

GRADUATE MEDICAL EDUCATION (GME)

GLOSSARY OF DEFINITIONS

Absence Request Form: Form to request approval of an absence by a Resident; form must be signed by the Program Director and the supervising Faculty of the service affected by the Resident's absence; completed forms should be returned to the GME Coordinator as far in advance of the anticipated leave as possible.

Accreditation: The process for determining whether an educational Program is in Substantial Compliance with established educational standards as defined in the Institutional and Program Requirements. Decisions about Accreditation are made by the RRCs under the authority of the ACGME.

ACGME: Accreditation Council for Graduate Medical Education that accredits Programs in GME.

Action Plan: A specific document that describes what needs to be done, when, and by whom to achieve one or more objectives; for Programs of GME, a written document that summarizes the activities that the Program must undertake to address the deficiencies (or citations) identified by an Internal Review or an ACGME Program site visit.

ADA Compliance Committee: Chaired by the Director of Compensation and Benefits, the committee is responsible for reviewing questions regarding reasonable accommodation under the Americans With Disabilities Act (ADA).

Adverse Academic Action: Probation, extension in training (for academic problems), Non-Renewal of Agreement of Appointment (non-reappointment), Suspension, or Termination from training prior to completion of Program. These actions are defined in and are subject to the Adverse Academic Action Procedure GME14.

Adverse Action: Accreditation status of Probation or Withdrawal of Accreditation of a Program by the ACGME.

Aggregated Resident Performance Data: The assembly of data from multiple assessments for the purpose of determining a Resident's competence in one or more of the ACGME General Competencies or Program- or specialty-specific knowledge, skills, or attitudes.

Agreement of Appointment: A written document outlining the terms and conditions of a Resident's appointment to the ACGME-accredited Program at The Methodist Hospital. This agreement must contain or refer to several items including, but not limited to: grievance procedures, due process, Duty Hours, Moonlighting, counseling services, physician impairment, and sexual harassment. (See Resident Eligibility, Selection, and Appointment Procedure GME03.)

AOA: American Osteopathic Association. The AOA Bureau of Professional Education accredits colleges of osteopathic medicine in the United States that grant the DO degree. The DO (Doctor of Osteopathy) degree requires four academic years of study.

Applicant: A person invited to come for an interview for a Program of GME.

At-Home Call (pager call): Call taken from outside the assigned institution. This call is not subject to the every third night limitation. When **Residents** are called into the hospital from home, those **Duty Hours** are counted toward the 80-hour limit.

Clinical Rotation: An educational experience involving participating in patient care as a member of a supervised clinical **Team** in a health care setting, with **Patient Contact** appropriate for the individual's level of training and performance, for the specific purposes of gaining medical knowledge and experience and obtaining credited toward **ACGME**-accredited or other training.

Common Program Requirements: Specific essential educational content, instructional activities, responsibilities for patient care and supervision, and the necessary facilities of accredited **Programs** established by the **RRC** of the **ACGME** for all specialty and subspecialty ACGME-accredited programs (see www.acmge.org)

Conflicts of Interest: Any situation in which an individual is in a position to exploit his/her professional or official capacity in some way for personal benefit.

Core Discipline Program: An ACGME-accredited program in a primary specialty that provides Resident physicians, under supervision, with the knowledge and skills needed to be practitioners in a specified area of medical practice and for which completion of residency fulfills one of the requirements of certification by a specialty board and is a prerequisite to subspecialty training.

Counseling: A type of formative evaluation or **Feedback** designed to improve a **Resident's** performance. Counseling is not considered to be an **Adverse Academic Action**, but should be documented in the Resident's permanent record.

DIO: Designated Institutional Official who has the authority and responsibility for the oversight and administration of Methodist's sponsored **Programs** and who is responsible for assuring compliance with **ACGME**, **TMB**, and other accrediting agency requirements.

Direct Supervision: Line of sight supervision.

Disability: According to the Americans with Disabilities Act of 1990, a person with a physical or mental impairment that substantially limits one or more of the major life activities, has a record of such impairment, or is regarded as having such an impairment. "Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, and receiving education or vocational training.

Disaster: An event or set of events causing significant alteration to the residency experience of one or more residency Programs.

