



Graduate Medical Education Committee

Policies, Procedures, and Responsibilities

Effective Date: June 02, 2023



DFW Surgical Hospital

West Houston Surgery Center

ABOUT US:

The Texas Institute for Graduate Medical Education (TIGME) was established in 2023 as a nonprofit 501(c)3 corporation with the objective of establishing innovative graduate medical education programs predominantly in the area of primary care. It is a consortium of various community hospitals, physician group practices, charity clinics, Federally Qualified Health Centers, and Village Health and its affiliated entities. TIGME is in the process of seeking institutional accreditation from the Accreditation Council for Graduate Medical Education (ACGME) and has been accredited by the Council for Podiatric Medical Education (CPME).

Mission:

To provide exceptional graduate medical education that prepares physicians to be critical thinkers, lifelong learners and providers of compassionate patient care that is informed by research, scholarship, and innovation.

Vision:

To be a nationally recognized leader in graduate medical education recognized for training highly skilled and compassionate physicians who excel in patient care, research, and healthcare leadership.

GRADUATE MEDICAL EDUCATION COMMITTEE:

Graduate Medical Education Committee (GMEC) has been established to provide valuable guidance to TIGME related to the education, training, and professional development of residents and fellows. GMEC will play a crucial role in overseeing and ensuring the quality and standards of graduate medical education programs. GMEC will also assist in the development of new residency and fellowship programs and in creating and fostering partnerships and collaborations to develop and sustain a robust consortium.

Key Principles and Goals:

1. Ensuring the quality and integrity of educational programs through accreditation standards and compliance.
2. Promoting a supportive learning environment that fosters resident and fellow well-being, professional growth, and work-life balance.

3. Facilitating the acquisition of clinical skills, medical knowledge, and professional competencies necessary for independent practice.
4. Encouraging interdisciplinary collaboration and teamwork among residents, fellows, and faculty members.
5. Providing mentorship, guidance, and resources to facilitate career development and advancement opportunities for trainees.
6. Promoting diversity, equity, and inclusion in all aspects of graduate medical education.
7. Monitoring and evaluating program performance, resident/fellow performance, and educational outcomes to identify areas for improvement and innovation.
8. Collaborating with faculty, program directors, and other key stakeholders to develop and implement evidence-based educational strategies and curricula.
9. Supporting the development of critical thinkers and life-long learners by promoting scholarly activities, research, and quality improvement initiatives among residents and fellows.
10. Advocating for the highest standards of patient care, professionalism, and ethical conduct within the GME programs.
11. Fostering an environment of Servant Leadership that is anchored in empathy, compassion, integrity, trust, teamwork, effective communication, and mutual respect.

Additional Responsibilities:

1. Advise and monitor any changes in the policies and procedures of the GME Programs.
2. Establish policies and procedures related to supervision, selection, evaluation, promotion, dismissal, duty hours, moonlighting of Residents/Fellows, and other pertinent policies/procedures as needed for the trainee.
3. The GMEC will maintain appropriate oversight regarding resident evaluations of the program, faculty, and educational experiences as required through the ACGME Common Program Requirements and other non-accredited/accredited programs.

The GMEC will monitor this information through continuous oversight of the program and subsequently the Program Director.

4. The GMEC will establish policies and procedures for dealing with grievances brought forward by Residents/Fellows relevant to the conduct of their Graduate Medical Education Programs. The GMEC will ensure that such policies and procedures satisfy the requirements of fair procedures. The GMEC will also ensure that such policies and procedures are applied equally to all Residents/Fellows in Graduate Medical Education Programs.
5. The GMEC will review and approve the annual proposal for salary ranges and benefits for all Residents/Fellows.
6. The GMEC will review and approve any proposal to substantially alter the working conditions for Residents/Fellows including benefits before they are enacted.
7. The GMEC will coordinate and conduct accreditation cycle mid-point reviews of all Residency Programs to ensure compliance with Institutional and relevant Specialty Resident Review Committee Program Requirements.
8. The GMEC will regularly review Institutional and Program specific accreditation letters, internal review citations and monitor action plans for correction of concerns and areas of non-compliance.
9. The GMEC will review and approve prior to submission to the ACGME, Council for Podiatric Medical Education (CPME), and any other accreditation agency;
 - a. All applications for accreditation of new programs;
 - b. Changes in Resident/Fellow complement;
 - c. Major changes in Program structure or length of training;
 - d. Additions and deletions of participating Institutions used in a Program;
 - e. Appointments of new Program Directors;
 - f. Progress reports requested by any Review Committee(s);
 - g. Responses to all proposed adverse actions;
 - h. Requests for exceptions in Resident/Fellow duty hours;
 - i. Voluntary withdrawal of program accreditation;
 - j. Requests for an appeal of an adverse action; and,
 - k. Appeal presentations to a Board of Appeal

