

### GRADUATE MEDICAL EDUCATION COMMITTEE (GMEC) SUBCOMMITTEES

The GMEC will identify subcommittees to help do the work of the GMEC. Each subcommittee includes a peer selected resident/fellow and members of the GME community including Program Directors, core faculty, and GME administration.

#### CLER Subcommittee

Charge: Under the direction of the GMEC, the CLER Subcommittee will provide oversight of the resident/fellow learning and work environment at all of the University of Connecticut School of Medicine's affiliated hospitals. The Quality Education Officer for GME will chair this ad hoc subcommittee. This subcommittee will work collaboratively with all Assistant Deans and Quality Department leaders at all of the University of Connecticut School of Medicine's affiliated hospitals.

The responsibilities of this subcommittee include:

- Helping to organize a CLER visit  
When notified a site will have a CLER visit, the subcommittee will ensure the site is prepared as per the CLER site visit instructions.
- Develop/disseminate information around the 6 focus areas of CLER visit by hospital  
The subcommittee will assist program directors and affiliated sites to meet expectations of the ACGME regarding each CLER focus area. This will include assisting the GME Office in developing processes as well as educational initiatives pertinent to CLER that are common to all programs and/or affiliated sites.
- Develop action plans associated with concerns raised by a CLER visit  
Feedback from each CLER visit will be populated into a database which reflects the pathways and properties described for each focus area as per the CLER Pathways to Excellence document. The subcommittee will review the database and assist program directors and executive leadership/quality leadership at the site to create action plans for the properties and pathways which need attention/improvement.
- Provide oversight for Resident Leadership Council and their projects  
The subcommittee will work with the Quality and Safety Education Officer of GME to assist the Resident Leadership Council in identifying and implementing quality and safety initiatives/projects of importance to all hospitals/programs across our Consortium of hospitals.

#### Policy Subcommittee

Charge: The Policy Subcommittee is responsible for the oversight of the Resident/Fellow Manual and the Graduate Medical Education Manual.

Under the direction of the GMEC, the Policy Subcommittee establishes and implements policies and procedures for all residents/fellows in the ACGME and non-ACGME-sponsored programs. The Policy Subcommittee helps to establish formal written policies that are in compliance with the ACGME institutional and program requirements. Meetings will be as needed with most communication through electronic reviews.

The chair or designee presents the policies to the GMEC to review and vote on implementation.

### **Program Review Subcommittee**

Charge: Program Review Subcommittee (PR) is responsible for the quality of the educational programs and review of program compliance with common program requirements. It also is responsible for reviewing new program applications, new program directors, expansion of existing programs, and program closure.

PR has several important functions; therefore, it will meet monthly and have alternating agendas. Alternating agendas include reviewing action plans associated with RRC citations, RRC Areas for Improvement (AFIs) or concerns raised by the Annual Program Report (APR); alternate months will be to review changes in programs or reviewing new program applications.

The GMEC must review all actions taken by PR and review all action plans approved by the PR.

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