

Medical College of Georgia Graduate Medical Education Committee
Wellness Subcommittee Charter

1. Purpose

Under the direction of the Medical College of Georgia (MCG) Graduate Medical Education Committee (GMEC), the Wellness Subcommittee monitors and advises on educational topics, activities, and best practices related to wellness. The Subcommittee improves the clinical learning environment (CLE) by developing and implementing initiatives that foster an institutional culture that values learners with a focus on wellness.

2. Membership

- a. Program Director Members: Five program directors (PD) or Associate Program Directors (APD) will be assigned to the Wellness Subcommittee by the Designated Institutional Official (DIO). They should represent the diversity of training programs sponsored by MCG. The five PD/APD Members will all be voting members of the Subcommittee. One or more Alternate Program Director Members may be added to the Subcommittee roster and will vote in place of any PD Member missing a regularly scheduled meeting.
- b. Resident/Fellows Members: Four residents/fellows will be peer-selected to serve on the Wellness Subcommittee. The Residents/Fellows should represent the diversity of training programs sponsored by MCG. The four Resident/Fellow Members will all be voting members of the Subcommittee. One or more Alternate Resident/Fellow Members may be added to the Subcommittee roster and will vote in place of any Resident/Fellow Member missing a regularly scheduled meeting.
- c. Program Coordinator Members: Two Program Coordinators (PC) will be assigned to the Wellness Subcommittee by the DIO. The two PC Members will be voting members of the subcommittee. One or more Alternate PC Members may be added to the Subcommittee roster and will vote in place of any Program Coordinator Member missing a regularly scheduled meeting.
- d. *Ad Hoc* Members: Additional individuals may be invited to participate in the Subcommittee by either the DIO or the Subcommittee Chair. These members may be invited as subject matter experts or bring additional expertise to bear on a topic of interest to the Subcommittee. *Ad hoc* Members will not be voting members of the Subcommittee.

3. Chair

- a. The Chair of the Wellness Subcommittee may be the Senior Associate Dean for Graduate Medical Education, the Associate Dean for Graduate Medical Education, a PD, or the Associate Dean for Learner Well-being.
- 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. Ensure all GME programs have standardized policies related to wellness, including, but not limited to fatigue mitigation procedures, educational and clinical work hours, and lactation policies that comply with ACGME standards. Provide expert consultation for GME programs having difficulty with wellness issues such as fatigue mitigation or educational and clinical work hours.
- b. Identify educational needs in the area of well-being among the GME Programs, GME Faculty, and GME learners. Identify resources to meet these needs and, if needed, seek support for those resources from the Sponsoring Institution through the GMEC and the Governing Body. Oversee activities at the Institutional level that promote well-being within the MCG GME community.
- c. Coordinate with the GMEC Diversity, Equity, Inclusion and Health Disparities (DEI-H) subcommittee on wellness topics related to DEI-H and advise the GMEC on these topics.
- d. Coordinate with the DIO in preparation for periodic CLER visits from the ACGME as they relate to wellness. Develop recommendations for the GMEC to address areas of concern related to wellness identified during CLER visits.
- e. Be subject matter experts related to ACGME Common Program Requirements (CPR) VI.C Well-Being and VI.D. Fatigue Mitigation and advise GME Programs, GME Faculty, GME learners, GMEC, and DIO on these.

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, at least one of which must be a resident or fellow.
 - iii. Additional discussion and dissemination of information may be conducted on an *ad hoc* basis via electronic communication.
- b. Voting
 - i. Quorum for votes will be 50% of the voting members, at least one of which must be a resident or fellow.
 - 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, including at least one resident or fellow.
 - v. Items approved by the Wellness Subcommittee will not be considered officially approved until the minutes of the Subcommittee are approved by the GMEC.
- c. Referral of items to other Subcommittees or Committees

The Subcommittee may determine that an issue 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.
- d. Minutes

Minutes will be kept and submitted to the GMEC.