

LOYOLA MEDICINE
RESIDENT HANDBOOK
II. GENERAL INFORMATION

**II. O. ACTIONS REQUIRING GRADUATE MEDICAL EDUCATION COMMITTEE
REVIEW and APPROVAL**

The Graduate Medical Education Committee is responsible for monitoring and advising on all aspects of residency education. As such, the following activities require review and approval by the Loyola University Medical Center Graduate Medical Education Committee prior to submission of request to the accrediting body:

1. all applications for accreditation of new programs and subspecialties;
2. changes in resident/fellow complement;
3. additions and deletions of participating institutions used in a program;
4. appointments of new program directors;
5. progress reports requested by any Review Committee;
6. responses to all proposed adverse actions;
7. requests for increases or any change in resident duty hours;
8. requests for "inactive status" or to reactivate a program;
9. voluntary withdrawals of accredited programs;
10. requests for an appeal of adverse actions; and, written appeal presentations to the accrediting body.

All requests for consideration by the Graduate Medical Education Committee shall be in writing and include justification for any of the above outlined action.

Requests for complement increases (temporary or permanent) must be submitted in the format consistent with residency review committee requirements this includes at a minimum:

- Educational rationale for change
- Current block diagram
- Proposed block diagram
- Faculty to Resident ratio
- Descriptions of major changes since last accreditation review
- Response to previous accreditation and internal review citations
- Any specialty-specific documentation required by the residency review committee

Requests shall be acted upon at the next regularly scheduled meeting following submission.

GMEC approved: January 2004

Reviewed:

Revised: March 2007