Medical Education Steering Committee CHARTER

Title
Medical Education Steering Committee (for Undergraduate and Graduate Medical Education)

Purpose
Collaborates with the Medical Education Program Coordinator to define clerkship faculty, facilities, support services, equipment and educational resources necessary to create a learning environment maximally conducive to achieving the overall educational goals/objectives of the program.

Medical Education Steering Committee’s
Mission: To provide the highest quality educational experience for students and residents in a community setting.

Vision: By providing a diverse learning environment including academic knowledge, research, resource stewardship, and a focus on optimizing the patient experience, Bellin Health will be the nation’s premier community-based educational resource for students and residents. Both students and residents will be competent in medical knowledge, clinical skills and knowledgeable in population health from the whole person perspective. Using a team approach to meeting the needs of the people we serve, Bellin Health will be the location of choice for students and residents from the region and the nation. Bellin Health will be recognized nationally as a developer of health care leaders of the future.

Ownership
X System

System Link
□ Bylaws/Governance
□ Clinical Informatics
□ Clinical Quality
X Medical Education
□ Population Health

Scope of Governance
All Medical Staff

Reports to
Medical Executive Committee

Frequency of Report
Monthly, with a minimum of quarterly.

Type of Duties
X Advisory
X Decision
X Performance
X Representation

Duties
1. Motivate, support, and mentor colleagues in their teaching.
2. Attend rotation meetings when applicable to specialty.
3. Responsible for working with the University-based rotation directors, fellow Medical Education Steering Committee Members, and Medical Education Program Coordinator to facilitate the instruction of medical students, nurse practitioner students, physician assistant students, as well as residents.
4. Reviews the residency program proposals and advises Bellin administration and the Board on the proposals.
5. Serve as ambassadors for Bellin’s Medical Education Program and participate in the program’s teaching opportunities.
6. Actively work with the Medical Education Program Coordinator to maintain ongoing affiliations as well as recruit new teaching sites/preceptors.
7. Participate in curriculum development when needed.

Leadership
Medical Leader: Dr. Molly Kleiman
Administrative Partner: Chris Woleske

Chair
All Chairs must be active members of the Medical Staff. (Bylaws, 6.A.1.) and actively involved in teaching medical student and/or residents.

Qualifications
(Committees may decide additional qualifications as they create their Charters.)
Chair Terms
All non-departmental committee chairs have an initial term of two years. Chairs are eligible to serve successive terms as long as she/her meets all other qualifications of the position. (Bylaws, 6.A.1)

Chair Selection Process
The President of the Medical Staff, in consultation with the CEO, appoints all non-departmental committee chairs, and submits this recommendation to the Board of Directors for approval (Bylaws, 6.A.1)

Chair Responsibilities
1. Identify areas of risk
2. Identify important aspects of quality care and indicators used to monitor the care
3. Develop and implement the committee monitoring and evaluation process
4. Assure committee participation in that evaluation process and report findings to the appropriate department
5. Provide input concerning credentials issues as requested by department chair
6. Accept any other duties as assigned by the president of the medical staff
7. At least once annually, present a report to the BHS Medical Executive Committee of actions taken by the Committee (Bylaws, 6.A.2)

Membership Composition
The Medical Education Committee shall consist of at least ten (10) Medical Staff appointees and one (1) advanced practice clinician. All must be actively teaching at a BHS facility

1) Saied Assef, MD – Anesthesiology Clerkship Director & GME Ad Hoc Committee Member
2) Sharla Baenen, BPC President
3) Edward Bongiorno, DO – IM/Peds, Primary Care Clerkship Director
4) Loren Fuglestad, MD – FM Ambulatory Acting Internship & Primary Care Clerkship Preceptor
5) Steven Gerndt, MD – Cardiovascular & Thoracic Surgery & UME Community Advisory Board Member
6) Amy James, MD – Hospice & Palliative Care Elective Director
7) James Jerzak, MD – Physician Champion & FM Ambulatory Acting Internship Director
8) Naciye Kalafat, MD – Psychiatry & GME Ad Hoc Committee Member
9) David Kaufman, MD – Neurology
10) Molly Kleiman, MD – IM/Peds, GME Ad Hoc Committee Member, Medical Education Steering Committee Chair
11) Michelle Minikel, MD – Family Medicine
12) Stacy Quella, MD – Family Medicine
13) Morgan Rabatine Nagel, Medical Edu. Program Coordinator – Co-Chair, non-voting member
14) Sara Swift, MD – OB/Gyn
15) Amy Treichel, Medical Education Program Specialist, non-voting member
16) James Warpinski, MD – Asthma & Allergy Elective Director
17) Chris Woleske, Executive VP/COO –Co-Chair
18) Tracey Zollar, NP – IM/Peds

Member Terms
Two year terms with no limitation (Bylaws 6.A.3)

Member Selection Process
Appointed by BHS CEO. (Bylaws 6.D.2.a)

Member Responsibilities
(Each committee may specify member responsibilities as they create their charter. Bylaws are silent.)

Frequency of Meetings
At least quarterly (6.D.2.c)

Meeting Practices
Notice of meeting must occur 5 days in advance (Bylaws, 4.E.1)
Committee Chairs may rule definitively on all matters of procedure (Bylaws, 4.E.3)
**Decision Processes**

Must have at least 2 voting members present for a quorum. (Bylaws, 4.D.5)

**Voting**

(This committee may decide if voting is required to make decisions. Bylaws are silent on decision making processes.)

If a vote is taken, the following Bylaw procedures apply:

1. No fewer than 2 members voting
2. Voting may occur in person or through electronic participation (mail, facsimile, e-mail, hand delivery, or telephone) (Bylaws, 4.D.4 & 4.D.5)

**Confidentiality**

n/a