

THE RESIDENT FORUM & RESIDENT COUNCIL

PURPOSE:

This policy addresses Accreditation Council for Graduate Medical Education (ACGME) *Institutional Requirements II.C. Resident/Fellow Forum*:

The Sponsoring Institution with more than one program must ensure availability of an organization, council, town hall, or other platform that allows all residents/fellows from within and across the Sponsoring Institution's ACGME-accredited programs to communicate and exchange information with other residents/fellows relevant to their ACGME-accredited programs and their learning and working environment.

II.C.1. Any resident/fellow must have the opportunity to raise a concern to the forum,

II.C.2. Residents/fellows must have the option, at least in part, to conduct their forum without the DIO, faculty members, or other administrators present,

II.C.3. Residents/fellows must have the option to present concerns that arise from discussions at the forum to the DIO and GMEC.

DEFINITIONS:

See the *NSU Graduate Medical Education Glossary of Terms* dated April 1, 2021; the *ACGME Glossary of Terms* dated March 10, 2023; as well as the *Common Acronyms/Abbreviations Used in Graduate Medical Education* last updated April 4, 2019.

BACKGROUND:

The ACGME Institutional Requirements require the sponsoring institution to have a written policy that addresses the opportunity for Residents and Fellows to gather and address issues in a confidential manner.

POLICY:

Nova Southeastern University, and the Office of Graduate Medical Education, is committed to a policy to ensure that Residents and Fellows are afforded a confidential forum whereby concerns and issues can be raised and discussed without the presence of the DIO and respective Program Director present.

PROCEDURE:

In order to assure these requirements are met, the Office of Graduate Medical Education has established a Resident Forum at the program level and a Resident Council at the institution level to allow residents within a program and from all NSU KPCOM GME programs to gather and address issues in a confidential manner. These meetings will happen approximately ten times per year, prior to each GMEC meeting, and may be held face-to-face or electronically.

The structure for these two groups is as follows:

Resident Forum

The Resident Forum is comprised of all residents within a program. Every effort will be made to schedule meetings at a time that has the least impact on patient care and other training responsibilities. The GMEC fully supports the resident forum and encourages all program directors to provide protected time for residents to attend these meetings.

- A. At the start of each academic year, the Resident Forum will elect two peer-selected residents who will represent the Resident Forum in the Resident Council. These residents will serve as the President and Vice-President/Secretary of the Resident Forum and will call and preside over all

Resident Forum meetings for their program. The Resident Forum will determine if issues raised are best addressed at the program or institution level. Issues determined to be addressed at the institution level are brought to the Resident Council by the two peer-selected residents.

- B. Prior to each meeting, the President or Vice-President/Secretary, or their designee, will call for agenda items.
- C. The Vice-President/Secretary, in the absence of the President, shall preside over the meeting.
- D. The Vice-President/Secretary shall record the minutes.

Resident Council

The Resident Council is comprised of all peer-selected residents from all KPCOM sponsored programs. Every effort will be made to schedule meetings at a time that has the least impact on patient care and other training responsibilities. The GMEC fully supports the resident forum and encourages all program directors to provide protected time for residents to attend these meetings.

- E. At the start of each academic year, the Resident Council will identify a President, Vice-President/Secretary, and two peer-selected residents who will sit on the GMEC. These peer-selected residents may be the President, Vice-President/Secretary. The peer-selected residents in the Resident Council are voting members of the GMEC and provide an oral report of the most recent meetings of the Council and any areas of concern or requests upon which the GMEC would vote or provide further information or guidance.
- F. Prior to each meeting, the President or Vice-President, or their designee, will call for agenda items.
- G. The Vice-President, in the absence of the President, shall preside over the meeting.
- H. The Vice-President/Secretary shall record the minutes.
- I. The KPCOM GME Office provides support in scheduling Resident Council meetings and assisting with communication as requested by the President. The President and Vice-President/Secretary of the Resident Council are responsible for meeting communication, the meeting agenda, and maintenance of the minutes.

Reviewed and Approved by GMEC on April 8, 2021
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