

**A Guide for Documenting Minutes of Graduate Medical Education Committee Meetings**

Minutes of Graduate Medical Education Committee (GMEC) meetings not only serve to document the work of the group for its members, but are also an important way for the Review Committee-International to determine a Sponsoring Institution’s compliance with ACGME-I requirements. It is important that minutes are an accurate reflection of attendance at the meeting, the discussion that occurs, and the decisions made by the GMEC. It is also important that minutes indicate the GMEC is completing its required responsibilities as outlined in the International Institutional Requirements.

ACGME-I does not mandate any one template or method for recording GMEC minutes; however, minutes must document the following:

* GMEC meetings are held regularly and at least quarterly.
* The GMEC has the required membership and required members attend meetings.
* The GMEC is fulfilling its requisite responsibilities as outlined in the International Institutional Requirements.
* The GMEC is conducting an Annual Institutional Review (AIR).
* The GMEC is providing oversight for the Sponsoring Institution’s ACGME-I-accredited programs, including conducting special oversight of underperforming programs through the Special Review Process.

GMEC minutes will be reviewed during an accreditation site visit. Minutes must be available in English and provided to ACGME-I Accreditation Field Representatives and the Review Committee-International as requested. The following two templates are examples that can be used to record minutes. One has been used to provide an example of minutes recorded to illustrate the amount of detail and type of documentation expected.

*To use one of the example templates, highlight and select the entire example template page, right-click and select “Copy,” and then right-click again and select “Paste” to place the template into a new document.*

**EXAMPLE #1 – GMEC Minutes Template**

Graduate Medical Education Committee

NAME OF SPONSORING INSTITUTION

Meeting Date:

Attendees:

|  |  |
| --- | --- |
| **Name** | **Title** |
|  |  |
|  |  |

Apologies:

|  |  |
| --- | --- |
| **Name** | **Title** |
|  |  |
|  |  |

The meeting was chaired by: NAME and TITLE. The following items were discussed:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Topic** | **ACGME-I Requirement** | **Discussion Summary** | **Action** | **Responsibility** | **Due Date** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Respectfully submitted,

DIO NAME and TITLE

**EXAMPLE #2 – GMEC Minutes Template\***

Graduate Medical Education Committee

Name of Sponsoring Institution

Meeting Date:

Attendees, Voting Members:

|  |  |
| --- | --- |
| **Name** | **Title** |
|  |  |
|  |  |

Attendees, Non-Voting Members:

|  |  |
| --- | --- |
| **Name** | **Title** |
|  |  |
|  |  |

Apologies, Voting Members:

|  |  |
| --- | --- |
| **Name** | **Title** |
|  |  |
|  |  |

Agenda Items:

1.

2.

3.

The following requirements were addressed at the meeting:

|  |  |  |
| --- | --- | --- |
| **Institutional** **Requirement** | **Description** | **Check if Addressed** |
| I.B.4.b) | Annual report to the Medical Executive Committee |  |
| I.B.6. | Policies and procedures for appointment of faculty members |  |
| IV.B.1. and IV.B.10. | Policies and procedures regarding quality of education and work environment and oversight of resident learning environment |  |
| IV.B.1.a) | Annual review and recommendation to Sponsoring Institution on resident stipends and benefits |  |
| IV.B.1.b) | Communication with program directors |  |
| IV.B.1.c) | Resident clinical and education work hours |  |
| IV.B.2. | Resident Supervision |  |
| IV.B.3. | Safety and quality of patient care and resident participation in patient safety and quality of care education |  |
| IV.B.4.a) | Program curriculum and evaluation |  |
| IV.B.5. | Annual Institutional Review and monitoring of action plans |  |
| IV.B.6. | Special Program Review and monitoring of action plans |  |
| IV.B.7. | Monitor resident/fellow status, selection, evaluation, promotion, discipline and/or dismissal |  |
| IV.B.8. | Review of ACGME-I program Letters of Notification and monitoring of action plans |  |
| IV.B.9. | Review of ACGME-I Sponsoring Institution Letter of Notification and monitoring of action plans |  |
| IV.B.11. | Oversight of program self-study and annual program evaluation |  |
| IV.B.12. | Oversight of program changes |  |
| IV.B.13. | Oversight of process for reduction/closure of programs, sites and sponsoring institution |  |
| IV.B.14. | Policy on vendor interactions |  |

