

REGIONAL Undergraduate Medical Education (UGME) REPRESENTATIVE

Position Description

Job Description

The regional UGME chair (*termed “representatives” in some GEA regions*) is an elected position, with one representative per region. The regional UGME chair/representative has responsibilities to the national UGME section and to his/her regional section. These responsibilities are primarily committee work related to undergraduate medical education initiatives and to regional and national UGME meeting programs. This is a 3-year term appointment with the first year being the UGME chair-elect while going through the onboarding process with the current chair/representative. The elected individual will then serve as the UGME chair/representative during his/her second and third year appointment.

Mission

To promote the development and continued improvement of undergraduate medical education programs to enhance medical students’ learning and subsequent performance as graduate physicians through a collaborative process with the other regional UGME representatives.

Duties and Responsibilities

Each regional UGME representative serves on 2 committees: 1) the national UGME steering committee, and 2) the regional GEA steering committee.

Overall Duties:

- 1) Stimulate initiate, and/or implement UGME initiatives at the regional and AAMC annual meetings.
 - a) Promote presentations of educational innovations and research at regional and AAMC meetings.
- 2) Represent the region at the national UGME business meeting at the annual AAMC meetings
 - a) Member of the national UGME steering committee
 - b) Assist in planning the national UGME business meeting at the AAMC annual meetings
 - c) Participate in discussions about national and local initiatives related to UGME
 - i) Report on any regional UGME projects
 - ii) Obtain information about initiatives being planned or implemented by the national UGME Steering Committee
- 3) Conduct a meeting of the UGME at the annual regional meetings
 - a) Report on the activities of the national UGME section of the GEA
 - b) Plan and implement UGME projects/presentations for the regional meetings

- c) Participate with the regional Program Committee regarding the review process for UGME proposals of the regional annual meetings.
- 4) Member of the regional steering committee
 - a) Participate in the regional monthly steering committee conference calls
 - b) Participate in planning the annual regional business meeting at the annual AAMC meetings
- 5) Collaboration with Outgoing Representative(s)
Initiate handoff meeting with outgoing regional UGME representative(s) once elected