

<b>UNIVERSITY OF MARYLAND MEDICAL CENTER</b> <b>POLICY AND PROCEDURE MANUAL</b>	<b>PAGE:</b> 1 of 4	<b>PROCEDURE NO:</b> <b>GMS-A</b>
	<b>EFFECTIVE DATE:</b> 6/29/2001	<b>REVISION NO:</b>
<b>SUBJECT:</b> <b>EDUCATIONAL ADMINISTRATION AND GRADUATE MEDICAL EDUCATION OVERSIGHT</b>	<b>FUNCTION:</b> <b>RESIDENCY TRAINING PROGRAMS</b>	
<b>APPROVALS:</b> Final- Executive Vice President & Chief Operating Officer _____  <b>Concurrences:</b> _____ _____		

1. **Purpose**

As the institutional sponsor, the University of Maryland Medical Center (UMMC) must ensure that an organized administrative system oversees and supports all ACGME graduate medical education programs

2. **Scope**

This policy applies to all ACGME graduate medical education programs that UMMC sponsors.

3. **Responsibility**

It is the responsibility of all graduate medical education program directors, residents, UMMC management and School of Medicine officials to comply with this policy.

4. **Graduate Medical Education Committee (GMEC)**

- 4.1 There is a GMEC responsible for monitoring and advising on all aspects of graduate medical residency education
- 4.2 Frequency and documentation of meetings
  - 4.2.1 The GMEC meets at least quarterly. Minutes are kept from these meetings and are available for inspection
- 4.3 The Committee is responsible for:
  - 4.3.1 establishment and implementation of policies for all graduate medical education residency programs
  - 4.3.2 establishment and maintenance of appropriate oversight of and liaison with program directors
  - 4.3.3 assurance that program directors establish and maintain proper oversight of and liaison with appropriate personnel of other institutions
  - 4.3.4 regular review of all ACGME letters of accreditation and the monitoring of action plans for the correction of areas of non-compliance

<b>UNIVERSITY OF MARYLAND MEDICAL CENTER</b>  <b>POLICY AND PROCEDURE MANUAL</b>	<b>PAGE:</b> 2 of 4	<b>PROCEDURE NO:</b> <b>GMS-A</b>
	<b>EFFECTIVE DATE:</b> 6/29/2001	<b>REVISION NO:</b>
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- 4.3.5 regular internal reviews of all ACGME accredited residency programs, including subspecialty programs, to assess their compliance with the Institutional Requirements and the Program Requirements of the relevant ACGME Residency Review Committees
- 4.3.6 assurance that each residency program establishes and implements formal written criteria for the selection, evaluation, promotion and dismissal of residents
- 4.3.7 assurance of an educational environment in which residents may raise and resolve issues without fear of intimidation, including the provision of:
  - 4.3.7.1 an organizational system for residents to communicate and exchange information on their working environment
  - 4.3.7.2 a process where individual residents can address concerns in a confidential manner
  - 4.3.7.3 fair institutional policies and procedures for academic or other disciplinary actions taken against residents and for adjudication of resident complaints and grievances related to actions which could result in dismissal, non-renewal of a resident's contract, or other actions that could significantly threaten a resident's intended career development.
- 4.3.8 collecting of intra-institutional information and making recommendations on the appropriate funding for resident positions including benefits and support services
- 4.3.9 monitoring of the programs in establishing an appropriate work environment and the duty hours of residents
- 4.3.10 assurance that the residents' curricula provides:
  - 4.3.10.1 regular review of ethical, socioeconomic, medical/legal, and cost containment issues that affect graduate medical education and medical practice
  - 4.3.10.2 an introduction to communication skills, research design, statistics, and critical review of literature necessary for acquiring skills for lifelong learning
  - 4.3.10.3 appropriate resident participation in departmental scholarly activity as set forth in the applicable program requirements

<b>UNIVERSITY OF MARYLAND MEDICAL CENTER</b> <b>POLICY AND PROCEDURE MANUAL</b>	<b>PAGE:</b> 3 of 4	<b>PROCEDURE NO:</b> <b>GMS-A</b>
	<b>EFFECTIVE DATE:</b> 6/29/2001	<b>REVISION NO:</b>
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- 4.4 Voting Membership
  - 4.4.1 residency program directors from “major” programs;
  - 4.4.2 resident representatives nominated by their peers;
  - 4.4.3 designated institutional official;
  - 4.4.4 Associate Dean for Graduate and Continuing Medical Education;
  - 4.4.5 UMMC Director of Graduate Medical Education
  - 4.4.6 UMMC Director of Medical Staff Services
  - 4.4.7 Maryland Medicine Comprehensive Insurance Program representative

## **5. Residency Program Directors**

5.1 These individuals are appointed by their respective clinical chief and are responsible for determining the content and nature of the residency program as well as defining and

implementing the goals and objectives of their training program in order to be in compliance with the ACGME requirements. These responsibilities include but are not limited to:

- 5.1.1 development of curricular schedules and educational activities;
- 5.1.2. selection, supervision and evaluation of the residents;
- 5.1.3 training, development and evaluation of the teaching staff;
- 5.1.4 development and coordination of affiliations to achieve the educational goals.

## **6. School of Medicine, Office of Graduate and Continuing Medical Education**

6.1 This office is responsible for academic administrative support to the GME programs. It is responsible for:

- 6.1.1 coordinating the National Resident Match Program
- 6.1.2. in collaboration with UMMC Office of Graduate Medical Education, Maryland Medicine Comprehensive Insurance Program, and SOM and UMMC Legal, developing and reviewing educational affiliation agreements with appropriate institutions for incoming and outgoing resident rotations

<b>UNIVERSITY OF MARYLAND MEDICAL CENTER</b>  <b>POLICY AND PROCEDURE MANUAL</b>	<b>PAGE:</b> 4 of 4	<b>PROCEDURE NO:</b> <b>GMS-A</b>
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## **7. UMMC Graduate Medical Education Department**

7.1 This office is responsible for academic administrative support to the GME programs. It is responsible for:

- 7.1.1 serving as the primary institutional liaison with housestaff addressing housestaff needs, public health issues, employee health issues, safety concerns, sleep space requirements
- 7.1.2 serving as a liaison with the housestaff association
- 7.1.3 coordinating special educational events
- 7.1.4 maintaining educational affiliation agreements with appropriate institutions for incoming and outgoing resident rotations
- 7.1.5 GME budget administration, including payroll
- 7.1.6 coordination of internal reviews
- 7.1.7 administrative and other support to the GMEC

## **8. UMMC Medical Staff Services Department**

8.1 This office is responsible for:

- 8.1.1 personnel records management including resident contracts and evaluations
- 8.1.2 coordinating special social events
- 8.1.3 conducting primary source credentialing for all residents