Whereas education is a core mission of the Brigham and Women's Hospital (BWH), the governing authority, administration and professional staff of the BWH 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, and the education of non-physician healthcare professionals. In accordance with the Hospital and Medical Staff Bylaws and on behalf of the Trustees, the BWH Care Improvement Council (CIC) has authorized the BWH Education Committee (BWHEC) to develop and implement policies and procedures relating to the education of physicians, to recommend allocation of resources for educational purposes, to provide oversight and monitoring of GME programs, and to disseminate information with respect to its actions, recommendations and discussions to the professional staff engaged in educational activities.

DUTIES

BWHEC oversees all institutional matters relating to the teaching mission of the BWH and, in conjunction with the Partners Education Committee (PEC), is the principal body charged with implementing educational policy for the Hospital. The Education Committee also functions as the institution's graduate medical education committee (GMEC) for purposes of national and specialty accreditation of physician training programs, also in conjunction with PEC.

REPORTING

BWHEC:
- reports to the Chiefs Council, the CIC, and the BWH Board of Trustees on a regular basis at least annually, formally reports regarding resident participation in patient safety and quality of care education; program accreditation; resident supervision, responsibilities, work hours and evaluation; and the quality of education
- has a close working relationship with PEC, and has representatives on that committee
- oversees, reports and acts on the recommendations and activities of any subcommittees it may appoint

MEMBERSHIP

The BWHEC Chair is appointed by the BWH President and Chiefs Council to a renewable three-year term and is selected from the group of current or former Department Chairs/Associate Chairs or Residency Program Directors whose departments sponsor core residency training in GME. A Co-Chair selected from the above group may also be appointed to work with the Chair. In addition to the Chair, voting members include the DIO, representative Program Directors and administrators, resident and
fellow representatives nominated by their peers, and may include a BWH Trustee, the BWH President (or designate), Chief Medical Officer, Senior Vice President for Clinical Excellence (or designate), Vice President of Patient Care Services (or designate), Director of Medical Education, Director of Medical Student Education, Director of the STRATUS Center for Medical Simulation (or designate), the President of the BWPO (ex officio), the Partners Vice President and Associate Directors of Graduate Medical Education (one of whom serves as the Executive Secretary of the Committee), the Dean of Harvard Medical School (or designate), the Director of Department of Nursing/Center for Nursing Excellence (or designate), and others as recommended by the Chair, President and/or Chiefs Council.

In addition, all Department Chairs, the directors of all residency and fellowship programs, and training program coordinators are invited to attend BWHEC meetings as non-voting participants.

MEETINGS

BWHEC is scheduled to meet at least four times annually. The agenda for each meeting is determined by the Chair and Executive Secretary. Minutes are distributed to the members, Department Chairs, Residency and Fellowship Program Directors and other interested members of the education community at the BWH and Partners.

SUBCOMMITTEES

BWHEC commissions and sponsors subcommittees as needed, including internal program review committees.

SCOPE

BWHEC participates in responsible strategic planning for the educational mission of the BWH, congruent with both the clinical and research missions of the Hospital and the Partners-wide education enterprise, in conjunction with PEC. As regards the following major categories of activities and functions, BWHEC:

- Educational Oversight and Support:
  - reviews and revises, as needed and upon request, existing policies relating to physician and other professional educational programs at the BWH in conjunction with PEC
  - upon request, develops recommendations for the CIC 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
  - advises regarding the support systems and infrastructure provided by the institution for clinical education, such as the medical library, computer-based training and technology (including the internet) and conference facilities
develops and sponsors programs for trainees, educators and program directors, to promote excellence in the areas of teaching and education
• advocates for resources necessary to ensure a supportive work environment for clinical trainees

❖ Graduate Medical Education:

in conjunction with PEC,
• ensures compliance with the ACGME Institutional and Programmatic Requirements
• reviews the ACGME institutional accreditation findings
• reviews GME program accreditation findings, actions and citations from the RRCs
• ensures that fair and equitable policies are applied to GME program applicants and to clinical trainees throughout their training
• advises regarding financial issues related to GME trainees, including allocation of stipends, benefits provided by the institution and amenities supported by the departments
• performs regular internal reviews of programs as required by the ACGME, and additionally as recommended by the Education Committee and/or PEC
• reviews written reports from the internal review committees and from outside accrediting bodies for GME programs
• monitors institutional and individual programs' progress in addressing citations and recommendations received from internal and/or external reviews
• assures that GME program curricula address ACGME-defined core competencies
• promotes GME trainee participation on institutional committees concerned with patient care and safety, and other activities that affect physician education
• reviews, advises and approves certain proposed modifications to GME training programs, such as program affiliations, program size, program director, etc.
• develops and implements policies and procedures regarding resident duty hours to ensure compliance with institutional policy and ACGME requirements
• provides oversight and support to non-ACGME programs

❖ Medical Student Education:

in collaboration with the Harvard Medical School, supports the education of medical students at BWH and facilitates the integration of medical student education with GME and other healthcare professional education at the Hospital

❖ Continuing Medical Education:

as called upon, considers proposals and policies relating to continuing medical education, which is generally offered in conjunction with the Harvard Medical School Department of Continuing Education
Education of Non-physician Healthcare Professionals:

- fosters a supportive work environment for non-physician clinical trainees in order to promote ethical practice and professional competence through excellence in teaching and education
- on request, reviews and advises regarding the initiation of educational programs for non-physician healthcare professionals
- on request, reviews and advises regarding certain proposed modifications to training programs for non-physician healthcare professionals, such as new program affiliations and support services

Communication:

- serves as a forum where Department Chairs, Program Directors, GME trainees and others can discuss their concerns and initiatives relating to education
- publishes minutes of each meeting to all GME Program Directors, Department Chairs, and other members of Hospital leadership
- facilitates communication and coordinated educational planning efforts with other Partners GME programs, Harvard Medical School, and other academic programs and institutions
- serves as a conduit for the communication of educational policies to Department Chairs, Program Directors, residents and clinical fellows, and other interested parties, as appropriate
- sponsors communication between residents, clinical fellows, and Hospital leadership so that residents can communicate their concerns regarding their educational programs and work environment in a public forum (e.g., Town Meetings) and/or confidentially

Educational Infrastructure:

- reviews and advises regarding the allocation of resources such as educational space, technology and equipment related to education, housestaff on-call rooms and fiscal support for trainee salaries
- reviews and advises regarding infrastructure necessary to support education and trainees, including parking, transportation, communications and information technologies.

*Approved by the BWH Education Committee: 06/01/09*

*Approved by the CIC: 07/06/09*