

POLICY NUMBER: DCOM 10.1, DCOM 10.2
GRADUATE MEDICAL EDUCATION (GME)

I. PURPOSE

This policy describes the policies and procedures to support the continuum of osteopathic medical education at the DeBusk College of Osteopathic Medicine (LMU-DCOM) and the development and support of new and existing Graduate Medical Education (GME) programs in alignment with the Accreditation Council for Graduate Medical Education (ACGME).

II. POLICY STATEMENT

In accordance with the Commission on Osteopathic College Accreditation (COCA) Element 10.1 and 10.2, LMU-DCOM follows the below policy to ensure that the curriculum provides the content of sufficient breadth and depth to prepare students for entry into a graduate medical education program for the subsequent practice of medicine.

III. DEFINITIONS

GME - Graduate Medical Education

ACGME - Accreditation Council for Graduate Medical Education

GMEC - Graduate Medical Education Committee

SI - Sponsoring Institution

DIO - Designated Institutional Official

EPA - Entrustable Professional Activity

AAMC - Association of American Medical Colleges

AACOM - American Association of Colleges of Osteopathic Medicine

COM - College of Osteopathic Medicine

OR - Osteopathic Recognition

IV. AUDIENCE

This policy applies to all stakeholders (faculty, staff, students, alumni, administration, and community members) interested in learning more about or participating in the LMU-DCOM GME program.

V. COMPLIANCE

COCA Standard 10, Element 1 (Osteopathic Educational Continuum):

“A COM must have policies, procedures, personnel, and budgetary resources to support the continuum of osteopathic education, including graduate medical education. Submission 10.1: Osteopathic Educational Continuum 1. Provide the COM’s policies and describe the COM’s procedures, personnel, and budgetary resources that support the continuum of osteopathic medical education.”

COCA Standard 10, Element 2 (ACGME Accredited GME):

“A COM must provide a mechanism to assist new and existing GME programs in meeting the requirements for accreditation. Submission 10.2: ACGME Accredited GME 1. Provide the COM’s policy and description of its mechanism for assisting new and existing GME programs in meeting the requirements for accreditation..”

VI. ROLES AND RESPONSIBILITIES

LMU-DCOM Administration: The LMU-DCOM GME Committee is responsible for monitoring and advising on all aspects of residency education, enriching learning resources and programmatic support, and developing new GME programs.

Responsible Office: LMU-DCOM Office of Graduate Medical Education (GME)

Responsible University Officer: Chief of GME, LMU-DCOM Office of Clinical Affairs, LMU-DCOM Chair of GME Committee

Policy Oversight Committee: LMU-DCOM Policy Process Committee

VII. STANDARDS

N/A

VIII. PROCEDURE

SECTION I: INTRODUCTION

A. PURPOSE OF GRADUATE MEDICAL EDUCATION (GME)

The purpose of GME is to provide an organized educational program with guidance and supervision of the resident/fellow, facilitating the resident/fellow's ethical, professional, and personal development while ensuring safe and appropriate care for patients. LMU-DCOM fully supports the mission of the ACGME “to improve health care and population health by assessing and advancing the quality of resident physicians' education through accreditation.” LMU-DCOM accomplishes this through partnerships with institutional sponsors of GME. LMU-DCOM also possesses the structure and ability to become an institutional sponsor, should the need arise.

B. SPONSORING INSTITUTION

ACGME accredited GME programs (residency and subspecialty fellowship) must operate under the authority and control of one sponsoring institution. The sponsoring institution must be appropriately organized for the conduct of GME in a scholarly environment and must be committed to excellence in both medical education and patient care in order to fulfill its responsibility for oversight of activities related to patient safety, quality improvement, transitions of care, supervision, duty hours, fatigue management and mitigation, and professionalism. Oversight of the residents/fellows’ assignments and the quality of the learning and working environment by the Sponsoring Institution extends to all participating sites. LMU-DCOM supports GME programs through partnerships with institutional sponsors of GME. LMU-DCOM provides shared services to those sponsoring institutions which have entered into affiliation with the College. The services include:

- Accreditation support and training
 - Periodic site visits and mock reviews
 - Guidance on effective structure of GME Committee (GMEC), Clinical Competency Committees (CCC), Program Evaluation Committees (PEC), and the Clinical Learning Environment Review (CLER) initiative of the ACGME
 - Coordinator training and development of programs
 - Interim Designated Institutional Official (DIO) services
- Enhanced learning resources and electronic library access
 - Access to simulation training
 - Access to American Heart Association (AHA) training programs
- Faculty development and support
 - Adjunct/clinical faculty appointments
 - Preceptor Continuing Medical Education (CME) and development
 - Didactic support
- Osteopathic Recognition (OR) designation support
- Research support
 - Ready access to research mentorship
 - Research seed grant assistance
 - Research funding proposals and grant application guidance
 - Institutional Review Board (IRB) review and guidance
 - Identification and development of venues for research presentations

LMU-DCOM also possesses the structure and ability to become a sponsoring institution, should the need arise.

