



Section:	<i>Graduate Medical Education</i>
Document Number:	<i>GME0018</i>
Title:	<i>GMEC Methods of Monitoring</i>
Responsible Department:	<i>Graduate Medical Education</i>
Created:	<i>08/17/2017</i>
Revised:	<i>07/08/2020</i>
Superseded:	<i>08/17/2017</i>
GMEC Approved:	<i>10/20/2020</i>
Board of Directors Approved:	<i>10/22/2020</i>
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POLICY:

The Graduate Medical Education Committee (GMEC) Methods of Monitoring Including Monthly & Annual Reports

SCOPE:

The GMEC of Valley Health Team, Inc. has the responsibility of monitoring and advising on all aspects resident and fellow medical education training.

PURPOSE:

This policy provides the various methods of monitoring of training and outlines what needs to be included with in annual and monthly monitoring reports to be reviewed by the GMEC.

PROCEDURE:

The GMEC reaffirms the following as the policy and methodology of monitoring housestaff education:

- a. Internal Reviews conducted through the Valley Health Team Subcommittee Internal Review (SIR) and the GMEC
- b. Monthly Monitoring conducted through the Monthly Monitoring report. This document is to be submitted monthly to the Graduate Medical Education Office (GME) and compiled semi-annually for review by the GMEC. Each program will complete the form (included in this policy) and submit to the GME office. Activities to be monitored include the number of :
 1. Housestaff on remediation
 - i. Academic and non-academic
 - ii. Failed rotations
 - iii. Notices of concern
 - iv. Reported patient complaints
 2. Housestaff on probation and length
 3. Housestaff Terminations
 - i. Voluntary resignations
 - ii. Dismissals
 4. Housestaff notified of non-renewal of contract



VALLEY HEALTH TEAM
Family Medicine Residency Program

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5. Housestaff on leave of absence
 - i. Medical or Family leaves of absence
 - ii. Personal (conditional) leaves of absence
 - iii. Other leaves of absence
- c. Program Letters of Agreement (PLAs) are reviewed by the GME to determine if the PLA complies with necessary Residency Review Committee (RRC) Guidelines and the ACGME Institutional guidelines. The PLA including goals and objectives of the rotation is available at the GMEC meeting for review and discussion if needed. All PLAs are to be approved through the GMEC on the consent agenda and once approved, copies are provided to the program submitting the PLA for review. Originals are kept on file in the GME office and are monitored for expiration dates.
- d. The GMEC monitors program progress through the Annual Program Dashboard Reports that is submitted quarterly to the GME Office and presented by the program director to the GMEC. The program director will be responsible for submitting an electronic completed dashboard report prior to the GMEC meeting. The program dashboard report includes the following areas that are addressed by the program director during the program report presentation:
 1. Accreditation Status
 - i. Accreditation - Letters of accreditation from the RRC and action plan for correction of areas of non-compliance
 - ii. Expected Site Visit Self Study Visit
 - iii. Number of New Citations
 - iv. Number of Citations Resolved
 - v. Program Changes
 - vi. SIR Review Actions
 2. Educational Outcomes
 - i. 5 year board pass rate
 - ii. Detailed board information
 - iii. Graduation/Attrition Details
 - iv. GMEC Monitoring Information
 - v. Off-Cycle Residents
 - vi. MATCH Information



VALLEY HEALTH TEAM
Family Medicine Residency Program

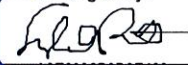
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vii. In-Training Exam Details

3. Quality Improvement/Patient Safety
 4. ACGME Resident / Faculty Survey
 5. Scholarly Activity
 6. Faculty Development
 7. Annual Program Evaluation Outcomes and Action Plan
 8. Transitions of Care
 9. Supervision
 10. Professionalism
 11. Program Challenges
- e. Issues of eligibility, selection, evaluation, and promotion are reviewed and discussed during program director's meeting quarterly with the Designated Institutional Official (DIO). The program dashboard report form is utilized and updated for continued oversight by the DIO and the GMEC. The dashboard is utilized to track and update the DIO/VP of GME Administration of areas of concern that are identified and are reported to the GMEC for advisement and for further monitoring as appropriate.
- f. The Institutional Report Card report tracks all ACGME training program letters regarding citations including those with broad institutional ramifications. Information discussed and updated regarding program citations is reported during the quarterly meetings between the program director and the DIO/VP of GME Administration
- g. The Annual Institutional Review is reviewed and approved by the GMEC annually. Follow up of any identified institutional areas of concern will be in the form of Subcommittee for Internal Review monitoring and action plans for corrections to citations and areas of concern and will be reported back to the GMEC for review.

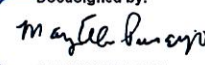

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Soyla A. Reyna-Griffin, CPA
Chief Executive Officer

10/22/2020
Date

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Mary Ellen Pumarejo
President, Board of Directors

10/22/2020
Date