Duty Hours: All clinical and academic activities related to the residency **Program**, i.e., patient care (both inpatient and outpatient), administrative duties related to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled academic activities such as conferences. Duty Hours do not include reading and preparation time spent away from the work site.

ECFMG: Educational Commission for Foreign Medical Graduates. Graduates of foreign medical schools must have an ECFMG certificate to participate in accredited **GME** in the United States. ECFMG certification provides an assurance to residency **Programs** that international

medical graduates have met the minimum standards, including proficiency in English, required to enter such programs.

Emergency: A situation in which immediate care is necessary to preserve the life of or to prevent serious impairment to the health of a patient.

Essential Abilities: Those intellectual, behavioral, social, communication, motor, and sensory abilities required for satisfactory completion of all aspects of a [GME](#) curriculum and for the development of personal attributes required by the [Faculty](#) of all [Residents](#) at certification.

Extension of Training: Increasing the length of the training period of a [Resident](#) due to deficiencies in performance or conduct. Extension of training for non-academic reasons (such as illness, leave of absence, etc.) is not considered an [Adverse Academic Action](#).

Faculty: Physicians who possess the requisite medical specialty expertise, documented educational and administrative abilities, and experience to teach [Residents](#) in a program of [GME](#). The physicians must be certified in the specialty by the applicable American Board of Medical Specialties (ABMS) board or possess qualifications judged by the [Residency Review Committee](#) to be acceptable. For specialties in which there is no applicable ABMS board, the physicians must be credentialed by the [Sponsoring Institution](#) for the specialty care and diagnostic and therapeutic procedures which they will supervise [Residents](#). Non-physician Faculty must be appropriately qualified in their field and possess appropriate appointments at The Methodist Hospital or teaching sites.

Feedback: Specific information given a [Resident](#) about performance or behavior for the purpose of improving it. Effective Feedback clearly identifies deficiencies and defines expectations for improvement.

Fifth Pathway: One of several ways that individuals who obtain their undergraduate medical education abroad can enter [GME](#) in the United States. The Fifth Pathway is a period of supervised clinical training for students who obtained their premedical education in the United States, received undergraduate medical education abroad, and passed Step 1 of the United States Medical Licensing Examination. After these students successfully complete a year of clinical training sponsored by an [LCME](#)-accredited US medical school and pass USMLE Step 2, they become eligible for an [ACGME](#)-accredited residency as an international medical graduate.

General Competencies: Organizing principles, endorsed by the [ACGME](#) in 1999, for the curricula of [Programs](#) that reflect the expectation that graduating [Residents](#) should exhibit behaviors at a level appropriate to an independent practitioner in patient care, medical knowledge, interpersonal and communication skills, practice-based learning and improvement, professionalism, and systems-based practice; these principles also serve as a framework to evaluate Residents in non-ACGME accredited Programs.

GME: Graduate Medical Education, specifically the phase of training that follows completion of undergraduate medical education (i.e., medical school) and prepares physicians for practice in a medical specialty by focusing on the development of clinical skills, general and professional competencies, and the acquisition of detailed factual knowledge in a medical specialty

GME Coordinator: Individual in the [GME](#) Department who provides administrative support for the Director of GME and coordinates activities between the Department of GME, [Program Directors](#), [Program Coordinators](#), [Residents](#), and institutional and regulatory administrative

offices; also, the individual who records Resident's [Leaves of Absence](#) and other changes in the Methodist payroll system and who maintains Residents' records after termination.

[Graduate Medical Education Executive Committee \(GMEEC\)](#): A subcommittee formed from the membership of the Graduate Medical Education Committee (GMEC). The GMEEC will include: the [DIO](#), the GMEC Chair, one Resident appointed by the GMEC Chair, one program Director appointed by the GMEC Chair, and the chairs of the GMEC subcommittees.

[Immediate Family](#): A [Resident's](#) parents, spouse, children, brothers, sisters, grandparents, grandchildren, and parents-in-law; immediate family direct step relations include parents, children, brothers and sisters; definition applies to Bereavement, Sick Leave, and Family Medical Leave.

[Inactive Status](#): An action requested by [Program Director](#) in lieu of [Voluntary Withdrawal of Accreditation](#) for a [Program](#) in good standing that has had no [Residents](#) for 2 or more years but expects to reactivate within the next 2 years; inactive status is occasionally granted to Programs with current Residents.

