

RESIDENT/FELLOW REPRESENTATIVE – RESPONSIBILITIES

Residents/Fellows will vote by electronic ballot for a representative and an alternate to attend the Graduate Medical Education meetings. This will be coordinated through the Graduate Medical Education Office.

The Resident Fellow Representatives will be selected prior to the first GMEC meeting of the academic year in September. By doing so, will provide the PGY-1s with the opportunity to get to know one another prior to voting.

The names of the elected representatives will be forwarded by the Graduate Medical Education Office to the Program Leadership, the elected representative and will be shared with the Graduate Medical Education Committee.

Each Program will provide residents/fellows with “protected” and scheduled time to meet without faculty supervision.

Each resident/fellow representative or alternate representative is responsible for attending each of the scheduled GMEC meetings during the period of September through June. In the event a resident/fellow representative cannot attend, each Graduate Medical Education Program is responsible for adequate representation of Resident/Fellow Reps to ensure ample communication with all trainees on what was discussed at the GMEC meeting and to ensure communication of their needs.

Resident/Fellow Representatives are the “voice” of their respective PG years and as such should help facilitate discussion among all the residents/fellows in their program year; they should identify issues to share with the program leadership and/or the GMEC and ensure confidentiality where appropriate.

From time to time data concerning patient-safety, patient satisfaction and other relevant material may be given to resident representatives for distribution and discussion among their peers.

Resident/Fellow Representatives should make every effort to discuss issues raised by their classmates with the program leadership or other stakeholders prior to the GMEC meeting. They may also elect to bring issues directly to the GMEC or the GME Office.

Whenever possible residents/fellows should take an active role in suggesting solutions to the problems or issues they raise with the GMEC.

NewYork-Presbyterian Queens

Sites: All Centers

Hospital Policy and Procedure Manual

Policy Number: 9200-224

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In advocating for their PG year Resident/Fellow Representatives are not limited to communicating with the Program leadership or GMEC but may also speak confidentially and directly with the DIO or Senior Management in the Institution.

Resident/Fellow Representatives are expected to attend the monthly GME Sub-Committee Work Environment Meeting. This meeting includes Administrators from pertinent Ancillary Services and the GME Staff.

Approvals Obtained electronically via NAVEX Global Policy Module

Ellen Cohen, M.D.

Director of Graduate Medical Education & DIO

Chairman, Graduate Medical Education Committee

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Next Review Date: Biennially