

Program Leadership Welcome Packet

Created June 2024

WASHU GME

Table of Contents

- 02... GME Staff Location and Responsibilities
- 06... GME Consortium Oversight Visuals
- 07... Non-ACGME Program Oversight Visual
- 08... GME Board and Executive Committee Members
- 09... GMEC Overview and Requirements
- 10... GME Major Processes
- 11... GME Alphabet Soup and Definitions
- 12... Additional Resources

Office of Graduate Medical Education Location and Personal

Location for Barnes Jewish Hospital and Washington University School of Medicine GME: 4590 Nash Way, St. Louis MO 63110.

- Office Location: Mid Campus Center, Suite 2200 (in the Hallway behind Kaldis Coffee and the Elevators)
- Mailing Address MSC: 8033-29-2200
- Phone: 314-362-7353
- Fax: 314-747-7114
- Website: <https://gme.wustl.edu/>

WASHU GME Email: gme@wustl.edu

BJH GME Email: gs-gme@bjc.org

Location for St. Louis Childrens GME Office: One Children's Place, St. Louis MO 63110

- Mailing Address MSC: 90-49-051
- Phone: 314-454-6000
- Fax: 314-454-4298

SLCH GME Email: SLCHGME@bjc.org

The Graduate Medical Education Offices at Washington University School of Medicine/Barnes Jewish Hospital/St. Louis Childrens are here to help you with many aspects of being a program leader. Many of our staff focus on operational elements of our training programs such as onboarding trainees, accreditation processes, oversight, and leadership development. Being a consortium, each of our offices work together for the betterment of our programs but we do have differing responsibilities.

- For general adult residency related questions please email BJH GME.
- For general fellowship related questions please email WASHU GME.
- For general Pediatric Residency related questions please email SLCH GME.

Please do not hesitate to reach out when you have questions. We hope that the following role descriptions of each office will help you determine who to reach out to.

WashU GME Leadership Team



Dominique Cosco, MD, FACP

Designated Institutional Official, Associate Dean for Graduate Medical Education, Professor of Medicine – Internal Medicine

✉ dcosco@wustl.edu

Contact me about:

- Oversight issues related to accredited and non-ACGME accredited programs
- Resident/Fellow academic issues
- Confidential Resident/Fellow grievances
- For scheduling needs please reach out to Brianne Kalkbrenner, email briannek@wustl.edu



Bethany Millar, C-TAGME

Executive Director, Graduate Medical Education Office

✉ millarbj@wustl.edu

Contact me about:

- ACGME Institutional and Program Requirements
- Site Visits
- Non-Standard Training

Barnes Jewish GME Leadership

Terra Mouser terra.mouser@bjc.org

BJH Director of Medical Staff Services and Graduate Medical Education

Contact me about:

- Adult Residency Related Questions
- All J1- Visas

St. Louis Childrens GME Leadership

Suzzi Harper Suzzi.Harper@bjc.org

SLCH Director of Risk Management, Medical Staff and Graduate Medical Education

Contact me about:

- Pediatric Residency Related Questions
- SLCH Licensing

WASHU GME Staff

Jennifer Bondurant jbondurant@wustl.edu

Project Administrator

- Onboarding/Orientation Schedule
- Special Projects
- New Innovations Management
- Education Monitoring Subcommittee
- ACGME Web ADS Institutional Coordinator
- Evaluations and Surveys

Laura Robinson, C-TAGME rlaura@wustl.edu

Senior Residency/ Fellowship Coordinator

- Institutional & Program Data Management
- New Innovations Management
- Program Accreditation
- Process Management
- Work Hours and Moonlighting

Jenae Davis d.jenae@wustl.edu

Residency/ Fellowship Coordinator

- Program Director Bootcamp
- Faculty Development
- Visiting Residents/Fellows
- Away Elective Rotations
- Program Letters of Agreement

Brianne Kalkbrenner briannek@wustl.edu

Assistant Residency/Fellowship Coordinator

- Admin to Dr. Dominique Cosco
- Fatigued House staff Reimbursement
- Graduate Medical Education Committee
- Website Management
- Event Planning & Management

Barnes Jewish GME Staff

Maureen Albers maureen.albers@bjc.org

Project Specialist

- BJH Resident iPhones
- Imprivata

Shannon Verdin shannon.verdin@bjc.org

Coordinator

- Licensing for Adult BJH Residents
- Credentialing for Adult BJH Residents

Angelique Phillips Angelique.Phillips@bjc.org

Project Coordinator

- Meal tickets for BJH Residents
- Certificates for BJH Residents
- Badge Issues for BJH Residents
- Coats/ Scrubs for BJH Residents

