### University of Kentucky / UK HealthCare  
**Policy and Procedure**  

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<th>Policy # A01-143</th>
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**Title/Description:** Graduate Medical Education Committee

**Purpose:** To set forth the composition, duties, and meeting schedule for the Graduate Medical Education Committee.

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**Policy**

- **Composition**
- **Duties**
- **Meetings**

**Procedure**

#### Composition

The Graduate Medical Education Committee (GMEC) is established in accordance with Accreditation Council for Graduate Medical Education (ACGME) requirements. The GMEC shall, consistent with those requirements and the requirements of equivalent accreditation bodies for non-physician specialties or programs, provide oversight to the graduate medical education program of the University of Kentucky, to verify that:

1. Individual programs operate in a manner consistent with all institutional requirements, and
2. Individual programs operate in a manner consistent with all accreditation program requirements.

Each voting member of the committee or their representative shall be required to attend at least 70% of meetings held during an academic year.

#### Procedure

- **Composition**

The GMEC shall be chaired by the College of Medicine Associate Dean for Graduate Medical Education (GME), who also serves as the Designated Institutional Official (DIO) for the ACGME. All residency training program directors are voting members *ex officio* of the GMEC. A representative group of four (4) fellowship program directors are nominated annually as voting members. All other fellowship program directors are encouraged to participate. At their discretion and with the concurrence of the chairperson, voting members may designate a faculty
member (who is a member of the active faculty or courtesy medical staff) to represent them at
some or all meetings of the GMEC but remain available to participate in GMEC functions
including but not limited to ad hoc committees as needed. Voting ex officio members also
include peer-selected residents and/or fellows (house staff), the chairpersons of all designated
GMEC subcommittees, a quality improvement/safety officer, and the associate chief of staff for
Education (ACOSE) at the Veterans Affairs (VA) Medical Center. The Chief Medical Officer,
Chief Administrative Officer, Senior Associate Dean for medical education, and the chairperson
of the Chandler Medical Staff Operating Subcommittee (MSOS) are also non-voting members.
All these members may, from time to time, or permanently with the concurrence of the
chairperson, designate an alternate to represent them at some or all meetings of the GMEC but
remain available to participate in GMEC functions such as internal program self studies or ad
hoc committees as needed. Other individuals may be appointed to the GMEC by the chairperson
with the concurrence of the Medical Staff Executive Committee chairperson and the Dean of the
College of Medicine.

Duties

The GMEC, consistent with ACGME (or equivalent) requirements shall establish and implement
policies and procedures regarding the quality of education and the work environment for the
house staff in all programs. Its responsibilities include verifying that individual programs
operate in a manner consistent with all institutional and program specific accreditation
requirements. In doing this, the committee recommends policies to govern GME for adoption by
the Medical Staff Executive Committee and, through mechanisms of continuous monitoring,
assures that once adopted these policies are enforced.

Meetings

The GMEC meets monthly (with the exception of December and July) and reviews and discusses
the reports of its subcommittees and other matters relevant to GME. Agenda items may be
proposed by any member including individual house staff or house staff representatives from the
House Staff Council. Each meeting includes an opportunity for house staff input. The
chairperson reports quarterly to the Medical Staff Executive Committee or more often as needed.
The chairperson also reports to the Dean of the College of Medicine as needed.
## Persons and Sites Affected

- ✔ Enterprise
- ✔ Chandler
- ✔ Good Samaritan
- ✔ Kentucky Children’s
- ☐ Ambulatory
- ☐ Department

## Policies Replaced

- ☐ Chandler HP
- ☐ Good Samaritan
- ☐ Kentucky Children’s CH
- ✔ Ambulatory KC
- ☐ Other

## Effective Date: 01/27/2015 | Review/Revision Dates: 10/11/2010, 01/31/2014, 01/27/2015

## Approval by and date:

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Susan McDowell, MD, Associate Dean</td>
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<td>Colleen Swartz, Chief Nurse Executive</td>
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<td>Bernard Boulanger, MD, Chief Medical Officer</td>
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<td>Marcus Randall, MD, Chief, Ambulatory Services</td>
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<td>Michael Karpf, MD, Executive Vice President for Health Affairs</td>
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