

LOS ANGELES GENERAL MEDICAL CENTER POLICY

Subject: RESIDENT AND FELLOW GME TRAINING PROGRAMS	Original Issue Date: 11/75	Policy # 551
	Supersedes: 06/19/20	Effective Date: 6/12/23
Policy Owner(s): Designated Institutional Officer Executive Sponsor(s): Chief Medical Officer		
Departments Consulted: Office of Human Resources Graduate Medical Education Office	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Officer	Approved by: Chief Medical Officer
		Chief Executive Officer

PURPOSE

To describe institutional authority and responsibilities for oversight of ACGME Graduate Medical Education (GME) training programs for physicians.

POLICY

In keeping with its educational mission and to meet community needs for future physicians, Los Angeles General Medical Center (LA General), in partnership with the University of Southern California (USC), is the Sponsoring Institution for ACGME graduate medical education training programs and is publicly identified by the ACGME as University of Southern California /Los Angeles General Medical Center (USC/LA General).

- The number of residents approved for each GME training program is defined by the Accreditation Council for Graduate Medical Education (ACGME) and will constitute the maximum number of GME positions for physicians funded by Los Angeles County. Additional GME positions will be funded by LA General up to the complement of approved dental residents functioning under the accreditation of the American Dental Association.
- USC/LA General as the Sponsoring Institution is responsible for maintaining substantial compliance with ACGME Institutional Requirements, ACGME Common Program Requirements and ACGME Specialty/Subspecialty specific Program Requirements
- The Sponsoring Institution must document its commitment to GME by providing the necessary financial support for administrative, educational and clinical resources, including personnel
- *Residency education at USC/LA General must occur in the context of a learning and working environment that emphasizes the following principles:*
 - *Excellence in the safety and quality of care rendered to patients by residents today*
 - *Excellence in the safety and quality of care rendered to patients by today's residents in their future practice*
 - *Excellence in professionalism through faculty modeling of:*
 - *the effacement of self-interest in a humanistic environment that supports the professional development of physicians*
 - *the joy of curiosity, problem-solving, intellectual rigor, and discovery*
 - *Commitment to the well-being of the students, residents, faculty members, and all members of the health care team*

		Page 2	Of 4
Subject: RESIDENT AND FELLOW GME TRAINING PROGRAMS	Effective Date: 6/12/23	Policy # 551	

- LA General has engaged the Keck School of Medicine (KSOM) of USC to provide selected faculty resources for the selected residency programs through a professional services agreement. Those faculty employed by USC, in collaboration with faculty employed by LA General are responsible for teaching and supervising residents and facilitating the residents' professional development while ensuring safe and high quality patient care.
- Institutional agreements must be in place to cover the rotation of residents in GME training programs either to or from other participating institutions. These institutional agreements include (1) an affiliation agreement and (2) a letter of agreement. The affiliation agreement is between the institutions and establishes financial, legal, and educational responsibility for the residents when they are away from their home institution. The letter of agreement is between residency programs and defines the educational purpose of the rotations, teaching, clinical supervision, and evaluation of the resident at the participating institution. When the education of the Sponsoring Institution residents takes place at participating institutions, the Sponsoring Institution continues to have authority and responsibility for the quality of the educational experience and the learning and working environment.
- The ACGME Designated Institutional Official (DIO)IO, in collaboration with the Graduate Medical Education Committee (GMEC), is charged with responsibility for oversight of the GME training programs. The GMEC must document oversight of each program's annual program evaluation plan as per ACGME Institutional Requirements and Common Program Requirements.
- The GMEC must conduct an Annual Institutional Review (AIR) and the DIO must submit an annual executive summary of its AIR to the Governing Body as per ACGME Institutional Requirements.
- The GMEC must conduct a Special Review for those programs that warrant additional review based on underperformance as defined by the Special Review Policy. A summary of the concerns and required corrective actions resulting from each written Special Review report will be sent to the Program Director and the GMEC will monitor the program director's written corrective actions until findings are resolved as documented in the GMEC minutes.

