



Title:	GMEC OVERSIGHT POLICY AND PROCEDURE	Index Number:	FM-GMEC-014		
Scope of application:	All Graduate Medical Education (GME) Programs	Original Date:	Reviewed on:	Next Review Date:	
		17.11.2005	15.01.2024	15.01.2027	

1. Purpose

The purpose of this Policy is to ensure that, in accordance with Institutional Requirement III.B.10, the GMEC reviews and approves various documents as set forth in this policy prior to their submission to the Accreditation Council of Graduate Medical Education -International (ACGME-I) or Review Committees (RCs).

2. Policy

Prior to submission to the ACGME-I or RC, the following shall be submitted to the GMEC for review and approval:

- 2.1 all applications for ACGME-I accreditation of new programs and subspecialties;
- 2.2 changes in resident complement;
- 2.3 major changes in program structure or length of training;
- 2.4 additions and deletions of participating sites;
- 2.5 appointments of new program directors;
- 2.6 progress reports requested by any Review Committee;
- 2.7 responses to all proposed adverse actions;
- 2.8 requests for increases or any change in resident duty hours;
- 2.9 requests for "inactive status" or to reactivate a program;
- 2.10 voluntary withdrawals of ACGME-I accredited programs;
- 2.11 requests for an appeal of an adverse action;
- 2.12 appeal presentations to Board of Appeal or the ACGME-I

3. Scope

This policy applies to all faculty, chairpersons, program directors, and programs participating in graduate medical education training at American University of Beirut Faculty of Medicine and Medical Center (AUBMC).



4. Responsibilities

The faculty, chairpersons, or program directors must submit the documentation set forth in Section II of this policy to the GMEC to review and approve prior to submitting such documentation to the ACGME-I or an RC. The Designated Institutional Official (DIO) or a designee must review and cosign all program information forms and any correspondence or document submitted to the ACGME-I by the program directors that either addresses program citations and/or requests changes in the programs that would have significant impact, including financial, on the program or institution.



5. Procedure

- 5.1. The faculty, chairpersons, or program directors shall submit the documentation set forth in Section II of this policy to the GMEC for review and approval.
- 5.2. The GMEC shall distribute copies of the documentation to members of the GMEC and review and discuss the documentation at the GMEC meeting.
- 5.3. The GMEC shall either (1) approve the documentation or (2) make recommendations, comments, or revisions to the documentation.
- 5.4. If the GMEC approves the documentation, the faculty, chairpersons, or program directors may then submit the documentation to the ACGME-I or RC.
- 5.5. If the GMEC makes recommendations, comments, or revisions to the documentation, the faculty, chairpersons, or program directors must incorporate such changes to the documentation and submit a revised copy to the GMEC for review and approval. Only upon approval by the GMEC, may the faculty, chairpersons or program directors submit the documentation to the ACGME-I or RC.
- 5.6. Notice of GMEC approval shall be included in all documentation submitted to the ACGME-I.

[Remainder of this page left blank intentionally. Signatures follow on next page.]



6. Signatures

Reviewed and Approved by	Name	Signature	Date
Assistant Dean for Graduate Medical Education (GME) & Chair of Graduate Medical Education Committee (GMEC)	Salah Zeineldine, MD		05.02.2024
Executive Associate Dean for Medical Education	Kamal Badr, MD		05.02.2024