



**USF Health - Morsani College of Medicine  
GME POLICY & PROCEDURE**

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**Scope:** Applies to all University of South Florida Morsani College of Medicine (“USF MCOM”) Accreditation Council for Graduate Medical Education (“ACGME”) accredited and non-accredited/non-standard programs.

**Background:** The USF MCOM recognizes the importance of the educational process provided to the residents in each specialty and sub-specialty program. Through the Designated Institutional Official (“DIO”), the Graduate Medical Education Committee (“GMEC”) and the Office of Graduate Medical Education, institutional oversight is provided to address the overall educational component of the medical education process.

**Policy:** The primary responsibility of the GMEC is to provide oversight for the establishment and implementation of policies that affect all USF Health ACGME and non-standard residency and fellowship programs (“programs”) and its participating sites regarding the quality of the learning and working environment.

The GMEC, in collaboration with the DIO, must have authority and responsibility for the oversight and administration of each of the Sponsoring Institution’s ACGME-accredited programs, as well as for ensuring compliance with the ACGME Institutional, Common, specialty/subspecialty-specific Program, and Recognition Requirements. The GMEC shall review, advise, make, and approve recommendations on matters related to ACGME institutional, common, and specialty requirements and clinical post-graduate medical education including, but not limited to, the number of positions, working conditions, stipend, malpractice insurance, and other benefits pertaining to Residents appointed through the House Officer Contract issued by the GME Office.

The GMEC is a standing committee of the Faculty Council.

Voting members of the GMEC are designated as:

- Designated Institutional Official
- Representative program directors from ACGME-accredited programs with more than 10 approved trainees. Please refer to the attachment for programs that meet the requirement. The attachment will be updated as needed based on programs meeting the criteria. A program director can designate an associate/assistant program director (APD) or core faculty member to vote on their behalf as a representative. This designation should be communicated to the GME office at the beginning of each GMEC meeting.
- Minimum of 2 residents from the Resident Advisory Committee (RAC), which should be the 2 co-chairs or their designees from RAC
- GME Quality Improvement Director or designee
- GME Patient Safety Liaison

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- GME Director
- President of the Faculty Council
- Chairs of GMEC Subcommittee or their subcommittee member designee
- TGH CMO or designee
- Moffitt Chief Academic Officer
- James A Haley VA DEO

**Non-Voting Members**

- Other program directors of ACMGE-accredited programs who do not meet the definition of voting member
- Other RAC members who do not meet the definition as voting member
- Members of any of the GMEC subcommittees
- Chair of the Program Administrator Advisory Council (“PAAC”), or designee

**Meeting Logistics**

The Chair of GMEC is the DIO or appointed by the DIO. The quorum of the GMEC is defined as five (5) voting members of the Committee, including one (1) Program Director, one (1) resident representative, and Chair of GMEC or designee. Excused absences are not counted in the annual attendance record; a member should send an APD or core faculty replacement if unable to attend for participation credit. All designees should represent their stakeholder’s perspective when discussing/voting on GMEC items or abstain from vote. Clinical Department Chairs must ensure that program directors and/or representatives and designated Residents are free from department duties and able to participate in GMEC meetings/activities.

The GMEC meets on a bimonthly basis, or more frequently as needed, and is the official communication pathway for program directors. The core residency program director that is a member of GMEC has the responsibility to maintain close liaison with the subspecialty program directors including communication to and from the GMEC as needed.

The Office of GME ensures that the Sponsoring Institution maintains meeting minutes that document execution of all required GMEC functions and responsibilities. Minutes are reviewed and approved by GMEC Voting members and distributed electronically to all voting and non-voting members.

**Committee Charges**

Consistent with ACGME Institutional Requirements, the GMEC responsibilities are as follows:

- 1) The GMEC is responsible for oversight of:
  - a. the ACGME accreditation recognition status of the Sponsoring Institution and each of its ACGME-accredited programs.
  - b. the quality of the GME learning and working environment within the Sponsoring Institution, each of its ACGME-accredited programs, and its participating sites.
  - c. the quality of educational experiences in each ACGME-accredited program that lead to measurable achievement of educational outcomes

