# Graduate Medical Education Committee: Standard Operating Procedures Document

## Purpose

The Graduate Medical Education Committee (GMEC) provides administrative oversight to graduate medical education programs at the University of Minnesota. This includes maintenance of individual program accreditation and assuring adequate institutional support. The ACGME Institutional Requirements for accreditation state that the GMEC is to have full authority and responsibility for the oversight and administration of the GME programs. The GMEC exists under the authority of the ACGME and provides informational reports and updates to the University of Minnesota Medical School Faculty Assembly.

To maintain accreditation compliance, decisions made or policies approved by the GMEC can only be amended by the GMEC. Therefore, should the Faculty Assembly have concerns about approvals made by the GMEC, their representatives are invited to present the issue at a monthly GMEC meeting for member deliberation and action.

## Scope

The GMEC must provide oversight of all accreditation requirements for both the sponsoring institution and the programs. See GMEC Charter.

## Definitions and Acronyms

Accreditation Council for Graduate Medical Education (ACGME)
Annual Institutional Review (AIR)
Clinical Learning Environment Review (CLER)
Designated Institutional Official (DIO)
Graduate Medical Education (GME)
Graduate Medical Education Committee (GMEC)
Metro Minnesota Council for Graduate Medical Education (MMCGME)

## Responsibilities and Organization

**Responsibility:**
- See GMEC Charter

**Leadership**:
- Dr. Melissa Brunsvold - GMEC Chair
- Dr. Susan Culican - Designated Institutional Official

**Involvement**:
- Membership Roster

**Ad-hoc Committees/Subcommittees**:
- Program Evaluation Subcommittee

## Procedures

**Meeting time and frequency**

- Frequency: The GMEC meets on the fourth Tuesday of every month
- Time: 3:30-5:00 PM

**Committee Procedures and General Operations**

- Scheduling: Standing Meeting
- Communications: Agendas and Minutes
- Voting mechanics: Qualtrics
- Quorum: See GMEC Charter
- Monthly Reporting
    - Minutes are taken at every meeting and sent out to the GME community as a requirement by the ACGME.
- Annual Reporting
    - GME Annual Report

## Membership

**Membership composition**

- The GMEC is composed of voting members. See GMEC Charter for more information.

**Term limitations and requirements**

- Members shall be elected to 3-year terms
- Members may be reappointed
- Resignations must be submitted in writing to the GMEC Chair.
- Members attending fewer than 50% of meetings in a given academic year may be asked to resign from the committee

**Membership limitations and requirements**

- See GMEC Charter

**Alternate Membership/Absences**

- See GMEC Charter

**Solicitation of New Members and Membership Promotion**

- June GMEC meeting - Solicit Nominations
- Announce vacancies and link updated GMEC Member Nomination Form
- Email Department Chairs, Vice Chairs of Education, Program Directors and Program Coordinators asking for nominations
- Solicit residents/fellows nominations: Publicize at Orientation, in R/F Newsletter and direct email