DEFINITIONS

Accreditation Council for Graduate Medical Education (ACGME): a voluntary association formed by six member organizations that accredits all allopathic residency training programs and most fellowship programs in the United States.

Residency Review Committee (RRC): The committee at the ACGME responsible for determining the accreditation status of the Sponsoring Institution and Residency/Fellowship programs.

Sponsoring Institution: the organization that has ultimate authority and oversight of residents/fellows' education including the quality of the learning and working environments to which residents/fellows are assigned.

Subject: RESIDENT AND FELLOW GME TRAINING PROGRAMS	Effective Date: 6/12/23	Policy # 551
---	----------------------------	------------------------

Major Participating Institution: An institution to which residents rotate for a required educational experience and/or those that require explicit approval by the appropriate RRC prior to utilization.

Residency/Fellow Training Program (Program): the unit of specialty or subspecialty education with an ACGME accredited curriculum for resident/fellow education.

Resident: a physician (intern, resident or fellow) at any post-graduate level participating in an ACGME accredited program.

Fellow: a physician who has completed resident training in a core specialty and is training in an ACGME accredited sub-specialty.

PROCEDURE

- A residency program must operate under the ultimate authority and responsibility of one Sponsoring Institution.
- There shall be a written Statement of Commitment signed by the representative of the governing body, senior hospital administration and the DIO every five years.
- The Sponsoring Institution and its programs must be in substantial compliance with ACGME Institutional, Common Program Requirements and Specialty/Subspecialty specific Requirements. Failure to meet this level of compliance for the Sponsoring Institution and/or one or more of its programs may jeopardize accreditation of all sponsored residency programs.
- The DIO will maintain and make available a list of ACGME accredited programs upon request.
- There shall be an organized administrative system to oversee all residency programs sponsored by USC/LAC+USC Medical Center with administrative authority and responsibility vested in the Designated Institutional Official (DIO) in collaboration with the Graduate Medical Education Committee (GMEC).
- The DIO, in collaboration with the Graduate Medical Education Committee (GMEC), shall have responsibility for advising the Chief Executive Officer and the Dean, Keck School of Medicine on all aspects of residency education. Voting membership on the committee must include residents, program directors, administrators, quality/safety officer and the Chief Executive Officer or his or her designee. The committee must meet at least quarterly, and minutes must be kept and be available for review by accreditation personnel and the Medical Staff Association of LA General. Responsibilities of the GMEC committee include, but are not limited to, the following:
 - Establishment and implementation of policies that affect all residency programs regarding the quality of education and the learning and working environments to which residents/fellows are assigned.

		Page 4	Of 4
Subject: RESIDENT AND FELLOW GME TRAINING PROGRAMS	Effective Date: 6/12/23	Policy # 551	

- Establishment and oversight of, and liaison with, program directors and assurance that program directors establish and maintain proper oversight of, and liaison with, appropriate personnel of other institutions participating in programs sponsored by USC/LA General..
- Regular review of all residency programs to assess their compliance with both institutional and program requirements.
- Residents and Fellows (Postgraduate physicians) that are employed by the County of Los Angeles are temporary employees and, as such, are subject to Civil Service rules and regulations.
- Residents and Fellows (Postgraduate physicians) shall have appropriate supervision, as well as, learning and working hour schedules in compliance with ACGME requirements and only be assigned to learning and working environments that provide for safe/high quality patient care and the educational needs of residents.

PROCEDURAL DOCUMENTATION

Attending Staff Manual
Office of Graduate Medical Educational Protocols

REFERENCES

DHS Policy #162
California Code of Regulations, Title 22, Section 70705
Los Angeles County+University of Southern California Keck School of Medicine Contract (MSSA)
Accreditation Council for Graduate Medical Education (ACGME)

REVISION DATES

February 11, 1999; April 16, 2002, October 20, 2008; February 11, 2014; July 11, 2017; June 19, 2020; June 12, 2023