



INSTITUTIONAL GRADUATE MEDICAL EDUCATION POLICY

SUBJECT: Education Administration and GME Oversight

DATE EFFECTIVE: April 20, 2005

POLICY: Evaluation

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I. PURPOSE:

The purpose of this policy is to ensure that an organized administrative system is in place to oversee and support all medical education training programs at Children's National Hospital (CH).

II. POLICY SCOPE:

All Accreditation Council for Graduate Medical Education (ACGME) or non-ACGME accredited residency and fellowship programs sponsored by CH.

III. DEFINITIONS:

Trainee

Trainee refers to all interns, residents and fellows participating in ACGME accredited, or non-ACGME training programs sponsored by CH.

Training Program

Training program or program refers to an ACGME accredited or non-ACGME internship, residency or fellowship training program sponsored by CH.

IV. RESPONSIBILITY:

Graduate Medical Education Committee

The Graduate Medical Education Committee (GMEC) has the responsibility for monitoring and advising on all aspects of trainee education. The GMEC meets the second Wednesday of every month, with the exception of August and December. Voting members include:

- Representative training program directors or their designated faculty representative(s)
- Peer-selected trainees and their alternate(s)
- Hospital administrative and medical staff representative(s)
- Hospital quality improvement or patient safety officer or designee

- Graduate Medical Education (GME) Office staff
- Designated Institutional Official

The GMEC-approved written meeting minutes are maintained in MedHub. The GMEC is responsible for:

- Establishing and implementing Institutional GME policies and procedures regarding the quality of education and the work environment for the trainees in all training programs.
- Reviewing annually and making recommendations to the Institution on trainee stipends, benefits, and funding for trainee positions to assure that these are reasonable and fair.
- Establishing and maintaining appropriate oversight of and liaison with training program directors and assuring that program directors establish and maintain proper oversight of and liaison with appropriate personnel of other institutions participating in the training programs of the Institution.
- Establishing and implementing formal written policies and procedures governing trainee work hours in compliance with the Institutional and program requirements.
- Assuring that training programs provide appropriate supervision for all trainees that are consistent with proper patient care, the educational needs of trainee, and the applicable program requirements.
- Assuring that each training program provides a curriculum and an evaluation system to ensure that trainees 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 trainees in compliance with the Institutional, Common, and Program Requirements.
- Regularly reviewing all training program accreditation letters and monitor action plans for the correction of concerns and areas of noncompliance.
- Performing similar oversight functions for training programs not accredited by the ACGME.
- Conducting an Annual Institutional Review (AIR) to assure effective oversight of the Institution's accreditation. The GMEC will identify performance indicators for the AIR including the results of the most recent institutional self-study visit; results of ACGME's surveys of residents/fellows and core faculty; and notification of ACGME-accredited programs' accreditation statuses and self-study visits.

Documents that require GMEC review, and approval include:

- Appointment of a new training program director
- Change in trainee complement
- Changes in program structure and length of training
- Additions and/or deletions of participating Institutions
- All ACGME accreditation applications for new training programs
- All ACGME correspondence to training programs
- Progress reports requested by Review Committee
- Request for appeal of an adverse action by a Review Committee

- Requests for exceptions to resident work hour requirements
- Voluntary withdrawal of training program accreditation

Designated Institutional Official

The Designated Institutional Official (DIO) is accountable to the Chair of Pediatrics and to the Chief Academic Officer of CH. In this role, the DIO has the authority and responsibility, along with the GMEC, for the oversight and administration of all training programs in the Institution and is responsible for assuring compliance with all regulatory Institutional, Governmental, and Program Requirements.

The DIO communicates regularly with leadership of the Institution about the accreditation status of the Institution and training programs, as well as issues related to patient care. The DIO also presents an annual report based on the AIR. This annual report will review the activities of the GMEC during the past year with attention to, at a minimum, trainee supervision, trainee responsibilities, trainee evaluation, trainee scholarship, trainee compliance with work hour standards, trainee participation in patient safety and quality of care programs, and program and institutional accreditation status.

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, a GME Office representative will serve in this capacity as their designee.

Graduate Medical Education Office

By providing guidance and support, the GME Office helps training programs and program directors provide an organized educational experience for trainees.

The GME Office is responsible for:

- Serving as the Institutional liaison with and ombudsperson for trainees in addressing their needs and complaints, including safety concerns, sleep space and other ACGME requirements.
- Serving as the institutional liaison and accreditation expert for programmatic committees.
- Maintaining master affiliation agreements and program letters of agreement with appropriate institutions for both incoming and outgoing rotating trainees.
- Helping programs maintain accurate and complete documentation in the institutional learning management system.
- Perform all duties and responsibilities as assigned.
- Support Program Administrators in the duties assigned to Programs.
- Coordinating special educational events, including Fellows' Orientation and GME Graduation.

V. **APPROVAL**

Approved by:



DIO/Vice Chair, Medical Education

5/8/2024

Date

VI. **REVIEW OR REVISION DATE**

Approved by the GMEC: April 20, 2005

Modified and Approved by the GMEC: September 19, 2007

Modified and Approved by the GMEC: November 19, 2008

Modified and Approved by the GMEC: May 19, 2010

Modified and Approved by the GMEC: January 20, 2017

Modified and Approved by the GMEC: March 13, 2018

Modified and Approved by the GMEC: September 9, 2020

Reviewed and Approved by the GMEC: October 13, 2021

Reviewed and Approved by the GMEC: June 15, 2022

Modified and Approved by GMEC: September 13, 2023

Reviewed and Approved by GMEC: May 8, 2024