



## **JABSOM GRADUATE MEDICAL EDUCATION COMMITTEE (GMEC) INSTITUTIONAL POLICY**

GMEC shall conform to all requirements and responsibilities as outlined by the ACGME (IR I.B). To facilitate fulfillment of the JABSOM GME Mission, our unique processes are detailed below.

### **Membership**

1. Voting members shall include:
  - a. Up to three representatives from each program that is ACGME-accredited or in the process of accreditation:
    - i. Program Director (PD). In the absence of the PD, a designated Associate PD (APD) may serve.
    - ii. Program Administrator (PA). Note that a PA may represent more than one program but will have only one vote.
    - iii. Peer-selected resident representative (voting members of the Resident Leadership Forum (RLF)).
  - b. JABSOM Chairs with ACGME-accredited programs within their department
  - c. DIO and Deputy and Assistant DIOs
  - d. HRP Executive Director
  - e. HRP Operations Director
  - f. Quality Improvement / Patient Safety (QPS) Officer or designee
2. Non-voting members may include:
  - a. Associate Program Directors (unless serving as a designee for the Program Director, in which case would be a voting member)
  - b. Deputy Program Administrators
  - c. Program Directors and Administrators from non-ACGME-accredited programs
  - d. Alternate (non-voting) members of the Resident Leadership Forum (unless serving as designee for the resident representative, in which case would be a voting member)
  - e. Veterans' Administration representative
  - f. GME Program Specialist
  - g. Ad hoc attendees / presenters as requested by the DIO
3. A quorum shall be established by the presence of at least 20 voting members including:
  - a. The DIO
  - b. At least two PDs from ACGME-accredited programs
  - c. At least one peer-selected RLF representative
  - d. At least one PA
  - e. The Quality Improvement / Patient Safety Officer or designee
4. GMEC Executive Committee
  - a. The Executive Committee may be convened by the DIO between regularly scheduled GMEC meetings to address urgent matters.

- b. Membership of an ad hoc GMEC Executive Committee is at the discretion of the DIO based on the situation to be addressed, but should generally include the ODIO, HRP ODIO liaison(s), Clinical Department Chairs (minimum of two in attendance), and a minimum of one PD and one RLF representative.

### **Meetings (Including the Annual Institutional Review)**

1. The GMEC shall meet every other (odd-numbered) month (six (6) times/year).
2. The meeting shall be structured with a consent and regular agenda.
  - a. Topics placed on the consent agenda will be those anticipated to warrant little discussion or debate, such as approval of a new participating site.
  - b. In addition to ACGME-required areas of oversight, topics on the consent agenda will include recommendations for appointments of Associate Program Directors.
  - c. Items on the consent agenda will be put forward for a single vote of GMEC to approve at the conclusion of the consent agenda.
  - d. If the topic is found in need of additional discussion, it shall be moved to the regular agenda. Topics assigned to the regular agenda shall include, but not be limited to:
    - i. New or significantly revised policies or procedures,
    - ii. Subcommittee reports
    - iii. Recommendations for resident / fellow stipends
    - iv. Proposals to start or close a program
    - v. Annual program reviews
    - vi. Programs with an ongoing action plan related to a special review (SR) process shall present their progress during the regular agenda of every GMEC until the GMEC votes to resolve the SR process.
  - e. The agenda and all materials relevant to the consent agenda shall be distributed by email a week in advance.
  - f. The PD, Chair or program designee is expected to present and lead the discussion on topics related to their program.
  - g. The September meeting serves as the Annual Institutional Review (AIR).
    - i. In addition to the performance indicators outlined by IR I.B.5.a), the GMEC will review the progress on the prior years' action plans and propose performance indicators for the current academic year.
    - ii. A written executive summary of the AIR incorporating the final SI GME action plan, performance indicators and monitoring procedures will be submitted annually to the University of Hawai'i (UH) Board of Regents (the Governing Body).