[Industry](#) (Medical): Companies that develop, manufacture, market, and/or distribute health-related products or provide health care services, such as hospitals, nursing homes, HMOs, medical product suppliers including pharmaceuticals, medical equipment and medical device makers, and medical laboratories.

[In-House call](#): [Duty Hours](#) beyond the normal working day when [Residents](#) are required to be immediately available in the institution.

[Institutional Requirements](#): Specific and essential standards developed by the [IRC](#) of the ACGME that apply to all institutions that seek to sponsor accredited programs in GME (see www.acgme.org)

[Internal Moonlighting](#): Compensated clinical work that occurs within the residency program, Methodist, or at an approved clinical site in the [Program](#) and is simply an extension of the same type of clinical work performed as a requirement of the [GME](#) program; time spent in Internal Moonlighting must be counted as [Duty Hours](#).

[Internal Review](#): The formal process conducted by a [Sponsoring Institution](#) to assess the educational effectiveness of its sponsored [Programs](#) of [GME](#).

[IRC](#): Institutional Review Committee that reviews sponsoring institutions for [Accreditation](#) by the [ACGME](#).

[LCME](#): Liaison Committee on Medical Education, an agency cosponsored by the American Medical Association and Association of American Medical Colleges, with participation from the Canadian Medical Association for school in Canada, accredits educational programs in allopathic schools of medicine in the United States and Canada. Allopathic schools of medicine grant a doctor of medicine (MD) degree.

Leave of Absence (LOA): An extended period of time away from work granted to [Residents](#) for authorized reasons; if approved, Leaves of Absence begin on the eighth day of missed work and result in a change of status; Residents on LOA do not accrue benefits (such as health, welfare, retirement, and disability).

Letters of Notification: Formal reports to [Program Directors](#) of the accreditation actions taken by a [RRC](#); these usually contain reference to the approximate time of the next site visit and review of the [Program](#).

LIP (Licensed Independent Practitioner): A licensed physician, dentist, podiatrist, or optometrist who is qualified usually by board certification or eligibility to practice his/her specialty or subspecialty independently.

Major Case: A procedure that enters a major body cavity or has potential for mortality, significant morbidity, or significant blood loss or a procedure performed on a patient with major risks from sedation or anesthesia due to underlying medical conditions.

Major Participating Institution: An institution to which [Residents](#) rotate for a required experience and/or those that require explicit approval by the appropriate [RRC](#) prior to utilization.

Match: The National Residency Matching Program (NRMP), informally referred to as the [Match](#). This process matches [GME Programs](#) and [Applicants](#) to those Programs. Managed by the Association of American Medical Colleges (AAMC), the Match system was developed to provide both Applicants and residency [Program Directors](#) an opportunity to consider their options for accepting and offering appointments to residency Programs, respectively, and to have their decisions announced at a specific time.

Military Leave: Absences for participation in the National Guard or military reserve activities; requires submission of a completed [Absence Request Form](#).

Moonlighting: To perform for additional compensation clinical and administrative activities similar to those performed within the residency [Program](#) and/or the [Sponsoring Institution](#) or the non-hospital sponsor's primary clinical site(s).

Negative Evaluation: An evaluation of a [Resident](#) that might result in an [Adverse Academic Action](#), such as [Probation](#), restriction of his/her clinical activities, non-advancement, or [Termination](#). Negative comments on an evaluation do not necessarily constitute a Negative Evaluation.

New Patient: In most cases, any patient for whom a [Resident](#) has not previously provided care. Each [RRC](#) further defines a "New Patient" in its specialty and subspecialty [Program Requirements](#).

Nonacademic Grievance: An expression of dissatisfaction from a [Resident](#) who believes that a decision, act, or condition affecting his or her [Program](#) of study is arbitrary, illegal, or capricious or creates unnecessary hardship. Nonacademic Grievances may concern but are not limited to: duties assigned to a Resident, application of hospital or Program policies, and discrimination or harassment due to race, national origin, gender, religion, age, or [Disability](#).

Nonpromotion: Failure to be offered a successive contract for appointment at the end of the current appointment period for the next level of training; per [ACGME](#) requirements, Nonpromotion is subject to the [Adverse Academic Action](#) Procedure and a [Resident](#) must, when possible, be given four (4) months notice of intent not to promote to the next level of training.