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- as identified in the ACGME Common and specialty/subspecialty-specific Program Requirements;
  - d. the ACGME-accredited programs' annual evaluations and self-studies;
  - e. ACGME-accredited programs' implementation of institutional policy (see GME-215) for annual leave and leaves of absence, including medical, parental, and caregiver leaves of absence, at least annually;
  - f. all processes related to reductions and closures of individual ACGME-accredited programs, major participating sites, and the Sponsoring Institution; and
  - g. non-accredited/non-standard programs as appointed through the House Officer Contract issued by the GME Office to ensure compliance with institutional and program requirements.
- 2) The GMEC is responsible for 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 stipends and benefits;
    - d. applications for ACGME accreditation of new programs and ;
    - e. requests for permanent changes in Resident complement;
    - f. major changes in each of its ACGME-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 work hour requirements;
    - l. voluntary withdrawal of ACGME program accreditation;
    - m. requests for appeal of an adverse action by a Review Committee;
    - n. appeal presentations to an ACGME Appeals Panel; and,
    - o. exceptionally qualified candidates for Resident appointments who do not satisfy the Resident eligibility requirements in the Common Program Requirements.
  - 3) The GMEC must demonstrate effective oversight of the Sponsoring Institution's accreditation through an Annual Institutional Review (AIR)
  - 4) The GMEC must demonstrate effective oversight of underperforming programs through a Special Review process (See GME 110).
  - 5) GMEC, in collaboration with the DIO, will review program reports in circumstances when the presence of other learners has interfered with the residents' education.
  - 6) Additionally, GMEC reviews and approves new nonstandard programs and oversight of nonstandard training programs according to the USF GME Policy GME 205 and the standards of those accrediting bodies, as applicable.

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The GMEC will have subcommittees that will meet as indicated below, and each have a focused theme to report back to the GMEC. Subcommittee reports will be reviewed and approved as part of the GMEC meeting minutes. Each subcommittee will have peer selected resident representation. Resident attendance is mandatory to consider a quorum for subcommittee meetings. These subcommittees are described below:

1) GME Research Subcommittee

Chair of the subcommittee is selected by the DIO. Membership is open to interested program directors, associate program directors, faculty, GME librarian, representative from the USF Research, Innovation & Scholarly Endeavors (“RISE”) Office and Residents. The Resident who serves as the research representative on the RAC will be a standing member of the subcommittee. The subcommittee’s purpose is to provide support services for the fulfillment of educational and professional responsibilities related to scholarly pursuits within the GME Community. Meets at minimum 4 times per academic year. This committee meets the institutional requirements as annotated in GMEC minutes.

2) Program Review Subcommittee

The chair of this subcommittee is the DIO or selected by the DIO. Membership is open to interested program directors, associate program directors, faculty, program administrators and include Resident representation from the RAC. The charge of this subcommittee is to review program metrics through review of annual program evaluation, ADS annual update submission, case log submission, milestone submission, internal and external surveys/reports, dashboards, and annual accreditation letters. The committee provides oversight over each program’s Self Study process to ensure successful completion of the required Self Study Forms (Self Study Summary and Summary of Achievements). The subcommittee review and approve new ACGME program applications prior to submission in ADS. The subcommittee will also refer programs to the Special Assessment Subcommittee for Special Review. Meets at minimum 4 times per academic year. This committee meets the institutional requirements as annotated in GMEC minutes.

3) Special Assessment Subcommittee

Chair is selected by the DIO. Membership is open to interested program directors, associate program directors, faculty (with GME experience), program administrators and include Resident representation from the RAC. The subcommittee maintains and follows the special review policy (GME 110) and procedures. The subcommittee is responsible for performing special reviews. Subsequently, the subcommittee will provide GMEC with a formal report and track programs who have completed a special review to ensure improvement. Meets at minimum 4 times per academic year. This committee meets the institutional requirements as annotated in GMEC minutes.

4) CLER Subcommittee

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Chair is selected by the DIO. Membership should include, program directors, GME director of quality improvement, patient safety liaison, affiliate partners, faculty and Residents representing quality improvement and patient safety from the RAC. This subcommittee will develop the infrastructure and policies to coordinate the CLER focus areas of quality improvement, patient safety, professionalism, teaming, and supervision between trainees and affiliated hospitals. The subcommittee will also provide oversight of resident clinical and educational work hours, consistent with the Common and specialty-/subspecialty specific Program Requirements across all programs, addressing areas of non-compliance in a timely manner. Meets at minimum 4 times per academic year. This committee meets the institutional requirements as annotated in GMEC minutes.

