

Medical College of Georgia Graduate Medical Education Committee
Program Evaluation and Accreditation Subcommittee Charter

1. Purpose

Under the direction of the Medical College of Georgia (MCG) Graduate Medical Education Committee (GMEC), the Program Evaluation and Accreditation Subcommittee (PEAS) systematically monitors the compliance of MCG and its graduate medical education programs with the standards established by the Accreditation Council for Graduate Medical Education (ACGME) as well as objective outcome measures.

2. Membership

- a. Program Directors: Four program directors (PD) or associate program directors (APD) will be assigned to PEAS by the Designated Institutional Official (DIO). The PD/APD should represent the diversity of training programs sponsored by MCG. These four will all be voting members of the subcommittee.
- b. Residents and Fellows. Three residents and/or fellows will be peer selected to serve on PEAS by peer-selection. The residents and/or fellows should represent the diversity of training programs sponsored by MCG. These three residents and/or fellows will all be voting members of the subcommittee.
- c. Ad Hoc members. Additional individuals may be assigned to the subcommittee on a temporary basis by either the DIO or the Subcommittee Chair. These members may be assigned because they are subject matter experts related to a specific program or institutional program requirement or because it is felt they bring a representative perspective to the discussion of a specific program or institutional program requirement. Ad hoc members will not be voting members of the subcommittee.

3. Chair

- a. The Chair of the Policy Subcommittee may be the Associate Dean for Graduate Medical Education, the Associate Dean for Evaluation, Accreditation, and CQI, or a Program Director.
- b. The Chair is appointed by the DIO.
- c. The Chair will be a voting member only in the instance of a tie among the rest of the subcommittee members.

4. Responsibilities

- a. Systematically monitor the compliance of MCG GME programs with all applicable ACGME program-level requirements on a continuous basis.
- b. Systematically monitor objective GME program outcomes as a way of determine the efficacy of the educational process and environment within the programs.
- c. Establish thresholds for referring GME programs for Special Review based on compliance and outcomes data.
- d. Referring programs to the GMEC Special Review Subcommittee when established thresholds are surpassed.

5. Procedures

- a. Meetings
 - i. Scheduled in-person meetings will be conducted at least quarterly.
 - ii. Quorum for in-person meetings will be 50% of voting members.
 - iii. Additional discussion and dissemination of information may be conducted on an ad hoc basis via electronic communication.
- b. Reviewing accreditation and outcomes data
 - i. Dashboards (provided by MCG's Office of Evaluation) of compliance with
 1. Common Program Requirements
 2. Individual Program Requirements
 3. Annual Program Evaluation
 - ii. Annual faculty and resident surveys
 - iii. Annual Institutional Report (AIR)
 - iv. CLER visit summary
 - v. Available program outcome data not included in i-iv above
- c. Voting
 - i. Quorum for votes will be 50% of the voting members.
 - ii. Votes will be determined by a simple majority.
 - iii. The Chair will cast a vote marked "Chair". This vote will only be counted in the event of a tie among the rest of the members of the subcommittee.
 - iv. Votes may be conducted electronically in an ad hoc manner as long as 50% of voting members cast ballots.
- d. Referral of items to other Subcommittees or Committees: The subcommittee may determine that an item would be more appropriately handled by another GMEC Subcommittee, the GMEC itself, or another institutional committee altogether. In this instance, the Chair will work directly with the Chair of the subcommittee or committee in question to refer the item.
- e. Minutes: Minutes will be kept and submitted to the GMEC.