

**USF – College of Medicine**  
**GRADUATE MEDICAL EDUCATION POLICY & PROCEDURE**

<b>Title: Office of Graduate Medical Education (GME)</b>		<b>No.: GME-102</b>
<b>Effective Date: 1/1/99</b>	<b>Revision Date: 6/2005; 10/11</b>	<b>Distribution: All</b>
<b>Page: 1 of 2</b>		

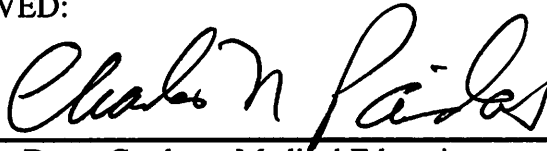
**Policy Statement**

The purpose of Graduate Medical Education (GME) is to provide an organized and integrated educational program providing guidance and supervision of the trainee, facilitates their personal and professional development, and ensure safe and appropriate patient care. The GME Office is dedicated to serving the needs of the residency and fellowship training programs and is sponsored by the University of South Florida College of Medicine. Providing institutional oversight to over 700 residents and fellows in 80+ programs, the Office of GME is overseen by the Associate Dean of Graduate Medical Education/Designated Institutional Official and the Director of GME along with staffing as deemed appropriate to carry out the duties and responsibilities of GME.

The Graduate Medical Education (GME) Office performs the administrative and educational functions to benefit the residents and fellows as generalized below:

- Ensuring compliance, along with the GMEC, with the Institutional, Common and Program requirements of the ACGME, including oversight of duty hours as required.
- Implementation of the policies and procedures as adopted and modified by the Office of GME and GMEC.
- Management of the resident benefits (health insurance, disability insurance, etc.) and annual housestaff contracts, including negotiations of each as required with the affiliated institutions and outside vendors.
- Ensures compliance with the Internal Review process as mandated by the ACGME.
- Oversight of ACGME competencies for each program, including evaluations of residents and fellows, program, and faculty through a web-based program.
- Ensures maintenance of the GME website, to include updates of the Housestaff Manual and policies and procedures, for both incoming and current residents and fellows.
- Maintenance of Affiliation Agreements and oversight of Program Letters of Agreements as required for the participating institutions and rotation sites.
- Provides a confidential Ombudsman and Resident Assistance Program to all residents and fellows.
- Ensures compliance with the Florida Board of Medicine for physician-in-training and/or full licensure, ECFMG and VISA compliance as required, and all applicable human resource functions.

APPROVED:



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Associate Dean, Graduate Medical Education



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Dean, College of Medicine

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**REVIEWED, REVISED, REISSUED 6/2005, 10/2011**

**REVIEWED, APPROVED - 8/2008**