5) Annual Institutional Review Subcommittee

Chair is selected by the DIO. Membership includes GMEC subcommittee chairs, DIO, selected program directors, PAAC representative, and Resident representation from RAC. The subcommittee is responsible for performing the annual institutional review which includes at minimum review of annual data including: the most recent ACGME institutional letter of notification; results of ACGME surveys of Residents and faculty members; and each of the ACGME-accredited programs' ACGME accreditation information, including accreditation statuses and citations. AIR is also responsible for developing and tracking quality improvement plan for GME at the institutional level. The DIO must annually submit a written executive summary ("GME Annual Report") of the AIR to the Sponsoring Institution's Governing Body. The written executive summary must include: a summary of institutional performance on indicators for the AIR; and, action plans and performance monitoring procedures resulting from the AIR. Meets at minimum biannually per academic year. This committee meets the institutional requirements as annotated in GMEC minutes.

6) Well-being, Engagement, Leadership, and Learning (WELL) Subcommittee

The Chair of the subcommittee is selected by the DIO. Membership is open to interested program directors, APDs, faculty, program administrators and Residents. The Resident who serves as the Wellness representative on the RAC will be a standing member of the subcommittee. The subcommittee is responsible for advocating for and recommending system-wide resources and activities that promote well-being. It will work to strengthen efforts in mentorship, professional identity formation, and leadership development through ethical engagement and advocacy. The committee will also help build supportive learning environments and networks among GME stakeholders. Additionally, it will establish a system to review institutional and program-level data on well-being, while also assessing data related to fear, retaliation, mistreatment, and harassment. This committee meets the institutional requirements as annotated in GMEC minutes.

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APPROVED:




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Senior Associate Dean, Graduate Medical Education/DIO

Date of Origin	Effective	Revision/GMEC Approval:	Originally Policy #
01/1999	10/2025	06/2005; 08/2008; 01/2009; 01/2011; 09/2011; 09/2015; 10/2016; 08/2018; 06/2021; 06/2023; 12/2023; 10/2024; 10/2025	N/A



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The following ACGME Accredited Programs have more than 10 approved trainees:

<b>Program Number</b>	<b>Program Name</b>	<b>Specialty Name</b>	<b>Approved Total</b>
0401100002	University of South Florida Morsani College of Medicine Program	Anesthesiology	48
1411121046	University of South Florida Morsani Program	Cardiovascular disease (IM)	21
0801121096	University of South Florida Morsani Program	Dermatology	12
1101121167	University of South Florida Morsani Program	Emergency medicine	33
1201100007	University of South Florida Morsani College of Medicine Program	Family medicine	24
1201121625	University of South Florida Morsani (Morton Plant Mease Health Care) Program	Family medicine	24
1441121040	University of South Florida Morsani Program	Gastroenterology (IM)	15
1551131013	University of South Florida Morsani College of Medicine/Moffitt Cancer Center/Tampa General Hospital Program	Hematology and medical oncology (IM)	36
1461121034	University of South Florida Morsani Program	Infectious disease (IM)	11
1401121104	University of South Florida Morsani Program	Internal medicine	117
7001132125	University of South Florida Morsani Program	Internal medicine/Pediatrics	20
1601121109	University of South Florida Morsani Program	Neurological surgery	21
1801121027	University of South Florida Morsani Program	Neurology	48
2201121075	University of South Florida Morsani Program	Obstetrics and gynecology	28
2401121044	University of South Florida Morsani Program	Ophthalmology	12
2601112207	University of South Florida Morsani Program	Orthopaedic surgery	20
2801131030	University of South Florida Morsani Program	Otolaryngology - Head and Neck Surgery	15
3001131078	University of South Florida Morsani Program	Pathology-anatomic and clinical	14
3201121060	University of South Florida Morsani Program	Pediatrics	40
3401113106	University of South Florida Morsani (James A Haley Veterans Hospital) Program	Physical medicine and rehabilitation	16
3621112140	University of South Florida Morsani Program	Plastic Surgery - Integrated	30
4001121052	University of South Florida Morsani Program	Psychiatry	40

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<b>4001100013</b>	University of South Florida Morsani College of Medicine/TGH Behavioral Health Hospital Program	Psychiatry	12
<b>1561121102</b>	University of South Florida Morsani Program	Pulmonary disease and critical care medicine (IM)	18
<b>4201121051</b>	University of South Florida Morsani Program	Radiology-diagnostic	32
<b>4161100003</b>	University of South Florida Morsani Program	Interventional Radiology-Integrated	15
<b>4401131078</b>	University of South Florida Morsani Program	Surgery	46
<b>4801121169</b>	University of South Florida Morsani Program	Urology	15

Date of Origin	Effective
10/2024	03/2026