Whereas education is a core mission of the Massachusetts General Hospital, the governing authority, administration and professional staff of the Massachusetts General Hospital recognize and fully support their obligation to invest in and commit the necessary educational, financial and human resources needed to assure excellence in graduate medical education (GME), the Hospital-based portions of medical student education, the education of other healthcare professionals, and continuing professional development. In accordance with the Hospital and Professional Staff Bylaws and on behalf of the Trustees, the General Executive Committee of the Massachusetts General Hospital has authorized the Executive Committee on Teaching and Education – working in conjunction with the Partners Education Committee - to develop and implement strategy, policies and procedures relating to education, to recommend allocation of resources for educational purposes, to provide oversight and monitoring of educational programs, and to disseminate information with respect to its actions, recommendations and discussions.

**DUTIES:** The Executive Committee on Teaching and Education (ECOTE) oversees all institutional matters relating to the teaching mission of the Massachusetts General Hospital (MGH) and, in conjunction with the Partners Education Committee, is the principal body charged with implementing educational strategy and policy for the Hospital. The ECOTE GME Subcommittee also functions as the institution's Graduate Medical Education Committee (GMEC) for purposes of national and specialty accreditation of physician training programs, in conjunction with the Partners Education Committee (PEC).

**REPORTING:** The Executive Committee on Teaching and Education reports to the General Executive Committee (GEC) and to the Trustees on a regular basis and

- engages them in dialog about strategies to enhance the educational mission of the Hospital and the relationship between education and quality of care
- formally reports at least annually on the quality of graduate medical and other education, including trainee/learner participation in patient safety and quality of care education; program accreditation; and trainee supervision, responsibilities, work hours and evaluation
- has a close working relationship with the Partners Education Committee, and selects members to sit on PEC
- oversees, reports and acts on the recommendations and activities of any subcommittees it may appoint.

**MEMBERSHIP:** The Chair of the Executive Committee on Teaching and Education is appointed by the MGH President and the Chair of the GEC to a three-year term and is selected from the group of Department Chairs whose departments sponsor core residency training in GME and other established educational leaders. A Chair-Elect from the above group may also be appointed to work with the Chair.

In addition to the Chair, Chair-Elect, and Immediate Past Chair, voting members include the Partners Vice President of Graduate Medical Education, the Director of Graduate Medical Education—who is the ACGME Designated Institutional Official (DIO)- the ECOTE Executive Director, the Associate Directors of Graduate Medical Education, the Senior Vice President responsible for Education, the Chair of the Chiefs’ Council, the Director of Undergraduate Medical Education, the Director and Associate Director of the MGH Principal Clinical Experience (PCE), the Provost of the Institute of Health Professions, the Executive Director of the Institute for Patient Care, the Director of the Partners Office of Continuing Professional Development, the Director of MGH Learning Laboratory, the Senior Vice President of Quality and Safety and/or his/her designee, the Director of the Office for
Clinical Careers, the Director of Employee Education, Resident and Clinical Fellow representatives elected by their peers, representative program directors and teaching faculty elected by their peers, and administrators. Additional members may include the President of the MGH (or designate), the President of the Massachusetts General Physicians’ Organization (or designate), the Chief Medical Officer, the Senior Vice President for Patient Care Services & Chief Nurse (or designate), Trustee(s) of the MGH, the President of the MGH Institute of Health Professions (or designate), the Partners Chief Academic Officer, and others as recommended by the Chair, the President of the MGH, the Chiefs’ Council and/or the GEC Chair.

Department Chairs are invited to attend ECOTE meetings as non-voting participants.

**MEETINGS:** ECOTE is scheduled to meet at least six times annually. The agenda for each meeting is determined by the Chair and the Executive Director. Minutes are distributed to the members, Department Chairs, senior members of the Hospital administration and other interested members of the education community at the MGH and Partners.

**SUBCOMMITTEES:** ECOTE commissions and sponsors subcommittees as needed.

**SCOPE:** ECOTE participates in strategic planning for the educational mission of the MGH, congruent with both the clinical and research missions of the Hospital and the Partners-wide education enterprise, in conjunction with the Partners Education Committee (PEC). As regards to the following major categories of activities and functions, ECOTE and/or its subcommittees will:

**Educational Advancement, Oversight and Support**
- establish, review and revise, as needed and upon request, policies relating to physician and other professional educational programs of the MGH
- develop recommendations for the GEC and the President regarding sponsorship and allocation of teaching, trainee and related resources, such as funding of residency positions, space for education and other key issues concerning the educational activities of the Hospital
- improve the systems and structures provided by the Hospital for support of teaching and education
- advocate for resources and/or space necessary to ensure a supportive work environment for learners and educators
- develop and sponsor programs for learners, educators and program directors, to promote excellence in the areas of teaching and education
- encourage and promote academic efforts to study and disseminate research related to healthcare teaching and education, including measuring educational effectiveness/outcomes and its impact on patient care

**Graduate Medical Education (GME)**
- oversee the quality of the working and learning environment for all GME programs individually as well as the institution overall
- ensure compliance with external and internal (institution and program) standards, including those set by the Accreditation Council for Graduate Medical Education (ACGME)
- advise about issues related to GME trainees, including need for and allocation of financial support, human resources, and space

**Medical Student Education**
- in collaboration with the Harvard Medical School, support the education of medical students at the MGH and facilitate the integration of medical student education with GME and other healthcare professional education at the Hospital.
• ensure compliance with external and internal (HMS, institution, and program) standards, including those set by the Liaison Committee for Medical Education (LCME).

**Continuing Professional Development**
• establish, review and revise proposals and policies relating to continuing professional development, which is often offered in conjunction with the Harvard Medical School Department of Continuing Education, Partners Office of Continuing Professional Development, and/or the Norman Knight Nursing Center for Clinical and Professional Development
• foster a culture and systems that support educators in their efforts to teach
• achieve compliance with standards set by the Accreditation Council for Continuing Medical Education (ACCME)

**Education of Health Professions Clinicians**
• foster a supportive work environment and excellence in teaching for learners across the health professions in order to promote ethical practice and professional competence; foster a culture and systems that support clinician-educators in their efforts to teach
• establish, review and revise training programs for health professionals, including consideration of new program affiliations and support services
• establish and evaluate on-going educational programs addressing cultural integration of healthcare professionals
• promote opportunities for interprofessional collaborative practice and education

**Communication**
• serve as a forum where leadership, educators and learners can discuss their initiatives and concerns relating to education
• facilitate communication and coordinated planning efforts with other Partners GME programs, Harvard Medical School, the MGH Institute of Health Professions, and other academic programs and institutions
• serve as a conduit for the communication of educational policies to Department Chairs, program directors, learners, faculty and other interested parties, as appropriate
• provide a forum for communication between trainees and Hospital leadership regarding the educational programs and work environment

**Education Infrastructure**
• review and advise regarding the allocation of resources such as education space, technology and equipment related to education (including, for example, the medical library, medical simulation and computer-based training), and conference facilities
• review and advise regarding infrastructure necessary to support education and trainees/learners, including parking, transportation, communications and information technologies

Approved by:
ECOTE: 09/15/14
GEC: 10/8/14