



Operating Policy	
TITLE: Graduate Medical Education Committee	
ISSUING DEPARTMENT: Graduate Medical Education Committee, Creighton University School of Medicine-Phoenix	ORIGINALLY ISSUED: 10/07/24
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PURPOSE

Description of duties, responsibilities, and composition of the Creighton University School of Medicine-Phoenix (CUSOM-PHX), as the Sponsoring Institution, Graduate Medical Education Committee, based on applicable Accreditation Council for Graduate Medical Education requirements and the Sponsoring Institution’s needs to provide effective oversight and administer its residency/fellowship programs.

SCOPE

This policy describes the functions of the GMEC, including committee charges, meeting logistics, membership and applicable requirements.

DEFINITIONS

Accreditation Council for Graduate Medical Education (ACGME): An independent, 501(c)(3), not-for-profit organization that oversees the accreditation of residency and fellowship programs in the US.

Council on Podiatric Medical Education (CPME): An autonomous accrediting agency for podiatric medical education empowered to develop and adopt standards and policies as necessary for the implementation of all aspects of its accreditation, approval, and recognition purview.

Designated institutional official (DIO): The individual in a Sponsoring Institution who has the authority and responsibility for all the institution’s ACGME-accredited programs.

Graduate Medical Education Committee (GMEC): In collaboration with the DIO, GMEC oversees and monitors Graduate Medical Education (GME) training and education, in accordance with the ACGME Institutional, Common, specialty/subspecialty-specific Program, and Recognition Requirements.

House Staff Physician (HSP): Any resident or fellow in a Creighton School of Medicine GME program.

Sponsoring Institution: A Sponsoring Institution is an entity that oversees, supports, and administers one or more ACGME-accredited residency/fellowship programs.

POLICY

A. Charges (I.A.5.a.)

The GMEC is charged with providing oversight, in collaboration with the DIO, for both CUSOM-PHX as the sponsoring institution and for its ACGME-accredited programs, in accordance with ACGME Institutional Requirements.

Additionally, the CUSOM-PHX GMEC provides oversight of nonstandard training programs according to the standards of those accrediting bodies.

B. Duties and Responsibilities (1.12.)

The GMEC performs all functions as required by the ACGME, including but not limited to:

1. Oversight of:
 - a. ACGME accreditation and recognition statuses of the Sponsoring Institution and each of its ACGME-accredited programs.
 - b. Accreditation and recognition status of the Podiatric Medicine and Surgery Residency (PMSR) program approved by CPME.

- c. The quality of the GME learning and working environment within the Sponsoring Institution, each of its ACGME and CPME- accredited programs, and its participating sites.
- d. The quality of educational experiences in each ACGME- accredited program that lead to measurable achievement of educational outcomes as identified in the ACGME Common and specialty-/subspecialty-specific Program Requirements.
- e. The quality of educational experiences in the CPME- accredited program that lead to measurable achievement of educational outcomes as identified in the CPME standards and policies.
- f. The quality of educational experiences in nonstandard training programs that lead to measurable achievement of educational outcomes as identified in the standards of their respective accrediting bodies.
- g. The ACGME- and CPME-accredited program(s)' annual program evaluation(s) and Self-Study(ies).
- h. ACGME-accredited programs' implementation of institutional policy(ies) for vacation and leaves of absence, including medical, parental, and caregiver leaves of absence, at least annually.
- i. All processes related to reductions and closures of individual ACGME-accredited programs, major participating sites, and the Sponsoring Institution.
- j. 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.
- k. The Sponsoring Institution's accreditation through an Annual Institutional Review (AIR) (1.14.).
- l. Underperforming program(s) through a Special Review process (1.15.).

2. Review and approval of:

- a. Institutional GME policies and procedures.
- b. GMEC subcommittee actions that address required GMEC responsibilities.
- c. Annual recommendations to the Sponsoring Institution's administration regarding resident/fellow stipends and benefits.
- d. Applications for ACGME accreditation of new programs.
- e. Requests for permanent changes in resident/fellow complement.
- f. Major changes in each of its ACGME- and CPME- accredited programs' structure or duration of education, including any change in the designation of a program's primary clinical site.
- g. Additions and deletions of each of its ACGME-accredited programs' participating sites.
- h. Appointment of new program directors.
- i. Progress reports requested by a Review Committee.
- j. Responses to Clinical Learning Environment Review (CLER) reports.
- k. Requests for exceptions to clinical and educational work hour requirements.
- l. Voluntary withdrawal of ACGME or CPME program accreditation or recognition.
- m. Requests for appeal of an adverse action by a Review Committee.
- n. Appeal presentations to an ACGME Appeals Panel.
- o. 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 in the Common Program Requirements.