Nonrenewal of Agreement of Appointment (Nonreappointment): Failure to be offered a successive contract for appointment at the end of the current appointment period (usually the end of the academic year); per [ACGME](#) requirements, Nonrenewal is subject to the Adverse Academic Action Procedure and a [Resident](#) must, when possible, be given four (4) months notice of intent not to renew.

Observer: An individual accepted for an [Observership](#).

Observership: A position of observing patient care in a health care setting, without [Patient Contact](#), for the specific purpose of gaining medical knowledge.

Participating Institution: An institution that provides specific learning experiences within a multi-institutional [Program](#) of [GME](#); subsections of institutions, such as a department, clinic, or unit of a hospital, do not qualify as Participating Institutions.

Patient Contact: Physically touching, talking with, performing a medical history and/or examination, counseling (patient or patient's family/friends), assisting in surgery or any other procedure, or otherwise interacting with patients, either individually or in the presence of others.

Probation (for Programs): An [Adverse Action](#) used for [Programs](#) that are no longer considered to be in [Substantial Compliance](#) with the essential requirements of the [ACGME](#).

Probation: A trial period, not to exceed thirty (30) days, during which a [Resident](#) may redeem failing ratings of performance or bad conduct by meeting specified goals of performance or behavior. This is an [Adverse Academic Action](#) proposed for a Resident after a period of [Program-Level Remediation](#), after persistent uncorrected poor performance or attitude, or after a single incident considered significant by the [Program Director](#) and [Faculty](#); must be approved by the [GMEEC](#).

Program: The unit of specialty education, comprising a series of graduated learning experiences in [GME](#), designed to conform to the requirements of a particular medical specialty or accrediting body.

Program Coordinator: The individual who provides administrative support to the [Program Director](#) and acts as educational coordinator between [Faculty](#), [Residents](#), medical students, and institutional and regulatory administrative offices. The [Program Coordinator](#) maintains current Resident's records, including confidential correspondence and teaching and performance evaluations.

Program Director: The person responsible for managing and maintaining the quality of a [GME](#) program so that it meets [ACGME](#) accreditation standards or requirements of a particular medical specialty or other accrediting or approving body.

Program Letter of Agreement: A document developed by a [Program](#) for each [Participating Institution](#) that provides an educational experience of one month in duration or longer for a [Resident](#). The agreement should: identify the [Faculty](#) who will assume educational and

supervisory responsibility for Residents; specify the Faculty responsibilities for teaching, [Supervision](#), and formal evaluation of Resident performance; outline the educational goals and objectives to be attained by the Resident during the assignment; specify the period of Resident assignment; and establish the policies and procedures that will govern Resident education during the assignment.

[Program-Level Remediation](#): A specified plan of training conducted within the context of a Program and designed to remedy deficiencies identified in a Resident's performance or behavior. Program-Level Remediation is not [Reportable](#) and is not an [Adverse Academic Action](#).

[Program Requirements](#): Specific essential educational content, instructional activities, responsibilities for patient care and supervision, and the necessary facilities of accredited [Programs](#) established by each [RRC](#) for Programs in its specialty and accredited subspecialties (see www.acgme.org).

[Promotion](#): Advancement to a higher rank based on documentation of achievement of [Program](#)-specific competence and performance parameters (including specific knowledge, skills, and attitudes) for each year's educational and [Program](#) objectives. In [GME](#), contract renewal (and [Reappointment](#)) is usually accompanied by Promotion to the next year of training.

[Reappointment](#): Renewal of a [Resident's](#) contract ([Agreement of Appointment](#)), which is usually accompanied by [Promotion](#).

[Reasonable Accommodation](#): Modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enables qualified individuals with [Disabilities](#) to perform the essential functions of that position. The Americans With Disabilities Act (ADA) requires that an employer make reasonable accommodation to the *known* physical or mental limitations of an otherwise qualified individual with a Disability. The exact parameters of an employer's accommodation obligation are not defined. Instead the Act offers examples of the kind of accommodations that may be appropriate and should be explored. Accommodation options may include job restructuring; part-time or modified work schedules; modification of training materials or policies; elimination of non-essential job functions; modification of current equipment; acquisition of adaptive software; talking calculators; and/or telephones compatible with hearing aids.

