings.

5. MEETINGS

The VinUniversity HSC will meet at least quarterly and maintain written minutes.

6. QUORUM

A simple majority of members, present in person, via videoconference, or via phone, will constitute a quorum of the VinUniversity HSC.

Developed by: CHS Vice Dean

Reviewed by: GMEC

Approved by: CHS Dean