C. Membership (I.B.1)

The CUSOM-PHX GMEC voting members consist of all program directors, peer selected HSP representatives that co-chair the Housestaff Leadership Council (HLC), and at least one Quality Improvement-Patient Safety (QI-PS) official. Other nonvoting invited participants include program managers, GME staff, workgroup chairs and participating site executive leadership. GMEC voting members:

- a. DIO: Serves as the GMEC Chair

- b. QI-PS officials
 - c. Peer-selected HSP representatives
 - d. Program directors
1. Terms of appointment
 - a. One (1) year: Peer-selected HSP representatives
 - b. Standing: DIO; Program directors; QI-PS officials
 2. Nonvoting members: Other nonvoting invited participants include program managers, GME staff, workgroup chairs and participating site executive leadership.

D. Meetings and Attendance (1.11.)

1. *Attendance*
 - a. Voting members are required to attend a minimum of 2/3 of meetings annually.
 - b. With advanced notification to the GMEC Chair and GME office, voting members may occasionally designate a proxy. Proxies may exercise the Committee member's voting privileges and count toward attendance requirements.
 - c. Each meeting of the GMEC must include attendance by at least one HSP member. If neither of the GMEC HSP members can attend the GMEC meeting, they must make arrangements for another HSP to attend in their place and notify the GMEC Chair and GME office at least one week prior to GMEC.
 - d. Members are expected to:
 - i. Attend in person, especially when the meeting occurs at the site they are located
 - ii. Keep their cameras turned on when participating remotely
 - e. May include guests invited by the GMEC Chair
2. *Quorum:* For purposes of voting, a quorum of the GMEC shall consist of more than 50% of the voting members, including at least 1 peer-selected HSP representative.
3. *Frequency of meetings:* At least quarterly
4. *Location:* In-person meetings, on a rotating basis between both major participating sites, with a remote option.
5. *Recordings:* Meetings are recorded expressly for the purpose of taking minutes. Recordings are not circulated to members or others and are deleted by GME office staff once minutes have been approved by the GMEC.
6. *Conducting Business:* The DIO chairs the meeting in accordance with ACGME guidelines and guided by the parliamentary procedures of Robert's Rules of Order. The chair may appoint a voting GMEC member to chair a meeting in their absence.
7. *Agenda*
 - a. The GMEC Chair reviews GMEC oversight responsibilities and action items requiring a vote.
 - b. The agenda is set by the Chair.
 - c. Under the leadership of the Chair, the GME staff builds agenda, pulls data for discussion, and queries voting members and participants for items to discuss.
 - d. Program directors, administrators, and GMEC members may request to add items to the agenda the 10 calendar days prior to a given meeting (or at the discretion of the Chair).
 - e. Materials related to agenda items should be emailed to committee members the week before each meeting.
8. *Voting*
 - a. The Chair assures voting agenda items are discussed thoroughly before calling for a vote by GMEC members.
 - b. Matters brought to the GMEC will be decided by a simple majority of all voting members in attendance.

- c. Electronic voting: In order to conduct GMEC business in a timely manner, it may be necessary to send out an electronic request to voting members on behalf of the GMEC Chair. The e-vote will require a majority of voting members to approve GMEC business.

E. Standing Subcommittees

The GMEC establishes all standing subcommittees, approves their charges, and appoints subcommittee Chairs. Subcommittees should address GMEC responsibilities as stated in the ACGME Institutional Requirements, as well as other identified needs, and include a minimum of one peer selected HSP. They must report regularly to the GMEC; their actions are subject to GMEC approval and must be documented in GMEC minutes. GMEC standing subcommittees include:

1. QI-PS
2. Special Review

F. Workgroups & Ad Hoc Taskforces

The GMEC can create workgroups and ad hoc taskforces, approve their charges, and appoint the members. Workgroups are typically formed to address ongoing projects or tasks that support GME oversight and help ensure compliance with ACGME Institutional and Common Program Requirements. Ad hoc taskforces are usually convened for specific, time-limited projects that are essential to the Committee's work and are dissolved once their objectives are met.

REFERENCES

Applicable Requirements

[ACGME Institutional Requirements](#)

ADMINISTRATION AND INTERPRETATIONS

The Graduate Medical Education Committee – Creighton University School of Medicine-Phoenix is responsible for the administration of this policy and may interpret its provisions as needed.

AMENDMENTS OR TERMINATION OF POLICY

This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and this GME policy, this GME institutional policy shall govern. The University reserves the right to modify, amend or terminate this policy at any time.