



# Southeast Michigan Center for Medical Education

## *Our Mission*

To develop and support training of outstanding physicians and medical professionals with our members to enhance population health through excellence and innovation in medical education

## *Our Vision*

SEMCME will be the leader to develop and optimize high impact medical education to assist healthcare professionals, including residents, faculty, the practice community, and administrators/directors to achieve and maintain accreditation and certification, thereby enhancing the health and well-being of the communities we serve.

## *Our Values*

Excellence and Innovation  
Diversity & Equity & Inclusion  
Understanding and Respect  
Collaboration & Engagement  
Accountability  
Teamwork & Well-Being  
Evidence Based & Outcomes Driven  
Service

## Graduate Medical Education (GME) Program Coordinator Committee Charter

### **Purpose**

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To support the mission, vision and values of SEMCME through the development and execution of programs and services related to GME Program Coordinators, GME Managers, and GME Specialists.

### **Goals and Objectives**

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- Annually develop and submit a program schedule for approval.
- Identify critical resources and support needed for the function of the committee.
- Confirm meeting schedule and composition of the committee.

### **Projects/Initiatives**

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- Develop sessions to meet the needs of GME personnel inclusive of Residency and Fellowship professionals.
- Identify and engage relevant subject matter experts.
- Confirm alignment with Accreditation Council Graduate Medical Education (ACGME) program requirements.
- Evaluate effectiveness of program design and execution (both in person and remote sessions).
- Provide educational opportunities that may be used toward TAGME certification.

### **Measures of Success**

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The committee will measure the effectiveness of the following initiatives through:

- Registration and attendance data
- Member hospital participation
- Participant surveys
- Solicited feedback from GME Professionals, including Administrative Directors.

### **Responsibilities of Committee Members**

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- Attend and actively participate in committee meetings.
- Facilitate and support the committee in meeting its charter initiatives.
- Monitor and assist in the implementation of the committee's measures of success.
- Update institutional leadership on committee efforts.
- Committee members will exhibit the following:

- ✓ Ability to lead change and be creative
- ✓ Commitment to excellence
- ✓ Strong ability to communicate and articulate
- ✓ Expand institutional participation in programs
- ✓ Willingness to gather input and suggestions with a knowledge of barriers and solutions
- ✓ Interest in the efforts of the committee and its relevance to SEMCME sustainability

## **Structure and Operations**

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- Meeting dates, times and frequency that best meet its purpose and goals will be determined by the committee members.
- SEMCME Board of Directors will approve the committee membership on an annual basis.
- Maintain a balanced representation from each member institution. GME leadership may submit names for membership consideration.
- Membership will be representative of a wide variety of individuals from various GME specialties and backgrounds.
- Committee chair or co-chairs may be recommended by the committee and approved on an annual basis by the SEMCME Board of Directors
  - The committee chair or co-chairs will serve a 2-year renewable term, if desired.
  - Committee members will serve a 2-year renewable term, if desired.
- Meeting minutes will be recorded, reviewed and approved.