

UNIVERSITY OF MARYLAND MEDICAL CENTER GRADUATE MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL	PAGE: 1 of 4	PROCEDURE NO: GMS-B
	EFFECTIVE DATE: 5/30/02	REVISION NO:
SUBJECT: INSTITUTIONAL COMMITMENT POLICY FOR GRADUATE MEDICAL EDUCATION	FUNCTION: RESIDENCY TRAINING PROGRAMS	
APPROVALS: <i>John W. Ashworth</i> Final, Executive Vice President & Chief Operating Officer _____ <i>David G. Robinson, M.D.</i>		
Concurrences: _____ Designated Institutional Official and GMEC Chair _____ <i>Nancy Ryan Lowitt, M.D.</i> _____ Associate Dean - GME/CME University of Maryland School of Medicine		

1. Purpose

The University of Maryland Medical Center (UMMC) is the sponsoring institution for graduate medical education programs. UMMC is the principal clinical site for graduate medical education, and the University of Maryland School of Medicine provides the faculty and the program direction. In this partnership, UMMC is responsible for providing an organized educational program with guidance and supervision of the resident, facilitating the resident's ethical, professional and personal development while ensuring safe and appropriate care for patients.

2. Scope

This policy applies to all graduate medical education training program at UMMC.

3. Responsibility

It is the responsibility of the program directors, clinical chiefs, teaching staff, residents, and UMMC management to comply with this policy.

4. Sponsoring Institution

- 4.1 Commitment to providing a scholarly environment and excellence in education and medical care.

All graduate medical education training programs operate under the authority and control of UMMC, the sponsoring institution. The mission of UMMC, in conjunction with the School of Medicine, is to provide quality patient care, education and research. The leadership of UMMC and the School of Medicine provides appropriate direction and adequate resources to enable the institution to achieve substantial compliance with the Institutional Requirements and to enable UMMC's graduate medical education programs to achieve substantial compliance with ACGME policies and procedures as defined in the Manual of Policies and Procedures for ACGME Residency Review Committees. Compliance includes the provision of an ethical and professional environment in which

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educational curricular requirements, as well as the applicable requirements for scholarly activity and the general competencies, can be met. The leadership considers a robust and regular assessment of the quality of the educational programs to be essential, the performance of its residents, and the use of outcome assessment results for program improvement are essential components of this commitment. . The assessment results are used to improve the programs' design and structure.

4.2 Educational Administration

UMMC has an organized administrative system to oversee all graduate medical education programs its sponsors. A designated institutional official has the authority and the responsibility for the oversight and administration of the graduate medical education programs. UMMC also has a Graduate Medical Education Committee that has the responsibility for monitoring and advising on all aspects of graduate medical education. (See GMS-A, UMMC Educational Administration and Graduate Medical Education Oversight). The institution assures that its officials, administrators of graduate medical education, program directors, faculty, and residents are provided adequate communication technologies and technological support, including Internet access.

4.3 Institutional Agreements

To provide the necessary mix of educational opportunities to residents, the institution establishes affiliations with other healthcare organizations similarly committed to quality patient care and graduate medical education. In recognition of UMMC's responsibility for the quality of the educational experience and authority over the residents' activities, the School of Medicine and UMMC execute institutional agreements, with major participating institutions, that generally govern all graduate medical education programs that use the major participating institution for educational experiences.

4.4 Accreditation for Patient Care

UMMC undergoes the triennial accreditation review by the Joint Commission on Accreditation of Healthcare Organizations and maintains its accreditation status.

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4.5 Quality Assurance

UMMC has a formal “Plan for Improving Organizational Performance” which is reviewed and revised as needed. The objective of the Plan is to identify and act on opportunities for improvement in the health care delivery system, while complying with applicable regulatory and accreditation requirements. Residents receive an introduction to and instruction in the principles and structures of quality assurance/ performance improvement, and participate in appropriate components of the institution’s performance improvement program, including institutional committees.

Residents participate on the Medical Executive Committee (MEC) and Performance Improvement Steering Committee (PISC). The MEC oversees the quality and efficiency of the medical care provided to patients and ensures ethical conduct and competent clinical performance of the medical staff. The PISC develops and oversees implementation of the plan for improving performance, assesses and monitors the institution’s performance, responds to external reviews of the institution’s performance, monitors outcomes from the medical staff subcommittees and clinical departments, and develops a quality training strategy.

The institution ensures residents review complications and patient deaths, and perform autopsies, sufficient in volume and diversity, whenever possible and appropriate and in conformance with state law so as to enhance the residents’ educational experiences and quality of patient care. The institution regularly monitors the number and type of autopsies and maintains medical records systems adequate to support the education of residents, quality assurance, and scholarly activities.

4.6 Compliance with ACGME policies and procedures

UMMC, in partnership with the School of Medicine, ensures that it is in substantial compliance with the Institutional requirements, and that its ACGME- accredited educational programs are in substantial compliance with the Program Requirements and applicable Institutional Requirements, and policies and procedures as defined in the *Manual of Policies and Procedures for ACGME Residency Review Committees*.

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4.7 Non-Renewal of Contract

The institution requires programs to provide residents with a written notice of intent not to renew a resident's contract no later than four months prior to the end of the resident's current contract, unless the primary reason(s) for the non-renewal occur within the four months prior to the end of the contract. In such instances, the institution requires programs to provide residents with as much written notice of the intent not to renew as the circumstances will reasonably allow, prior to the end of the contract.

4.8 Residency closure/reduction

If UMMC intends to reduce the size of or close a residency program, UMMC will inform the residents as soon as possible. In the event of such a reduction or closure, UMMC will allow residents already in the program to complete their education or assist the residents in enrolling in an ACGME accredited program in which they can continue their education.

5. Organization Structure

In order to carry out its commitment to graduate medical education, the institution has established the following organizational structure:

5.1 Graduate Medical Education Committee (GMEC)

The GMEC has responsibility for monitoring and advising on all aspects of education and for approving all general objectives and policies relating to graduate medical education. It is composed of program directors from major programs, residents, and representatives from the School of Medicine's Office of Graduate and Continuing Medical Education, Maryland Medicine Comprehensive Insurance Program, and administrative representatives from the UMMC Graduate Medical Education and Medical Staff offices (See GMS-A, Educational Administration and Graduate Medical Education Oversight).

5.2 UMMC Board of Directors

On a semi-annual basis, the UMMC Board Committee receives a report on various aspects of graduate medical education.