

I. Graduate Medical Education Policies

Subject	 UNIVERSITY of MARYLAND MEDICAL CENTER MIDTOWN CAMPUS	Policy Number	Effective Date
GRADUATE MEDICAL EDUCATION COMMITTEE (GMEC)		GME 001	Revised; August 14, 2007

GRADUATE MEDICAL EDUCATION COMMITTEE, GME 001

1. General Policy of Graduate Medical Education

The Graduate Medical Education Committee will maintain an overview of each program to assure that each of the residency programs is in compliance with Institutional Requirements of the ACGME as well as other requirements of the Resident Review Committees: The committee will maintain an overview of the performance review, both residents and the faculty.

It is the intent of this general policy for Graduate Medical Education to outline a list of requirements that should be in place in this institution that serves as a sponsor for Graduate Medical Education Programs.

- a. Liability insurance: the institution will provide liability insurance to residents for the duration of the training. It will also provide legal defense and protection from claims reported or filed against the residents after completion of the Graduate Medical Education program if the alleged action or omissions of the residents were within the scope of the educational program and coverage should be consistent with what the institution offers other medical practitioners.
- b. Residents will have an orientation which includes information referencing liability coverage and other actions appropriate to risk management, harassment and other policies, information referencing identification pictures, parking permits, computer passwords, beepers, immunization, relationships to other affiliated hospitals, licensure and registration requirements, prescription writing ability, due process information, and financial and benefit information.
- c. A Graduate Medical Education Manual will be developed and reviewed on a regular basis. This handbook will outline requirements for moonlighting, supervision, and duty hours.
- d. The Graduate Medical Education Committee will continue to encourage obtaining autopsies in appropriate circumstances. A sufficient number of autopsies representing an adequate diverse spectrum of diseases should be performed to enhance patient care and educational experience. Residents should receive autopsy reports in a timely manner on the patients that are under their care.
- e. The Graduate Medical Education Committee will also develop a policy for visiting Residents and medical students.

- f. The use of dependable measures to assess Residents' competence in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice as defined in Section III.E., of the ACGME Institutional Requirements and in the Program Requirements.
- g. The effectiveness of each program in implementing a process that links educational outcomes with program improvement.
- h. Each program will maintain a Resident and program database to track all necessary information about the Resident and program, including but not restricted to forwarding address of Residents, membership, rotation schedules, licensure, and certificate.
- i. Supervision is required by each Program Director to assure that a Resident is only allowed to perform at his or her current level of competence.
- j. The committee will also assure and monitor the core curriculum of each program. It should include ethical, social, economic, medical, legal, cost containment issues, communication skills, research design, statistics and critical review of literature and scholarly activities.
- k. An evaluation system will be developed by the program director whereby the resident evaluates the faculty, support services, their educational experiences and the program at least on an annual basis. This review will be outlined in reports to the Graduate Medical Education Committee. If there is a concern about the program director, the Residents are expected to report their concern to the Medical Director. These reports will be treated confidentially.
- l. Institutional officials, administrators of graduate medical education, program directors, faculty and Residents will have access to adequate communication technologies and technological support to include at least computers and access to the Internet.
- m. Duty hours and on-call schedules varies from program to program. However, the Graduate Medical Education Committee has the responsibility to be sure that the program is in compliance with the requirements of the Resident Review Committee of the ACGME or the Transitional Residents Review Committee. Duty hours will not be excessive. Duty hours, however, will reflect the fact that responsibilities for continuing patient care are not automatically discharged at automatic times.
- n. Adequate supervision will be assured. The level of supervision will be proportional to the level of responsibility. Increasing responsibilities is accorded to the level of education, ability and experience.
- o. There will be adequate back up support for the residents.

2. Complaints and Grievances

The residents' Program Director will query the Residents, at least annually, for comments and recommendations regarding the faculty, curriculum, facilities, and any other issues that may impact their education and make an appropriate response.

If the resident believes their complaints or grievances cannot be addressed by the above mechanism, they should submit their concerns in writing to the Program Director, anonymously if desired, for immediate review.

Upon receipt of the written complaint or grievance, the Program Director will initiate an investigation. At the completion of the said investigation, a written report including the nature of the complaint, the results of the investigation, and the action taken will be made by Program Director to the individuals involved.

A copy of this report will be maintained in the Department office and a copy will be sent to the Graduate Medical Education Committee for review. At all times proper measures will be taken to maintain the confidentiality of the complainant.

If the resident is not satisfied with the Program Director's response or if the complaint or grievance directly involves the Program Director or Department Chief, then a written complaint or grievance shall be submitted to the Chairman of the Graduate Medical Education Committee who will investigate and take appropriate action. A written report will be sent to the Graduate Medical Education Committee, maintaining the confidentiality of the complainant will be a primary concern.

The Graduate Medical Education Committee will review all submitted reports and if deemed appropriate make further investigation or take supplementary action.

Also, refer to the Due Process Hearing Process Complaint and Grievance Policy (GME002) in the Graduate Medical Education Manual (see below).

3. Due Process

The Graduate Medical Education Committee will formulate policy that deals with due process for the Resident.

Each program will have formal written criteria and processes for the selection, evaluation, promotion and dismissal of residents. Each program will have assurances of an educational environment in which the residents may raise and resolve issues in a fair and reasonable manner without fear of intimidation or retaliation that includes:

- a. A Resident organization or forum to address issues related to working conditions and education programs. It might take the form of an official ombudsman.
- b. A process for Residents to address issues in a confidential and protected manner.
- c. Fair institutional policies and procedures that address academic and other disciplinary actions taken against the resident that could result in dismissal, non-renewal of a Resident agreement of appointment or actions that could significantly weaken a Residents' intended career development.
- d. Fair institutional policies and procedures that address adjudication of the resident's complaints and grievances related to the work environment or issues related to the program or faculty.

Also, refer to Due Process Hearing Process Complaint and Grievance Policy (GME002) in the Graduate Medical Education Policies section of this Manual.

4. Recruitment

On an annual basis, as needed, each program will review the need to actively market its program.

A brochure will be developed that will contain at a minimum the salary and benefits and given to each applicant who is interviewed or who requests one prior to the offer of an interview.

All residency programs will be listed on the Internet.

5. Resident Participation at Committee Meetings

Resident participation in committee meetings will enhance resident education and hospital operations by promoting communication between the residents, the medical staff and the hospital management. The committee allows direct input by the residents that will affect their education and ability to treat patients.

It is the intent of this policy that the resident staff of each program meet at least quarterly to discuss common issues and to bring these to the attention of their respective program director and to the committees through their representatives.

It is the policy of UMMC Midtown Campus that there will be resident participation on the Patient Care Policy Committee, Pharmacy and Therapeutics Committee, Cancer Committee, and the Graduate Medical Education Committee.

The purpose of this policy is to promote better communication and better flow of ideas, policies, information that would enhance the residents, and would also improve the quality of care at UMMC Midtown Campus.

Residents shall recommend resident physicians to serve UMMC Midtown Campus on the above mentioned committees. In cases where there is more than one resident recommended to serve on a committee, the Chief Medical Officer will make the final selection. It is anticipated that there will be one resident committee member to serve on the Ethics Committee, Patient Care Policy Committee, Pharmacy and Therapeutic Committee and Cancer Committee. There will be at least one resident from each program appointed to the Graduate Medical Education Committee.

It is the responsibility of the resident representative to attend each meeting, to bring questions, comments, concerns and information from residents to the committee members. The resident representative should actively participate as a voting member of the committee and to communicate back to the other residents the committee's actions.