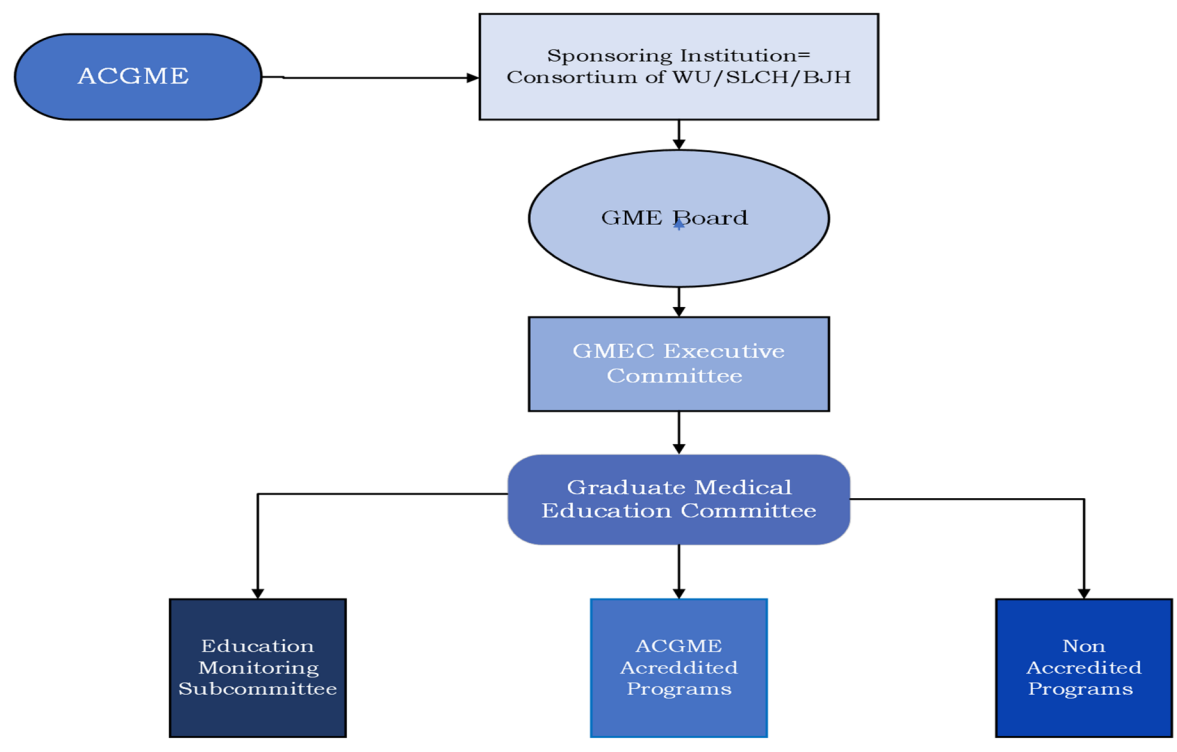
St. Louis Children's GME Staff

Charlene Launuis charlene.launuis@bjc.org

Coordinator for Medical Staff Services

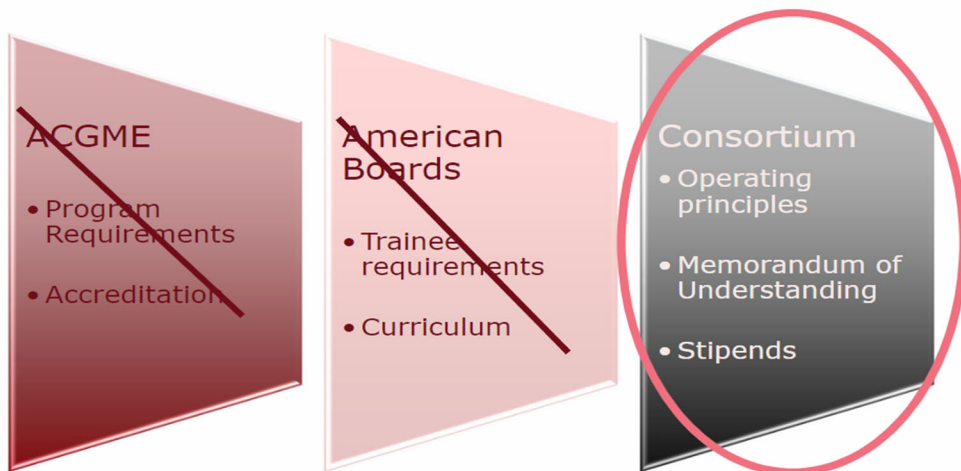
- Pediatric Resident Licensing/Credentialing
- Certificates for Pediatric Residents
- SLCH Related Questions

GME Consortium Structure



Non-ACGME Program Oversight

**Non-ACGME Accredited Programs



For more details on Non- ACGME Accredited program oversight, please go to our website and read the document “[GME Institutional Oversight- Non-Accredited programs](#)”

GME Board:

