

REGIONAL GME CHAIR/REPRESENTATIVE

Position Description

Job Description

The regional GME Chair (*termed “representatives” in some regional GEA*) is an elected position, with typically one representative per region. The regional GME Chair/Representative has responsibilities to the national GME Section and to his/her regional GEA section. These responsibilities are primarily committee work related to graduate medical education initiatives and to regional and national GME meeting programs.

Mission

To promote the development and continued improvement of graduate medical education programs to enhance trainee learning and performance as physicians through a collaborative process with the other regional GME representatives.

Duties and Responsibilities

Each regional GME representative serves on two committees:

- 1) national GME steering committee
- 2) regional GEA steering committee

Overall Duties:

- 1) Promote the GME at Regional and National Meetings
 - a) Stimulate, initiate, and/or implement GME initiatives at the regional GEA and AAMC annual meetings.
 - b) Promote and/or sponsor presentations of educational innovations and research at regional GEA and AAMC meetings.
- 2) Represent the GEA and GME at Regional and National Levels
 - a) Serve as member of the national GME steering committee.
 - b) Represent the GEA at the national GME meeting at the annual AAMC meetings.
 - c) Assist in planning the national GME meeting at the AAMC annual meeting.
 - d) Participate in discussions about national and local initiatives related to GME.
 - i) Report on any regional GEA/GME projects.
 - ii) Obtain information about initiatives being planned or implemented by the national GME.
- 3) Conduct National GME Section Meeting at Annual GEA Meeting
 - a) Report on the activities of the regional GME.
 - b) Plan and implement projects/presentations identified at annual meeting for the regional GEA.
 - c) Participate with the regional GEA Program Committee regarding the review process for GME proposals of the regional GEA annual meeting
 - d) Collaborate with other sections of the GEA on GME related projects.
- 4) Represent the GME in the Regional GEA Steering Committee
 - a) Plan agenda for the regional GEA steering committee meeting at the annual AAMC meetings.
 - b) Participate in the regional GEA monthly steering committee conference calls.
 - i) Prepare and distribute progress reports of GME Section activities.

- c) Participate in planning the annual regional GEA business meeting at the annual AAMC meetings.
- 5) Collaborate with Outgoing Chair/Representative
- a) Initiate handoff meeting with outgoing regional GME representative once elected.
 - b) Share notes, contacts, and summary of important initiatives with new representative.