

Notes from the Guide Editorial Board Meetings, Friday, November 17, 2023 (morning)

Attendees: Alyson, Anne, Tia, Pam, Eileen, Tonya, Aissa, Preeti

Overview Section:

Follow up with the question of “What is GME ***today***?” What was it before? 😊

Change “Overview” to “Introduction as the heading

Under GME Accreditation:

GMEC Policies need to be mentioned, not necessarily provided in detail

Move Other Policies to Operations section

Pam will send additional ACGME policy language to include

Anne: As we review the list, what items should be just bullet points within a chapter and what topics should be a detailed chapter?

Email to Robin Wagner and Kevin Weiss about what should be addressed for CLER

Program Responsibilities should go under

Special Reviews under Institutional Accreditation

Resident Transfers belongs in Operations under Onboarding

Non-Accredited Programs is its own “animal” and mention it with “Other Accredited Programs”

– seems to make sense in this section based on how the Guide will be used and note that Non-Standard Training Recognition is expanded under the Operations section (will also be in the index for the user to see where to go)

Under Finance & Strategies:

Applications doesn’t make sense as it is by itself – maybe application of HRSA grants so move it there

CMS Section 506 – will only be mentioning that there are CMS processes rather than specific sections; also involves making sure GME Leadership has a good relationship with Finance

Going down IRIS road fully will be very cumbersome (no one wants to be poking their eyes out! 😊)

Lee Ann: Finance section may need a little more work to resolve what we want in there and how it should be organized

Under Operations & Management:

Recruitment & Interviewing – May need to go back to a section on Recruitment, Onboarding, Offboarding in order to separate centralized and decentralized; Index will help here too

Section to include “Other Policies” with examples

Should this section included “Wellness” and “Time Off” information? Maybe under “Block Diagrams – schedules”?

“Supervision” seems out of place here and will be deleted

Individualized Educational Experience? Should be under Curriculum and Assessments – keep it at a high level and avoid specialty-specific curriculum NOTE: It’s in “Curriculum and Assessment Basics” section

Under Legal Matters:

Keep it here as more strategy related and decisions to be made rather than processes; mention contacting ECFMG and legal considerations

Is Fair Hearing process different than Due Process according to ACGME?

EEOC might fall under “Unprofessional Behavior and Harassment” (which should also be renamed and provide an overview of the type of appeals and process that may occur within an institution that impact trainees; more of an acknowledgment that they occur) – Fostering a Safe Educational Environment as heading? NOTE: Tia and Pam will work together off-line and enlist some help from others (maybe Bethany too per LAR)

Under Curriculum:

No specific topics because they would be too “hefty” for this book

Needs to be a very high level section

Mention the topics and stay away from real details

Remove “microaggression” – will be included in DEI along with unconscious bias (along education lines, not recruitment)

Change “Institutional Curriculum” to “Core Curriculum”? Will probably need an intro to what it is and why it’s called that. Possibly make it as a Best Practices format from one or more institutions.

PEC/CCC – Is this an operations piece instead? What are best practices? Or stay here because they are evaluation components? NOTE: Tabled for future discussion

Afternoon Session

Attendees: Tia, Diana, David, Mimi, Sherry

Overview Section:

“What is GME *today*?” Thinking it came from conversation about the content being relevant now.

Mimi: Maybe add into introduction that it is as current as can be as a print book.

Under GME Accreditation:

Adding reference to second accredited Institutional fellowship

When we talk about the requirements, it should be in general terms of application

Wellbeing is going to be at the forefront of training so move it from under CLER into it’s own stand-alone portion of the Operations section

Define what each of the “Language of accreditation decisions” means under Program Accreditations

Change “Data Prompted” to “Triggers for Site Visits”

Polished up Program Accreditation section

Move Special Reviews to Operations as part of PEC? Or to Curriculum and Assessment?

Under Finance & Strategies:

Lee Ann: Finance section may need a little more work to resolve what we want in there and how it should be organized

Add CMS Section 126 under CMS application process

Change the language about “how to” fund protected time to “examples of how to fund”
Move Preventing Medicare Overlap to under IRIS
Remove “CMS program closure” bullet
Move “CFO best friend” to under the new heading of “Build Your Team” as first sub-section
under Finance and Strategy
Expanded “Build Your Team” and “Where money comes from” sections

Under Operations & Management:
Added items under “Communication”
Further defined Roles and Responsibilities

Under Legal Matters:

Under Curriculum:
Change heading of this section from “Curriculum and Assessment” to “Curriculum and
Evaluation”(individual & program)
Add a heading to delineate an Institutional sub-section - List CCC first, then Struggling Learner
Add a heading to delineate a Program sub-section to house PEC; remove PIP acronym from
Program Improvement Plan
Diana to help with the order/breakout of this section