5 Voting Members with Representation of the 3 Systems (WASHU, BJH and SLCH)

- Dean Perlmutter (WUSM)
- John Lynch, MD (President, BJH)
- Trish Lollo (President, SLCH)
- Vicky Fraser, MD (Chair, Medicine)
- Gary Silverman, MD (Chair, Pediatrics)

Other non-voting Members:

- Dominique Cosco, MD DIO
- Eva Aagaard, MD (Sr. Associate Dean)
- Katie Henderson, MD (CMO BJH)

GME Executive Committee:

Program Directors:

- Katie Wolfe, MD (Pediatric Residency)
- Alexander Aleem, MD (Orthopedic Surgery Residency)
- Steven Cheng, MD (Internal Medicine Residency)

Consortium Leadership:

- Dominique Cosco, MD (DIO)
- Eva Aagaard, MD (Sr. Associate Dean)
- Katie Henderson, MD (CMO BJH)
- Rachel Bardowell, MD (Associate CMO)
- Beverly Brozanski (CMO SLCH)
- Nitin Anand, MD (VP and CMO MOBAP)
- Suzzi Harper (SLCH GME Director)
- Terra Mouser (BJH GME Director)
- Bethany Millar (WASHU GME Director)
- Cassie Cusick
- Jennifer Duncan, MD (GME Wellness Director)
- Richard Griffey, MD (Patient Safety and Quality Director)

Graduate Medical Education Committee (GMEC)

All program directors and program coordinators are invited to these meetings. They happen every other month (6 times a year). These are hour long meetings hosted by the GME Office. Every meeting will be recorded and there will be meeting minutes provided.

*Only ACGME Accredited Program Directors of residents and fellows are voting members at GMEC. They can approve and ask questions regarding items on the agenda.

Please go to our website for more details [about GMEC](#).

Oversight items that require GME Board, Exec and GMEC Approval:

For ALL programs:

- Program Director Changes
- Complement Increase Requests
- Change in Accreditation Status
- New Program Applications
- Adding or Deleting and adding participating sites

ACGME Programs:

- Exceptionally Qualified Candidates

Non-ACGME Programs:

- Switching into Non-Standard Training Status (NST)

Sub-Committee of GMEC: Education Monitoring Sub-Committee

EMS is a sub-committee of GMEC. In compliance with ACGME requirements, GMEC must effectively maintain oversight of underperforming programs through a Special Review Process. Every academic year programs will receive an Annual Program review which is compiled of data from WebADS, APE, Institutional and ACGME Surveys and any additional data.

For more information, please go to the [Consortium Operating Principles on Page 9-11](#)

Major Processes through GME Offices

WASHU GME

- WebADS Annual Update
- Internal Trainee Elective Requests and Global Health Elective Requests
- Observers who fall under the GME umbrella
- External Rotators: Program Letters of Agreement and Elective Rotations (Hands on)
- Inter-Institutional Affiliation Agreements
- Program Director Bootcamp Applications
- Moonlighting Requests

**Please note these processes are run and managed by WASHU GME Staff, but we do work with BJH/SLCH GME Leadership if it pertains to their oversight.*

BJH GME

- All J1 Visa Trainees (Terra mouser is the institutional TPL)
 - TPL: Third Party Liability
- BJH Resident iPhone
- Licensing and Credentialing for Adult BJH Residents

Alphabet Soup & Definitions

- AAMC Elective Form – AAMC template with WashU/BJH/SLCH language added; used for individual, trainee-specific elective rotations.
- ACGME - American Council on Graduate Medical Education: The organization that accredits most medical residencies and fellowships.
- ACLS/BLS/PALS – I would just spell these out for what they are
- ADS - Accreditation Data System – online service where programs upload program information yearly for ACGME.
- AFI - Area of concern: ACGME review has revealed an area where the program exhibits weakness in the area or has trended down. The issue is not to the degree that the program is out of compliance, so they do not receive a citation.
- APE - Annual Program Evaluation: Yearly program self-evaluation required by ACGME.
- Assignment duration – Specific details of how long and which kind of trainee will be at the location.
- BJH Medical Staff Office – facilitates graduate medical trainee access to EPIC, badging, etc in the clinical space.
- Blackout – timeframe of March 1 – August 31 where no applications are reviewed & no external trainees are allowed to be on site.
- Block schedule - displays information about residents rotating to different services throughout the year and who will precept the rotation.
- CCC - Clinical Competency Committee: Active teaching faculty who are chosen by the program director to review and assess evaluation information and performance for each resident to make recommendations on promotion & remediation.
- Citation - ACGME review has determined that a program is out of compliance with an accreditation standard or ACGME policy or procedure. Citations MUST be addressed in a program's next APE.
- CLER - Clinical Learning Environment Review: a review of the institution's efforts to provide residents with a safe learning environment, and to engage residents in initiatives focused on patient safety, quality improvement and resident wellness.
- Clinical (hands on) - graduate medical trainee actively participating in patient care in the clinical/research space. They CAN participate in active patient care and do have EPIC access.
- Clinical research – This is observation-only research in the clinic space. The trainee will not gain EPIC access & will still proceed through the GME observer approval process.
- Complement - Maximum number of residents a program is allowed to train at any one time.
- Compliance - A program or institution's adherence to requirements
- Content of the educational experiences – The rationale behind why this program rotates to this site & what trainees should be responsible for learning.
- Continued Accreditation - This is an accreditation status. It means the program has been reviewed and it is in compliance with requirements.
- Core Faculty - Faculty who play a significant role in the education of residents. They must have specific qualifications to serve as core faculty which depend on the program's specialty area.

