Sub-committees and other organized groups reporting to the GMEC (IR I.B.2)

GMEC approved: July 2014  
GMEC updated and approved: May 2015  
GMEC revised and approved: October 2016

Subcommittees
To carry out portions of the GMEC’s responsibilities, subcommittees whose membership is approved by the GMEC may be formed. Subcommittees that address required GMEC responsibilities must include a peer-selected resident/fellow. Subcommittee actions that address required GMEC responsibilities must be reviewed and approved by the GMEC.

Subcommittee for Compliance and Improvement
Under the direction of GMEC, the Subcommittee for Compliance and Improvement establishes and implements policies and procedures regarding the quality of education and the work environment for all residents/fellows in the ACGME- and non-ACGME-sponsored programs. The Compliance and Improvement Subcommittee creates formal written policies and procedures governing resident/fellow duty hours that correlate with the institutional and program requirements. The Compliance and Improvement Subcommittee also helps establish formal written policies for selection, evaluation, promotion and dismissal of residents/fellows in compliance with the institutional and program requirements. The Compliance and Improvement Subcommittee creates and revises these policies. The chair or designee presents the recommendations of the subcommittee to the GMEC for review and implementation. Selected program directors or their designees are members of this subcommittee. The resident representative is the president of the Resident Council - WSU or designee.  Attendance at the Compliance and Improvement Subcommittee meetings follows the criteria set forth in the GMEC Composition and Responsibilities policy under GMEC Voting Member Attendance and Tracking (IR I.B.3)

The subcommittee is responsible for reviewing each residency program’s Annual Program Evaluation and resulting Action Plan to monitor program compliance to all institutional, common and program-specific ACGME requirements. The subcommittee will then make recommendations to the GMEC to approve the program’s action plan, ask for clarification and additional information or recommend a special review or other program reviews (see GMEC Program Oversight through program reviews)

Other Groups
Councils, Task Force or other groups may be formed as needed to assist in the performance of the GMEC.

Program Coordinator Council
The Program Coordinator Council is a permanent group that establishes and implements processes that will be implemented in the administration of the residency programs. The council will be responsible for the development and training of program coordinators.

Resident Council –Wayne State University (IR II.C)
The Resident Council - is a forum for residents to communicate and exchange information with each other relevant to their ACGME-accredited programs and their learning and working environment. The
RC meets bimonthly and is comprised of peer-elected residents from each program. All residents are welcome to attend these meetings and have the opportunity to raise a concern to the council.

The council serves as an integral line of communication between residents, faculty and staff. WSU GME is committed to advocating the highest quality of education and patient care experiences to all residents in an atmosphere of safety, mutual respect and teamwork. The RC is a venue in which residents can organize events and bring issues and concerns in a non-threatening and confidential manner to the GME Office and the GMEC. Representatives share ideas and educational experiences to further professional development and increase the quality of medical practice. The council president is a member of the GMEC and he or his designee presents information from RC meetings to the GMEC. The president or designee is also a member of the GMEC Subcommittee for Compliance and Improvement (see “Subcommittees and other organized groups reporting to the GMEC (IR 1.B.2)”).

Procedure

At March GMEC, GME is to reiterate the institutional purpose of the RC and call for programs to conduct the election detailed below. Ideal representatives are residents who desire to improve resident education through active participation in the RC.

Departmental Elections:
Each program with resident representation will hold its own election for one primary delegate, and at least one alternate delegate, who will be eligible to vote, hold office as a program representative within the WSU SOM GME Resident Council. These elections should be held prior to May 1. In absence of a majority vote, primary delegate may be appointed from the pool of nominees (PGY2 or greater, with the exception of TY) at the discretion of the program director.

Terms: RC membership is for one year and residents can seek additional terms. In order to be effective as the executive committee, candidates should have served as a general member for at least one academic year.

Executive Committee Elections: President (carries out agenda items with VP), Vice President (assemble agenda), and Communications Officer (compiles and disseminates minutes):

- **Eligibility for Nomination:** Any resident may run for any position on the Executive Committee. Nominations will be called for at the March Resident Council meeting and can be self or peer nomination. Each nominee will provide a statement of interest to the GME office liaison that addresses their qualifications and prospective RC goals for the coming academic year. Nominees may campaign between the March meeting and the May meeting. Nominees should be familiar with the resident council purpose.

- **Timing of elections:** Elections will occur at the May Resident Council Meeting, permitting a change of leadership by the July meeting.

- **Election process:** Elections of officers shall occur by balloting among members in good standing. The date and time of the election will be distributed to all residents two weeks prior to the election. A majority vote is required to attain office. Run-off elections will be held if no
candidate receives a majority vote. In the event that there are no nominations for an elected position, a special meeting of the Executive Board shall be called and the position filled via appointment.