

Westchester County Health Care Corporation

WMCHEALTH NETWORK

Administrative: Policy & Procedure

Manual Code: To be assigned by
PolicyHelp

Page 1 of 3

SUBJECT: GRADUATE MEDICAL EDUCATION COMMITTEE (GMEC) POLICY

EFFECTIVE: XX/XXXX

__ REVIEWED OR __ REVISED date: _n/a

Applicable Campus:

☒ Good Samaritan Hospital ☒ HealthAlliance Hospital ☒ MidHudson Regional Hospital
☒ Port Jervis Community Hospital ☒ St. Anthony Community Hospital ☒ Westchester Medical Center

Patient population:

☐ Neonate ☐ Pediatric ☐ Adult ☐ Behavioral Health ☒ Not applicable

NOTE: The e-version of this document is the latest and the only acceptable one. If you have a paper version of it, you are responsible to ensure it is identical to the e-version. Printed material is considered to be uncontrolled documentation.

PURPOSE:

The GMEC is responsible for the oversight of graduate medical education programs sponsored by Westchester Medical Center Health Network (WMC), including programs accredited, recognized, or approved by the Accreditation Council for Graduate Medical Education (ACGME), the Council on Podiatric Medical Education (CPME), the United Council for Neurological Subspecialties (UCNS), and other applicable accrediting or recognizing organizations, as well as institutionally sponsored GME programs that are not externally accredited. The GMEC is responsible for overseeing all aspects of graduate medical education (GME), including the quality of the GME learning and working environment within each of its programs and their participating sites; the quality of educational experiences in each program that lead to measurable achievement of educational outcomes as identified by accrediting bodies and programs; and processes related to reductions and closures and expansions of programs, major participating sites, and the Sponsoring Institution.

SCOPE:

This policy applies to the GMEC and its oversight of all GME programs sponsored by Westchester Medical Center Health Network, including program accredited, recognized, approved, or otherwise sponsored by the institution, regardless of accrediting organization.

GMEC COMPOSITION:

1. Voting members on the GMEC include:
 - Designated Institutional Official (DIO) who also serves as the Committee Chair;
 - Program Director of each GME training program. When the Program Director is unable to attend a meeting, an Associate Program Director may serve in their place as the voting member for that meeting.
 - Up to one peer-selected resident/fellow member from each program;
 - A quality improvement or patient safety officer or designee selected by the DIO;
 - Any additional individuals approved by a $\frac{3}{4}$ vote of GMEC voting members
2. Ex-officio non-voting members of the GMEC include:
 - NYMC representative as appointed by the Dean of the School of Medicine
 - Any additional individuals approved by a $\frac{2}{3}$ vote of the GMEC voting members.

SUBCOMMITTEES:

Subcommittees and task forces or working groups may be established by the DIO or by majority vote of the NYMC GMEC. Subcommittees that address required GMEC responsibilities shall have at least one

Westchester County Health Care Corporation

WMCHEALTH NETWORK

Administrative: Policy & Procedure

Manual Code: To be assigned by
PolicyHelp

Page 2 of 3

SUBJECT: GRADUATE MEDICAL EDUCATION COMMITTEE (GMEC) POLICY

NOTE: The e-version of this document is the latest and the only acceptable one. If you have a paper version of it, you are responsible to ensure it is identical to the e-version. Printed material is considered to be uncontrolled documentation.

peer-selected resident/fellow member.

TERM:

GMEC, Subcommittee, task force, and working group members are appointed for a term of one academic year.

MEETINGS:

The GMEC meets at least once quarterly throughout the academic year on the schedule determined by the DIO. Meetings are held in-person to facilitate engagement by GMEC members and guests. Each meeting must include attendance by at least one resident/fellow GMEC member. In the case that no such resident/fellow member is in attendance, an additional make-up meeting shall be scheduled to occur in the same quarter and scheduled votes shall be deferred to the make-up meeting and/or conducted via e-mail (for urgent issues). Minutes shall be kept for all meetings and distributed to GMEC members.