C. COMPLIANCE WITH ACGME REQUIREMENTS, POLICIES, AND PROCEDURES

Sponsoring institutions affiliated with LMU-DCOM, must be in substantial compliance with the ACGME Institutional Requirements and must ensure that their ACGME-accredited programs are in substantial compliance with Common Program Requirements, and specialty-specific program requirements. A sponsoring institution's failure to comply substantially with the institutional requirements and maintain accreditation will jeopardize the accreditation of all of its sponsored ACGME-accredited programs. Program directors, core and other teaching faculty, and administrative staff should review the ACGME institutional requirements, program requirements, policies and procedures located on the ACGME website at www.acgme.org. These accreditation requirements are updated frequently by the ACGME, and the ACGME website should be reviewed periodically for the most current requirements in effect.

SECTION II: INSTITUTIONAL RESPONSIBILITIES

A. COMMITMENT TO GRADUATE MEDICAL EDUCATION

The administrative staff, teaching faculty, and medical staff of LMU-DCOM and its affiliated sponsoring institutions are committed to excellence in medical education and

providing the necessary financial support for administrative, educational, clinical, and human resources to support GME. This commitment is demonstrated through the provision of leadership, an organizational structure, and resources necessary for sponsoring institutions to achieve substantial compliance with ACGME institutional requirements, implement and develop sponsored programs, and enable its ACGME-accredited programs to achieve substantial compliance with ACGME program requirements. LMU-DCOM is committed to promoting safe and appropriate patient care while providing an ethical, professional, and educational environment in which the curricular requirements, as well as applicable requirements for the residents/fellows' work environment, scholarly activity, personal development, and attainment of general competencies can be met. The regular assessment of the quality of the educational programs, the performance of its residents/fellows, the supervision of its residents/fellows, and the use of outcome assessment results for program improvement are essential components of the institution's commitment to GME.

B. ADMINISTRATION OF GRADUATE MEDICAL EDUCATION

1. LMU-DCOM Graduate Medical Education Committee (GMEC). LMU-DCOM will maintain a GMEC to provide the necessary support and resources to allow for effective delivery of shared services to all affiliated ACGME-accredited programs. Our LMU-DCOM GMEC will be comprised of key clinical faculty, as well as senior staff necessary for the delivery of services (See GMEC Policy). This committee will address the incorporation of Osteopathic Principles and Practices (OPP), academic services provided by DCOM, and GME program development opportunities. Should LMU-DCOM become a sponsoring institution, the GMEC will include the following ACGME required positions: the DIO, the program director(s); at least two peer-selected residents, and a quality improvement or patient safety designee, as well as others necessary to support the training programs and fulfill ACGME requirements. LMU-DCOM will also employ a Chief of GME, who reports directly to the Dean of LMU-DCOM to lead the work of all GME and the GMEC and to coordinate the faculty and other support of the affiliated sponsoring institutions.

- a. **Incorporation of Osteopathic Principles and Practices (OPP).** The GMEC is responsible for assisting program leadership and faculty/staff for the planning, development, implementation, and evaluation of the integration of OPP in the curriculum and patient care. It is also responsible for providing expertise to affiliated GME programs as it relates to ACGME's OR standards and oversight.
 - i. Purpose and goals:
 1. Provide OR accreditation support
 2. Provide Osteopathic Manipulative Medicine (OMM)/OPP guidance, training, and faculty development
 3. Provide OMM/OPP learning resources
 4. Audit entrustable professional activities (EPA) as it relates to OMM/OPP
 5. Explaining OPP/OMM to "broader medical staff"
 6. Promoting OPP/OMM use in realistic clinical situations

7. Adopt and apply osteopathic philosophy
 8. Suggest ways to validate osteopathic manipulative therapy (OMT) and guide in evidence-based care
 9. Plan for continuing lifelong OMM/OPP learning and use
 10. Maintain repository of data and expertise
- b. **Academic Services.** The GMEC will be primarily responsible for maintaining shared services and responding to requests from established, affiliated programs. The committee will include representatives from LMU-DCOM's medical library, offices of faculty development, research and grants committee leadership, director of assessment and affiliated GME program leadership.
- i. Purpose and goals:
 1. Enhance learning resources and electronic library access
 - a. Access to simulation training
 - b. Access to AHA training programs
 2. Provide faculty development and support
 - a. Adjunct faculty appointments
 - b. Preceptor development and CME
 - c. Didactic support
 3. Provide research support
 - a. Ready access to research mentorship
 - b. Research seed grant guidance
 - c. Research funding proposal and grant application guidance
 - d. IRB review and guidance
 - e. Identify and develop venues for research presentations
- c. **GMEC Program Development.** The GMEC will provide the LMU-DCOM Office of GME with strategic oversight of the GME development plan. The GMEC may invite LMU-DCOM chairs of family medicine (FM), internal medicine (IM), and OPP, as well as others as appointed by the Dean or GMEC when needed.
- i. Purpose and goals:
 1. Review and Approve an Annual GME development strategic plan
 2. Accreditation application support
 - a. Initial site visits and mock reviews
 - b. Guidance on effective structure of GMEC, clinical competency committees (CCC), program evaluation committees (PEC), and the clinical learning environment review (CLER) initiative of the ACGME
 - c. Coordinator training and development programs
 - d. Interim DIO services
 3. Identify and evaluate potential new institutional sponsors and GME programs.
 4. Provide financial analyses and feasibility studies for potential partners.
 5. Assist with the preparation and submission of ACGME institutional and program applications.
 6. Partner in efforts to recruit core teaching faculty members