The meeting was called to order by NAME and TITLE at TIME.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agenda Item** | **Topic** | **Presenter** | **Discussion Summary** | **Recommendation/Action** | **Voting Item** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

Respectfully submitted,

DIO NAME and TITLE

\*Thank you to the GMEC at Cleveland Clinic Abu Dhabi who allowed publishing of this template

**Example #3 – Completed Minutes**

Graduate Medical Education Committee

AAA SPONSORING INSTITUTION

Meeting date: 1 September 2021

Attendees:

|  |  |
| --- | --- |
| **Name** | **Title** |
| Dr. A | Designated Institutional Official |
| Dr. B | Resident Representative, Internal Medicine |
| Dr. C | Program Director, Orthopaedic Surgery |
| Dr. D | Resident Representative, Pathology |
| Dr. E | Program Director, Internal Medicine |
| Ms. F | Director, Patient Safety and Quality |
| Mr. G | Administrative Coordinator, GMEC office |
| Dr. Radiology PD, Guest | Program Director, Radiology |

Apologies:

|  |  |
| --- | --- |
| **Name** | **Title** |
| Dr. H | Program Director, Obstetrics and Gynecology, on leave |
| Dr. I | Program Director, Anesthesiology, on leave |

The meeting was chaired by: Dr. A, DIO. The following items were discussed:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Topic** | **ACGME-I Requirement** | **Discussion Summary** | **Action** | **Responsibility** | **Due Date** |
| New program application | IV.A.12.a) | Dr. A, DIO, presented the request from Radiology to start an application for ACGME-I-accreditation.  Dr. Radiology PD gave a brief presentation on the need to obtain ACGME-I accreditation, including the ability to attract high quality residents and faculty members and provide graduates with enhanced opportunities for fellowship education and training. The program meets all the requirements for accreditation in terms of faculty qualifications, patient load, diagnostic equipment, and research.  The program would like to develop an integrated radiology program that includes a broad-based clinical year as the first year of the program.  The GMEC is in support of the decision to begin to develop a curriculum; however, several members expressed concerns about the rotations required during the PGY-1 in primary specialties. Supervision of radiology residents on rotations in pediatrics, general surgery, and emergency medicine needs to be clarified. A PLA is not needed for primary care rotations at AAA; however, the GMEC requests that planning for the integrated PGY-1 is conducted in a collaborative manner with all departments involved. | 1. Radiology faculty will begin to develop curriculum that meets the ACGME-I Requirements and present a draft at the next GMEC.  2. Rotations in primary specialties will be planned in conjunction with the departments involved.  3. The GMEC will review supervision policies for radiology residents in primary care rotations at the next meeting. | Dr. Radiology PD  PDs in pediatrics, general surgery, emergency medicine | Next GMEC meeting December 2021 |
| Resident promotion  Follow-up discussion | IV.B.7. | At the last meeting, Dr. E suggested that clear guidelines be developed with the promotion committee as there is no universal clarity on the status of residents after completion of GME regarding whether a resident can be promoted to specialist or can be enrolled in fellowship program. This was seen as a particular problem for non-accredited programs.  Subsequent to that discussion, the promotion committee met to begin to develop guidelines for ACGME-I-accredited and non-accredited programs. A draft of the proposal was presented by Dr. C for the members to review with their faculty members and provide feedback. | 1. All PDs will review the proposed guidelines with their faculty members and collect feedback.  2. Feedback will be discussed at the next GMEC meeting. | PDs of all programs, accredited and non-accredited | Next GMEC meeting December 2021 |

Respectfully submitted,

Dr. DIO