MEETING GUESTS:

Individuals may be asked by the GME Office to attend a meeting as a guest to make a presentation and/or to be available for questions related to agenda items. The DIO is responsible for approving all meeting guests.

CONFIDENTIALITY:

All GMEC members, subcommittee members, and meeting guests shall complete a confidentiality assurance statement at least annually. All GMEC, Subcommittee, taskforce, and working group members are expected to maintain appropriate confidentiality regarding information obtained from or related to these roles. Failure to do so may result in removal and additional action.

RESPONSIBILITIES:

Oversight of:

- Sponsoring Institution's accreditation through an Annual Institutional Review (AIR). The GMEC must identify institutional performance indicators for the AIR;
- Underperforming program(s) through a Special Review process in accordance with the GME Special Review Policy;
- Accreditation and recognition statuses of the Sponsoring Institution and each of its GME programs;
- the quality of the GME learning and working environment within the Sponsoring Institution, each of its GME programs, and its participating sites;
- the quality of educational experiences in each GME program;
- the GME program(s)' annual program evaluation(s) and Self Study(ies);
- GME programs' implementation of institutional policy(ies) for vacation and leaves of absence, including medical, parental, and caregiver leaves of absence, at least annually;
- all processes related to reductions and closures of individual GME programs, major participating sites, and the Sponsoring Institution; and,
- the provision of summary information of patient safety reports to residents, fellows, faculty members, and other clinical staff members. At a minimum, this oversight must include verification that such summary information is being provided.

Westchester County Health Care Corporation

WMCHEALTH NETWORK

Administrative: Policy & Procedure

Manual Code: To be assigned by
PolicyHelp

Page 3 of 3

SUBJECT: **GRADUATE MEDICAL EDUCATION COMMITTEE (GMEC) POLICY**

NOTE: The e-version of this document is the latest and the only acceptable one. If you have a paper version of it, you are responsible to ensure it is identical to the e-version. Printed material is considered to be uncontrolled documentation.

- At least annually, the GMEC must complete and document assessments of supervision of Non-standard Training (NST) trainees.
- At least annually, the GMEC must complete and document the impact of NST programs on the Sponsoring Institution's ACGME-accredited programs.

Review and approval of:

- institutional GME policies and procedures;
- GMEC subcommittee actions that address required GMEC responsibilities;
- annual recommendations to the Sponsoring Institution's administration regarding resident/fellow stipends and benefits;
- applications for new GME programs;
- requests for permanent changes in resident/fellow complement;
- major changes in each of its GME programs' structure or duration of education, including any change in the designation of a program's primary clinical site;
- additions and deletions of each of its GME programs' participating sites;
- appointment of new GME program directors, including NST Program Directors;
- progress reports requested by an accrediting or recognizing organization;
- requests for exceptions to clinical and educational work hour requirements;
- voluntary withdrawal or discontinuation of GME programs;
- requests for appeal of an adverse action by an accrediting or recognizing organization;
- appeal presentations to an Appeal Panel of an accrediting or recognizing organization; and,
- exceptionally qualified candidates for resident/fellow appointments who do not satisfy the Sponsoring Institution's resident/fellow eligibility policy and/or resident/ fellow eligibility requirements;
- the program description of each NST program within the Sponsoring Institution.

POLICY REVIEW:

This policy shall be reviewed by GMEC every two years, or sooner as necessary.

REFERENCES:

ACGME Institutional Requirements, ACGME-approved interim revision September 3, 2025; effective September 3, 2025

ACGME Recognition for Sponsoring Institutions with Non Standard Training Programs for J-1 Visa Sponsorship, ACGME-approved New Requirements: February 7, 2022; effective February 7, 2022; Reformatted Recognition Requirements, effective July 1, 2025

CPME 320 Standards and Requirements for Approval of Podiatric Medicine and Surgery Residencies, Adopted October 2022 Implementation Date: July 1

Archival history:

Reviewed:	
Revised:	