The Medical University of Ohio formally assigns the responsibility for advising the institution on all aspects of the Graduate Medical Education programs under its sponsorship to the Graduate Medical Education Committee.

The University of Toledo formally charges the Graduate Medical Education Committee with the monitoring of all aspects of residency education.

**PROCEDURE**

I. Chairman.

The Chairman of the Graduate Medical Education Committee will be appointed by the, Dean of the College of Medicine. The Chairman will serve for a period of two years. He/She will preside over all meetings and be responsible for the content of all meeting agendas. The Chairman will advise the Dean of the School of Medicine on issues related to Graduate Medical Education in programs sponsored by the University of Toledo. He/She will be responsible for the establishment and the maintenance of institutional policies governing Graduate Medical Education as outlined in Section IV of this letter. The Chairman will establish and maintain a positive liaison with the administration of the integrated institutions participating in residency education and all program directors.

II. Membership.

The membership of the Graduate Medical Education Committee will include all program directors, a Resident from every program, (elected by his/her peers) representatives from University of Toledo and the participating hospitals. This ensures that all programs have input into the advising, monitoring, and decision making and policymaking process for the educational programs. The involvement of the Residents will assure resident participation and input and allow the resident classes a means of communication with a decision-making committee for the
institution in regard to their education. The involvement of the representatives from the Medical College and the participating institutions facilitates communication and understanding of inter-institutional concerns and provides the program directors with direct contact to the administrative system that provides the management of resources dedicated to education.

III. Meetings.

The Graduate Medical Education Committee will meet regularly, at least ten per times year. Minutes will be kept. All members will receive the minutes with agendas for the following meeting. This will allow appropriate preparation and data gathering by all involved.

Minutes will be stored in the Graduate Medical Education Office and will be available for inspection by accreditation personnel.

IV. The Graduate Medical Education Committee is responsible for the following:

Establishment and implementation of policies that affect all residency programs regarding the quality of education and the work environment for the residents in each program. Establishment and maintenance of appropriate oversight of and liaison with program directors and assurance that program directors establish and maintain proper oversight of and liaison with appropriate personnel of other institutions participating in programs sponsored by the institutions. Regular review of all residency programs to assess their compliance with both the Institutional Requirements and Program Requirements of the relevant ACGME review committees.

Establishment and implementation of institutional guidelines and policies for the selection, evaluation, promotion, and dismissal of residents.

Establishment and implementation of institutional policies and procedures for both the discipline and the adjudication of resident complaints and grievances relevant to the GME programs. These policies and procedures must satisfy the requirements of fair procedures and apply to residents in the sponsoring and participating institutions.

Collecting of intra-institutional information and making recommendations on the appropriate funding for resident positions, including benefits and support services.

Monitoring of the programs in establishing an appropriate work environment and the duty hours of residents.

Assurance that the residents’ curriculum provides a regular review of ethical, socioeconomic, medical/legal, and cost-containment issues that affect GME and medical practice. The curriculum must also provide an appropriate introduction to communication skills and to research design, statistics, and critical review of the literature necessary for acquiring skills for lifelong learning. There must be appropriate resident participation in departmental scholarly activity, as set forth in the applicable Program Requirements.
| Program Director |  
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| Revised September 24, 2009 |      |
| Reviewed May 4, 2010 |      |