POLICY AND PROCEDURE OVERSIGHT AND REQUIREMENTS

Policy Title: WSU College of Medicine GME Policy and Procedure Oversight and Requirements

Applies to: WSU Elson S. Floyd College of Medicine Graduate Medical Education (GME) Sponsoring Institution and all accredited post-graduate medical training programs (i.e. residency or fellowship) and non-accredited clinical fellowship programs sponsored by the College of Medicine.

Date: December 20, 2022

1.0 Policy Statement:
It is the WSU College of Medicine GME policy that GME policies and procedures are established and maintained in accordance with applicable state and federal law, ACGME Institutional, Specialty, and Common Program Requirements, ABMS requirements, applicable University and College of Medicine policies.

2.0 Definitions
GME Institutional Policy: A policy that affects all WSU College of Medicine sponsored GME programs, and/or is necessary to ensure overall compliance with statutory responsibilities, Accreditation Council for Graduate Medical Education (ACGME), American Board of Medical Specialties (ABMS), University rules, and/or regulations. This is a sponsoring institution policy.

GME Program Policy: A policy set by a single Program for an individual residency or fellowship training program.

Graduate Medical Education Committee (GMEC): An institutional committee of the College of Medicine charged with the responsibility of monitoring and advising on all aspects of institutional, residency, and fellowship education as required by the ACGME.

Office of Graduate Medical Education: The central WSU College of Medicine office for Graduate Medical Education and Sponsoring Institution.

3.0 Responsibilities
GMEC and DIO

4.0 Procedures

4.1 Establishing GME policy
A. Any WSU College of Medicine GME faculty, staff member, resident, or fellow submits suggestions for the addition, deletion, or change to a GME institutional policy to the Office of Graduate Medical Education.
B. The GMEC reviews the policy recommendations and approves recommended changes by majority vote. The Committee may modify recommended policy as appropriate.

C. The GMEC and DIO are responsible for ensuring that all GME institutional policies are consistent with applicable state and federal law, ACGME Institutional and Common Program Requirements, ABMS requirements, University and College of Medicine policy.

D. The GMEC reviews and update as needed each GME institutional policy at least every five years.

E. All approved GME institutional policies are placed on the WSU College of Medicine GME website.

4.2 Establishing GME Program Policy

A. Each Residency or Fellowship Program Director sets policies to meet applicable ACGME Specialty, and Common Program Requirements, ABMS requirements, University, or GME institutional policy.

B. All new GME Program Policies must be reviewed by the GME Office or DIO.

C. All approved program policies must be available with easy access to residents and fellows of the program with notification when policies are added and updated.

D. All GME Program Policies must be reviewed at least once every two years by the Program Evaluation Committee or when the content of the policy is no longer valid.

5.0 Related Policies

College of Medicine Policy Approval and Distribution Policy EC.00.01.170131

6.0 Revision History

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<th>GMEC Approval:</th>
<th>February 18, 2020</th>
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<td>Revision/Review Date(s)</td>
<td>December 20, 2022</td>
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Responsible Office: WSU College of Medicine Sponsoring Institution

Policy Contact: Designated Institutional Official

Supersedes: N/A