



Engaging Excellence for Residents and Fellows Steering Committee Charter

Introduction:

At Upstate we pride ourselves on the fact that our faculty, staff, and students are continuously engaged in excellence to advance our education, research, and clinical missions. To that end, President Smith has commissioned a cross-functional, multi-disciplinary team structure to assess and recommend enhancements to the resident/fellow experience at Upstate Medical University.

Our goal is to create an outstanding Graduate Medical Education program where the focus is on the resident and fellow learning experience, enhanced by our faculty and staff who are committed to helping our residents and fellows become skilled physicians. Upstate strives to create a best-in-class resident/fellow experience that is known for its reputation and excellence.

The structure for the Resident/Fellow Engaging Excellence process includes a steering committee and three teams, each staffed with a chair, facilitator and recorder. Three teams have been developed to focus on the resident/fellow experience for: Life and Wellness, Embracing Quality, and Enhancing Education.

The steering committee and three teams will create a collaborative partnership, conducting research, and sharing knowledge, information, and insights with regard to Upstate University Hospital's clinical model for delivery of care and operations, specifically with a focus on the impact and improvement of the residents' and fellows' educational, clinical, and life experiences while at UH.

Steering Committee Charge:

The steering committee is a cross-functional, multi-disciplinary executive group that oversees the work of the three teams. The Steering Committee will:

- Assist with developing charge and considerations for each team.
- Provide overall direction for the work of the Engaging Excellence teams.
- Provides guidance and/or clarification on key issues such as hospital or governance policy, team objectives and charters, or other issues that may arise.
- Assists in providing resources or to get buy-in for the teams.
- Provide periodic updates to the Executive Sponsors during project duration.
- Responsible for review and approval of team reports and final recommendations and prioritization.
- Review team outcomes with the Executive Sponsors, and provide report to the President and Leadership Council.
- Provide guidance for implementation of recommendations approved by the President and Leadership Council.

The steering committee shall develop the charge and considerations for each team with regard to:

- Outcomes from Focus Group sessions conducted with Program Directors and Coordinators and the RAC
- Existing or planned operational and/or strategic plans
- Existing or planned program expansion and enhancements
- Committee work
- Information available from other internal sources (UH Administration, IMT, related committees, etc)

Teams should be encouraged to utilize various assessment tools to gain insight into current university perspectives and practices, such as conducting survey(s) or focus group sessions. Outcomes should be shared, where applicable, with all teams to inform their work. In addition, team research should include review of best practices across the country in graduate medical education, as well as other ACH and SUNY ACH Centers.

OUTCOMES:

The Steering Committee will be convened for a period of approximately six months, and is charged with overseeing the development of recommendations for program enhancements that include:

- Goals and objectives
- Resource requirements
- Metrics
- Timeline
- Reporting mechanism
- Suggestions for responsibility for implementation
- Prioritization of recommendations for presentation to the President and Leadership Council

Consideration for report development can include quick wins, current budget limitations, and, where appropriate, a phased approach to implementing recommendations that may require significant financial expenditures.

The Steering Committee, with the assistance of the teams, will report their outcomes to the Executive Sponsor. A presentation will also be made to the President and his Leadership Council. An Administrative Response will be developed and presented back to the Steering Committee and teams.

EXECUTIVE SPONSORS

John McCabe, MD

Steven Scheinman, MD

STEERING COMMITTEE

Sara Grethlein, MD, Co-Chair Steering Cmt

Michael Ianuzzi, MD, Co-Chair Steering Cmt

Deborah Bradshaw, MD, Chair, Enhancing Education Team

Julie Briggs, RN, MSN, Co-Chair, Embracing Quality Team

Lynn Cleary, MD

Robert Cooney, MD

David Duggan, MD

Amy Friedman, MD, Co-Chair, Embracing Quality Team

Sue Henderson Kendrick

John Manring, MD, Life and Wellness Team

Kathleen Meyer, Recorder

David Padalino, MD

Deb Stehle