2. Designated Institutional Official (DIO): Each sponsoring institution must appoint a DIO, the individual who, in collaboration with a GMEC, 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, and specialty/subspecialty-specific program requirements. LMU-DCOM's Chief of GME may serve as an interim DIO should any affiliated sponsoring institutions need such support. Responsibilities of the DIO include, but are not limited to:

- a. Ensuring and monitoring compliance with the institutional common and specialty/subspecialty-specific program requirements;
- b. Serving as chair for the GMEC and participating in meetings, activities, and program reviews;
- c. Serving as a liaison for the Hospital and GMEC with program directors, residents/fellows, medical staff/teaching faculty, officials of affiliated institutions, and the departments responsible for providing ancillary and support services for the GME programs;
- d. Reviewing and co-signing all program information and correspondence or documents submitted to the ACGME by the program directors that either addresses program citations or requests changes in the programs that would have significant impact, including financial, on the program or institution. In the DIO's absence, the vice-chair of the GMEC reviews and co-signs all program information and any documents or correspondence submitted to the ACGME by program directors;
- e. Reporting to the medical staffs and governing bodies of the Hospital and major participating institutions in which the institution's GME programs are conducted on issues related to GME, including, but not limited to:
 - i. The activities of the GMEC;
 - ii. Resident/Fellow supervision, responsibilities, evaluation, and participation in patient safety and quality of care education;
 - iii. Compliance with the duty-hour standards by GME programs, the Hospital, and participating institutions
- f. Reporting to the GMEC on concerns related to GME voiced by the officials or medical staff of the Hospital or affiliated institutions; and
- g. Ensuring the medical staff and GMEC communicate about the safety and quality of patient care provided by residents/fellows.

3. Office of Graduate Medical Education: This office serves as an administrative support unit affiliated with sponsoring institutions' residency programs and residents/fellows, in the administration and oversight of all activities related to GME. The office is under the direction of the LMU-DCOM Chief of GME, who serves as a liaison with residency programs, residents/fellows, and affiliated institutions, as well as departments responsible for providing ancillary and support services for the graduate medical education programs. Responsibilities of the office include, but are not limited to:

- a. Communication of ACGME requirements, GME policies, procedures, and best practices to program directors, residents/fellows, and appropriate administrative and support staff;
- b. Providing counsel and monitoring compliance with ACGME requirements, GME policies and procedures by programs and residents/fellows and reporting on same to the LMU-DCOM GMEC;
- c. Oversight of LMU-DCOM support services provided to GME programs, faculty, and residents/fellows;
- d. Maintaining a file of model ACGME Institutional policies and procedures and support applications of new affiliated Institutional Sponsors and residency program applications; and
- e. Supporting the LMU-DCOM curriculum committee on integration of the AAMC and AACOM EPAs for entering residency training into the LMU-DCOM medical school curriculum and evaluation matrices.

C. COMMITMENT TO CONTINUING MEDICAL EDUCATION:

LMU-DCOM is an American Osteopathic Association (AOA) Category I CME sponsor accredited by the AOA Bureau of Osteopathic Education (BOE) Council on Continuing Medical Education (CCME) to present programs that qualify for AOA category 1 credit. LMU-DCOM is also a “joint sponsor” with the Department of Continuing Education at the University of New England College of Osteopathic Medicine (UNECOM), offering American Medical Association (AMA) Physician’s Recognition Award (PRA)/CCME Category 1 Credits™ for select CME activities. The mission of the Office of CME at LMU-DCOM will remain consistent with the mission of the LMU-DCOM in its commitment to prepare outstanding osteopathic physicians who are committed to the premise that the cornerstone of meaningful existence is service to humanity. Planned educational programs will focus on the health and wellness needs of people within the Appalachian region and beyond while emphasizing primary care for rural communities. The Office of CME will invest in quality academic programs for physicians and other health care professionals supported by superior faculty and technology while embracing the principles of holistic care, diversity, and public service as an enduring commitment to responsibility and high ethical standards.

IX. CONTACT INFORMATION

For more information regarding this policy, please contact the Dean’s Office at LMU-DCOM, 423-869-6661.

X. DOCUMENT HISTORY

Version S22.1:

Approved by LMU-DCOM Dean’s Council: 4/6/22

Approved by LMU Office of General Counsel: 4/14/22

Version S22.2:

Approved by LMU-DCOM Dean’s Council: 5/11/22

(Editorial changes only)

XI. FORMS

Accreditation Council for Graduate Medical Education (ACGME)

www.acgme.org

LMU-DCOM Graduate Medical Education (Residency)

<https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/do/oms-graduation/matchweek>