

**Medical College of Georgia Graduate Medical Education Committee
Research Subcommittee Charter**

1. Purpose

Under the direction of the Medical College of Georgia (MCG) Graduate Medical Education Committee (GMEC), the Research Subcommittee is responsible for educating Programs regarding scholarship requirements for faculty and house staff, best practices, and resources to ensure Programs meet the below ACGME Common Program Requirements:

IV.D.1. Program Responsibilities

IV.D.1.a) The program must demonstrate evidence of scholarly activities consistent with its mission(s) and aims. (Core)

IV.D.1.b) The program, in partnership with its Sponsoring Institution, must allocate adequate resources to facilitate resident and faculty involvement in scholarly activities. (Core)

[The Review Committee may further specify]

IV.D.1.c) The program must advance residents' knowledge and practice of the scholarly approach to evidence-based patient care. (Core)

IV.D.2. Faculty Scholarly Activity

IV.D.2.a) Among their scholarly activity, programs must demonstrate accomplishments in at least three of the following domains: (Core)

- *Research in basic science, education, translational science, patient care, or population health;*
- *Peer-reviewed grants;*
- *Quality improvement and/or patient safety initiatives;*
- *Systematic reviews, meta-analyses, review articles, chapters in medical textbooks, or case reports;*
- *Creation of curricula, evaluation tools, didactic educational activities, or electronic educational materials;*
- *Contribution to professional committees, educational organizations, or editorial boards;*
- *Innovations in education*

IV.D.2.b) The program must demonstrate dissemination of scholarly activity within and external to the program by the following methods:

[Review Committee will choose to require either IV.D.2.b).(1) or both IV.D.2.b).(1) and IV.D.2.b).(2)]

IV.D.2.b).(1) faculty participation in grand rounds, posters, workshops, quality improvement presentations, podium presentations, grant leadership, non-peer reviewed print/electronic resources, articles or publications, book chapters, textbooks, webinars, service on professional committees, or serving as a journal reviewer, journal editorial board member, or editor; (Outcome)≠

IV.D.2.b).(2) peer-reviewed publication. (Outcome)

IV.D.3. Resident Scholarly Activity

IV.D.3.a) Residents must participate in scholarship. (Core) [The Review Committee may further specify]

2. Membership

- a. Program Directors (PD), Associate Program Directors (APD), and/or Faculty. At least four PD, APD, and/or Faculty will be assigned to the Subcommittee by the Designated Institutional Official (DIO) and Subcommittee Chair with assistance from Program leadership. Faculty

should represent the diversity of training Programs sponsored by MCG. These individuals will all be voting members of the Subcommittee.

- b. Residents and Fellows. At least 2 residents and/or fellows will be assigned to the Subcommittee via a Program specific peer-selected process. The residents and fellows should represent the diversity of training Programs sponsored by MCG. The residents and fellows will all be voting members of the committee.
- c. Administrative Staff. At least 1 GME administrative staff or Program Coordinator (PC) will be assigned by the DIO. They will be a voting member.
- d. *Ad Hoc* members. Additional individuals may be assigned to the Subcommittee on a temporary basis by either the DIO or the Subcommittee Chair. These members may be assigned because they are subject matter experts. *Ad hoc* members will not be voting members of the Subcommittee.

3. Chair

- a. The Chair of the Subcommittee may be the Senior Associate Dean for Graduate Medical Education (GME), the Associate Dean for GME, a PD/APD, or Senior Associate Dean for Research.
- b. The Chair is appointed by the DIO.
- c. The Chair will be a voting member only in the instance of a tie among the rest of the Subcommittee members.
- d. The Chair will make periodic and timely reports of the Subcommittee's activities to the DIO and GMEC.

4. Responsibilities

- a. Identify research needs of each Program (information regarding house staff requirements: https://www.acgme.org/globalassets/PDFs/Specialty-specific-Requirement-Topics/DIO-Scholarly_Activity_Resident-Fellow.pdf),
- b. Relay scholarly activities from Programs to the Subcommittee Chair and GMEC,
- c. Review metrics to determine achievements of the Subcommittee and report these to the DIO and GMEC including:
 - i. Scholarly activity list from Programs,
 - ii. Data from yearly Program ADS updates regarding scholarly activity for faculty and resident/fellows, and
 - iii. ACGME survey data regarding: "Instruction on scientific inquiry principles" and "Opportunities to participate in scholarly activities".
- d. Help Chair educate Programs regarding scholarship principles and resources.

5. Procedures

- a. Meetings
 - i. Scheduled meetings will be conducted at least quarterly.
 - ii. Additional discussion and dissemination of information may be conducted on an *ad hoc* basis via electronic communication.
- b. Voting
 - i. When needed, votes will be determined by a simple majority of voters present.

- ii. The Chair will cast a vote marked “Chair”; this vote will only be counted in the event of a tie among the rest of the members of the Subcommittee.
 - iii. Votes may be conducted electronically in an *ad hoc* manner if needed.
- c. Referral of Items to Other Subcommittees or Committees
The Subcommittee may determine that an issue would be more appropriately handled by another GMEC Subcommittee, the GMEC itself, or another institutional committee altogether. In this instance, the Chair will work directly with the Chair of the subcommittee or committee in question to refer the item.
- d. Minutes
Meeting minutes will be kept and submitted to the GMEC.