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Graduate Medical Education Committee Charter

Mission Statement/Purpose.

The Graduate Medical Education Committee (GMEC), in accordance with requirements of the Accreditation Council for Graduate Medical Education (ACGME), will provide general oversight, advice and recommendation to the Senior Associate Dean for Graduate Medical Education on the graduate medical education programs at the SSM Health/St. Louis University School of Medicine.

Membership.

Voting members of the GMEC are appointed by the Nomination and Election Committee as outlined in the School of Medicine Bylaws of the Faculty.

The GMEC consists of at least 14 voting members selected from the faculty of the clinical departments.

- The departments of internal medicine, pediatrics, psychiatry, neurology, family medicine, obstetrics and gynecology, and surgery each have one standing member on the committee serving three-year terms.
- The programs of emergency medicine, orthopedic surgery, anesthesiology, surgical specialties, internal medicine specialties, pediatrics specialties and radiology all have one standing member on the committee serving two-year terms.
- Otolaryngology and ophthalmology have one standing member on the committee alternating two-year terms.
- Dermatology and pathology have one standing member on the committee alternating two-year terms.
- At least 4 at-large members of the clinical teaching faculty serve one-year terms.

At least one voting member from the faculty or affiliated clinical sites must be a patient safety or quality improvement officer.

At least four residents (elected by their peers) serve one-year terms.

A quorum for approval is 50% of voting members.

Ex-officio members without vote may include the Associate Dean for Curriculum, the Chief Medical Officers of the major affiliated teaching hospitals, the Associate Dean for Admissions, and the Designated Educational Officer of the St. Louis Veterans Administration Medical Center

The Office of Graduate Medical Education shall provide administrative support to the GMEC.

Chair.

The Associate Dean for Graduate Medical Education chairs the Graduate Medical Education Committee.

Responsibilities.

The committee shall advise on and monitor the following.

1. Establishment of institutional policies for graduate medical education as detailed in the Institutional Requirements of the ACGME.
2. Establish and maintain appropriate liaison with program directors and with the administrators of other institutions participating in programs sponsored by the institution.
3. Conduct regular reviews of all training programs in relation to their compliance with institutional policies and the requirements of the relevant ACGME review committee.
4. Establish and implement institutional policies and procedures for the selection, evaluation, promotion, and dismissal of residents.
5. Provide assurance of appropriate and equitable funding for resident positions, including benefits, support services, appropriate working conditions and duty hours of residents
6. Establish and implement institutional policies and procedures for discipline and the adjudication of complaints and grievances relevant to the graduate medical programs.

These policies and procedures must satisfy the requirements of fairness and of due process; they must apply equally to all trainees, faculty, and programs in the sponsoring and participating institutions.

Meetings/Procedures.

The Graduate Medical Education Committee shall meet once a month.

The minutes of the meetings are recorded by the Office of Graduate Medical Education and forwarded to the Dean and the Executive Committee of the School of Medicine.

History.

Charter document approved by Graduate Medical Education Committee on December 12, 2023.

Approval Signatures

Step Description	Approver	Date
VP Medical Affairs	Christine Jacobs: None	3/5/2024
SOM of Policy and Procedure Review Committee	Julie Gammack: None	3/5/2024
SOM of Policy and Procedure Review Committee	Stephanie Decker	3/1/2024

Applicability

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