Membership:

1. The Designated Institutional Official (DIO) who serves as the Chair;
2. Representative Program Directors for the Residents/Fellows Training Programs;
3. Residents/Fellows nominated by their Peers;
4. Members of the Medical Staff and/or community with demonstrated experience in the areas of medical/podiatry residency and fellowships; and
5. GME Coordinator (*Ad hoc non-voting member*)

GMEC Subcommittees:**Membership to all Sub-Committees:**

The Chair of the Sub-Committees is appointed by the Chair of the GMEC. Additional members are selected from the Sponsored Accredited Programs, both junior and senior faculty as well as program directors. These sub-committees provide an opportunity for a wide range of activities for participating in GME to assist with GMEC oversight, while taking care not to dilute the overall responsibility of the GMEC itself. While many members of the proposed sub-committees are members of GMEC It is especially important that a minimum of 1-2 Residents/Fellows serve on each of these sub-committees. These sub-committees act only in an advisory capacity to the GMEC and make recommendations for specific actions at monthly GMEC meetings.

1. Internal Review/Performance Improvement Sub-Committee:

Duties:

- Coordinate and implement the internal review process for all training programs; present reports and recommendations to GMEC;
- Monitor implementation of recommendations made by the GMEC and/or the specific Residency Review Committee of the ACGME/CPME;
- Work closely with the residency program directors, program coordinators, and residents/fellows to ensure overall compliance with general competencies outlined by various accrediting agencies;
- Design and implement an appropriate institutional GME curriculum and/or outcomes assessment program to support the outlined competencies;
- Develop and implement an annual educational survey of all programs, residents, and fellows;

- Work closely with the TIGME Resident Council to ensure that resident concerns and issues are addressed in a timely manner;
- Make recommendations regarding work environment and/or other resident/fellow issues to the GMEC;
- Assist DIO with ensuring adequate communication resources for all GMEC activities (i.e., computers, technical support, libraries, etc.).

2. Policy and Procedures Sub-Committee;

Duties:

- Review existing institutional and program graduate medical education policies and procedures;
- Revise existing policy as required;
- Develop additional policies and procedures as necessary;
- Ensure that all training programs comply with GMEC policies serve as resource to GMEC, training programs, program directors, program coordinators, and others on policy-related issues.

3. Operations Committee:

Duties:

- Educate GMEC and other interested parties regarding sources of funding for graduate medical education;
- Review existing use of GME Funds;
- Actively participate in the institutional budget process;
- Make recommendations to GMEC regarding use of GME Funds;
- Review requests for affiliation with other training programs/institutions;
- Monitor agreements with affiliated training programs/institutions;
- Assist with monitoring resident duty hours, moonlighting, supervision and/or other ACGME/CPME Institutional Review Committee requirements or issues that apply to all training programs.

The review and approval process for subcommittee actions by the GMEC would involve steps:

- Documentation and Submission to GMEC
- Preliminary Review by GMEC or a designated review group within the GMEC
- GMEC Meeting Discussion: The proposal is presented and discussed during a GMEC meeting.
- Deliberation and Decision-Making during GMEC meeting.
- Approval or Modification as discussed during GMEC meeting.
- Implementation and Reporting.
- Monitoring and Evaluation.
- Feedback and Support.

GMEC Attendance/Responsibilities:

1. GMEC meeting will be held quarterly;;
2. Members are expected to attend GMEC and Sub-Committee meetings as assigned;
3. GMEC members must attend at least 75% of scheduled meetings yearly;
4. Excused absences are not counted in the attendance record for this standard;
5. A member should send an acceptable replacement if unable to attend;
6. Annually, activity/attendance reports are sent to GMEC members to document level of service.