- CPR - Common Program Requirements: ACGME requirements that apply to all specialties and subspecialties.
- DIO - Designated Institutional Official: The person responsible for all of the ACGME accredited residencies and fellowships. This is Dominique Cosco, MD, FACP.
- Fellow - A physician who has already met requirements for board certification in a specialty (e.g., Pediatrics or Internal Medicine), but is now completing a training program in a subspecialty (e.g., Cardiology, Rheumatology etc.)
- ECFMG – Educational Commission for Foreign Medical Graduates: certifying body for international medical graduates.
- ERAS – Electronic Residency Application Service
- FPP- Faculty Practice Plan: These are practice locations considered within the consortium, which will not require a PLA. Only for a WashU CLINIC with a WashU Physician Faculty member. It DOES NOT include off campus sites with in-patient or procedural experience.
- GMEC - Graduate Medical Education Committee: A group of program directors, trainees and program coordinators who meet to review accreditation issues.
- IIAA – Inter-Institutional Affiliation Agreement: These are legal, hospital/institutional agreements which incorporate financial and liability information. They are not recognized by the ACGME. These agreements are solely initiated and managed by the WashU/BJH/SLCH GME Consortium.
- IMG – International Medical Graduate. A physician who holds a terminal degree in medicine from an international medical school verified by the ECFMG.
- LON - Letter of Notification: the official letter that tells a program the outcome of an ACGME review, and the action taken by the committee. A program can get continued accreditation with or without “areas of concern” or “citation.” Programs can also be put on probation, and accreditation can be terminated.
- New Innovations – the resident management system (RMS) used at the institution.
- Non-Appointee Office – A function of WashU HR responsible for clearing observers to be in the clinical space.
- NPI – National provider identifier. Unique number for covered health care providers.
- NRMP – National Residency Matching Program
- NST – Non-Standard Training program is a Non- ACGME Accredited Program with a J1 Visa trainee with ACGME Oversight.
- Observer (hands off) - graduate medical trainee observing in the clinical/research space. They CANNOT actively participate in patient care and do not gain EPIC access.
- Participating Site – The official name of the offsite location where the trainee will be rotating.
- PD- Program Director: One physician faculty with authority and accountability for the operation of the residency/fellowship
- PEC - Program Evaluation Committee: The faculty chosen by the program director to conduct the Annual Program Review (APE) and review data to set programmatic goals for the academic year.
- PLA – Program Letter of Agreement: an educational agreement between a GME program and the Participating Site where a recurrent, standing rotation is located. These are recognized & required by the ACGME. There must be an IIAA in place prior to a program initiating a PLA.
- RRC- Review Committee, Residency Review Committee: sets accreditation standards and provides peer evaluation of residency and fellowship programs.

- Site Director – Individual in charge of the learning environment at the participating site; The site director can be the PD as long as the PD is clinically active at the site.
- Sponsoring Institution (“home institution”) - The organization (or entity) that assumes the ultimate financial and academic responsibility for a program of graduate medical education consistent with the ACGME Institutional Requirements.
- Summative Evaluation (Final Evaluation) - The evaluation completed at the end of the training program to certify that the resident has successfully completed the program.
- TOC - Transitions of Care: managing the transition of a given patient’s care during a change in care team. The focus is to ensure that the new team has the complete and accurate information they need to take proper care of the patient.
- Training Program – The official name of the program for which a trainee is completing the rotation.
- WashU/BJH/SLCH Graduate Medical Education Consortium – the three facilities located on the “Kingshighway campus” within immediate walking distance of one another.

Additional Resources



[GME Website:](#)

Elective Rotations	Policies & Procedures	NST Resources
Event Calendar	Important deadlines	GMEC



[New Innovations Website:](#)

Login	Knowledge Community (must be logged in)
Evaluations	Duty Hours
Schedules	
APE	



[ACGME Website:](#)

WebADS	Non-Standard Training
Program details	Common Program Requirements
ACGME Surveys	
ACGME Milestones	