[Reportable](#): In Texas, the requirement of the [TMB](#) that the [Program Director](#) of an approved [Program](#) of [GME](#) report in writing to the Executive Director of the Board the Program's disciplinary and adverse actions (including, but not limited to, [Probation](#), [Suspension](#), and [Termination](#)) within seven (7) days of their occurrence (see TMB, Postgraduate Training Permits, Chapter 171.1; <http://www.tmb.state.tx.us/rules/rules/171.htm>). Other states have similar requirements for their licensing boards.

[RRC](#): Residency Review Committee; one of the 27 committees within the [ACGME](#) system that meet periodically to review programs within their specialty and/or subspecialty, propose [Program Requirements](#) for new specialties/subspecialties, and revise requirements for existing specialties/subspecialties.

[Resident](#): A physician at any level of GME in (1) a Program accredited by the [ACGME](#), including participants in subspecialty programs; or (2) a program required or approved by the

[TMB](#) for receiving a State medical license; or (3) a non-ACGME accredited program sponsored by The Methodist Hospital.

[Restrictive Covenant](#): A clause in an agreement of appointment that requires a [Resident](#) to restrict the Resident's future practice of medicine to a geographic area other than that served by The Methodist Hospital and its teaching physicians.

[Rotating Resident](#): A non-TMH [Resident](#) accepted for a [Clinical Rotation](#) at Methodist.

[Special Elective](#): A rotation, i.e., an educational or clinical experience, for which RRC approval has not been obtained—specifically, an elective located at another hospital or institution that is not already part of the program's curriculum.

[Sponsoring Institution](#): The institution that assumes the ultimate responsibility for a [Program](#) of [GME](#).

[Substantial Compliance](#): The judgment made by experts, based on all available information, that a [Sponsoring Institution](#) or residency [Program](#) meets [ACGME](#) accreditation standards.

[Summary Withdrawal of Accreditation](#): An adverse action in which accreditation is withdrawn by the [ACGME](#) for a [Program](#) that has incurred (1) a catastrophic loss or complete change of resources such that the Program is not judged accreditable, or (2) an egregious accreditation violation.

[Supervising Medical Staff](#): The [LIP](#) whom the [Program](#) designates to supervise [Residents](#) in a particular setting or rotation.

[Supervising Resident](#): The administrative chief Resident, who has overall responsibility for Residents' schedules, or a Resident more senior than other members of a team, who is charged with one or more Residents to provide clinical and patient care.

[Supervision](#): Any method of Medical Staff oversight of patient care for the purpose of ensuring quality of care and enhancing learning. This term does not necessarily require the physical presence or the independent gathering of data about the patient on the part of the [Supervising Medical Staff](#).

[Suspension](#): Immediate termination of all clinical activities of a [Resident](#) within a [Program](#); usually invoked only when there are significant concerns that patient safety is jeopardized and that the Resident must be immediately removed from patient care.

[Tail Coverage](#): Coverage for claims made after a claims-made liability policy has terminated; claims-made liability coverage protects a physician from claims that occur and are reported for the time period of the policy; Tail Coverage extends the discovery and reporting period.

[Team](#): A group of [Residents](#) and Medical Staff who share responsibility for the care of a given patient.

[Termination](#): The separation of a [Resident](#) from a [Program](#) of [GME](#). Terminations may occur as a result of (1) successful completion of the Program or (2) as a result of dismissal or [Non-renewal of Agreement of Appointment](#) for failure to meet GME [Program Requirements](#). When

Termination occurs before a Resident completes the Program, the Termination is considered an [Adverse Academic Action](#).

[TMB](#): Texas Medical Board.

[Voluntary Withdrawal of Accreditation](#): An action requested by a [Program Director](#) with confirmatory letter from the Chief Executive Officer of the applicable Sponsoring Institution for withdrawal of Accreditation.

[Withdrawal of Accreditation](#): An adverse action in which [Accreditation](#) is withdrawn for noncompliance with essential requirements of the [ACGME](#), delinquency of payment, noncompliance with Accreditation actions and procedures, or [Program](#) inactivity or deficiency; the effective date of withdrawal permits completion of training year in which the action becomes effective.

[Working Days](#): Monday through Friday, excluding hospital holidays.