

**POLICY: GMEC Methods of Monitoring  
Including Monthly & Annual Reports**

**PURPOSE:** The Graduate Medical Education Committee (GMEC) of UCSF Fresno has the responsibility of monitoring and advising on all aspects of resident and fellow medical education training. This policy provides the various methods of monitoring of training and outlines what needs to be included within annual and monthly monitoring reports to be reviewed by the GMEC.

**Policy:** The GMEC reaffirms the following as the policy and methodology of monitoring house staff education:

- a. Internal Reviews conducted through the UCSF Fresno Ad-Hoc Subcommittee Internal Review (SIR) and the GMEC. (ref: Internal Review Protocol Policy for specific protocol)
- 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:
  - House staff on remediation
  - Failed rotations
  - Notices of concern
  - Reported patient complaints
  - House staff on probation and length
  - Voluntary house staff resignations
  - Dismissals
  - House staff notified of non-renewal of contract
  - Medical or Family leaves of absence
  - Personal (conditional) leaves of absence
  - Other leaves of absence
- c. Program Letters of Agreement (PLAs) are reviewed by the GME office to determine if the PLA complies with necessary RC Guidelines and ACGME Institutional guidelines. The PLA along with the goals and objectives for the rotation is available in the GME office and can be provided to the GMEC members 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 each program submitting the PLA. Originals are kept on-file in the GME office and are monitored for expiration dates.
- d. The GMEC monitors program progress through an account of the 3 positive aspects in the program and 3 challenges the program may be facing presented by each program director to the GMEC. An annual schedule of programs reporting to the GMEC is emailed out at the beginning of each academic year and each program is reminded of their upcoming presentation by the GME office 3-4 weeks prior to their date to present. Each program director will be responsible for submitting an electronic form with the information that will be presented at GMEC to the GME office.
- e. Chief Residents from the programs meet every other month with the Assistant Dean of GME to discuss issues or concerns that may come up amongst house staff.
- f. Issues of eligibility, selection, evaluation, and promotion are reviewed and discussed during the individual program directors' quarterly meetings with the Assistant Dean. The program dashboard report form is utilized and updated for continued oversight by the Associate Dean/DIO, Assistant Dean of GME, and the GMEC. The dashboard is utilized to track and update the DIO and Assistant Dean of GME of areas of concern for advisement and for further monitoring as appropriate. The program

dashboard report includes the following areas that are addressed by the program director during the quarterly meeting

- Accreditation Status
- Recent reviews by the Internal Review Subcommittee of the program
- Letters of accreditation from the RRC and action plan for correction of areas of non-compliance
- Responses and updates to the CLER concerns or citations
- Expected site visit dates
- Graduate Placements
- House staff board scores on national exams
- In-service exam scores
- House staff and Faculty ACGME Surveys
- Scholarly activity of faculty/residents
- Faculty Development
- APE Outcomes/ Action Plans
- Professionalism
- Program Challenges

- 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.

*(Original signed Policy is available in the UCSF Fresno Office of Graduate Medical Education)*

---

Michael Peterson, MD, Associate Dean, Chair GMEC



**GMEC Monthly Monitoring Report Form**

**Program:** \_\_\_\_\_

**Month/Year:** \_\_\_\_\_

NOTE: Resident academic concerns must be reported in the month in which they occur. The numbers you provide should only reflect new occurrences for the month. The GME Office will submit both quarterly and academic year end reports to GMEC. Please provide this monthly form to the GME by the 1<sup>st</sup> of every month.

<b>RESIDENT ACADEMIC CONCERNS</b>		<b>Total # and Resident Name(s)</b> (Resident names will be used for GME Internal purposes only)
<b>REMEDICATION</b>		(include names and dates)
<b>DEFINED CRITERIA FOR REMEDIATION:</b>		Example: Scores below 20% on in-training exam, or failure to take USMLE step 3
Remediation (New this month)		0
Total # remediation		0
Failed rotations (New this month)		0
Notices of concern (New this month)		0
Reported patient complaints (New this month)		0
<b>PROBATION</b>		(include names and dates)
Probation (New this month)		0
Term (length)		Res. A: Res. B: Res. C:
Dates		Res. A: Res. B: Res. C:
<b>RESIDENT TERMINATIONS</b>		(include names and dates)
Voluntary resignations (New this month)		0
Dismissals (New this month)		0
<b>NON-RENEWAL OF CONTRACT</b>		(include names and dates)
# Notified (New this month)		0
<b>LEAVES OF ABSENCE</b>		(include names and dates)
New this month		0
Total # Medical or Family LOA		0
New This Month		0
Total # Personal (conditional) LOA		0
New This Month		0
Total # Other (investigatory/suspension) LOA		0