

<p><b>The University of Alabama Hospital Graduate Medical Education Policy and Procedure</b></p>	<p><u>HSC Approved Date:</u> May 31, 2024 <u>GMEC Approved Date:</u> May 7, 2024</p>
<p><b>House Staff Council (HSC) Charter</b></p>	<p><u>Next Review Date:</u> Spring 2025</p>

**Purpose:**

It shall be the purpose of the House Staff Council to allow all residents/fellows from within and across the Sponsoring Institution’s ACGME-accredited programs to communicate and exchange information with peers relevant to their ACGME-accredited programs and their learning and working environment; to serve as a resident/fellow advocate and voice throughout the hospital, university and community; To provide house staff representation as it pertains to university affairs; To provide a mechanism for all residents/fellows to raise concerns.

**Officers**

- a) President
  - Shall preside over all the meetings of the House Staff Council.
  - Shall represent the House Staff Council on various committees throughout the hospital and university or delegate such responsibilities as he/she sees fits.
  - Shall fulfill the responsibilities of any offices left vacant or appoint replacement personnel until the next election.
  - Shall prepare the meeting agenda.
  - Shall attend the GMEC Executive Committee meeting chaired by the DIO and present concerns arising from meetings.
  - Shall attend the GMEC meeting.
- b) Vice-President
  - Shall take the place of the president if he/she cannot fill the needed responsibilities.
  - Shall represent the House Staff Council on various committees throughout the hospital and university or delegate such responsibilities as he/she sees fits.
  - Shall attend the GMEC meeting.
- c) Secretary
  - Shall be responsible for the procurement of the meeting minutes.
  - Shall attend the GMEC meeting.

**Other Leadership Positions:**

- a) Wellness Chair
  - Shall plan and communicate GME-wide social gatherings for all available and interested residents/fellows to attend.
  - Shall attend the GMEC Subcommittee for Wellness.
  - Shall attend the GMEC meeting.

**Terms and Elections:**

Nominations shall be submitted at a Spring meeting of the House Staff Council and preferably shall be made up of current members of the House Staff Council.

Elections of officers and other leadership positions shall be by the House Staff Council vote.

Confidential balloting shall be used, and a majority required to attain the office. Any vote receiving 51% of the votes of members in attendance (or by email) is considered approved.

Terms of office will run from July 1 through June 30 each academic year.

**Membership:**

The President serves as Chair. The HSC will report to the GMEC.

- The members of the House Staff Council shall be made up by representatives of each of the medical and dental resident/fellow training programs. Medical students and instructor fellows will not be members of the House Staff Council.
- Each program, including program's located at UAB's Huntsville, Montgomery, and Selma campuses, shall receive one representative seat for fourteen (14) residents/fellows currently enrolled in their program. Every program will have a minimum of one seat on the House Staff Council.
- Representatives must be peer-selected. The notification of the number of representatives allocated to each program shall be sent to each Program Director by the GMED each year, usually in July. The notification will include the date of the first meeting. Program Directors submit their program's peer-selected representatives back to the GMED.

**Frequency:**

The HSC meets monthly except meetings are not usually held in July. Meetings shall be held on the second Tuesday of every month, beginning in August of each academic year. The meeting schedule is sent at the beginning of the academic year by email notice. In addition, the notification of each meeting will be given at the prior meeting. Any change in the meeting date shall be provided by written email notice. Frequency and changes to frequency of scheduled meetings must be approved by the majority of the membership.

**Quorum:**

At any meeting, seven (7) residents shall constitute a quorum. If a quorum is not achieved an email vote on time-sensitive initiatives may occur. The results of the vote will be reported during the next HSC meeting and by email.

Any vote receiving 51% of the votes of members in attendance (or by email) is considered approved by the HSC.

**Attendance:**

Attendance shall be kept at each meeting by a GMED staff member who provides administrative support.

**Agenda:**

The HSC President is responsible for establishing the monthly meeting agenda. The GMED may connect hospital, university, and community individuals that request to communicate with the HSC for consideration on the HSC agenda.

The DIO attends at the beginning of the meeting to share updates, answer questions, and discuss any concerns raised by the representatives.

HSC Committees is a standing agenda item.

A portion of each meeting is reserved so that the HSC can have the option to conduct a portion of their meeting without the DIO, faculty members, or GME Department staff present.

**Minutes:**

Minutes shall be kept at each meeting by the Secretary, will be shared with all HSC members through email following the meeting, and will be filed in the GMED. The minutes must document the communication and exchange of information between peers relevant to ACGME-accredited programs, the learning and working environment, and the opportunity to directly raise a concern to the forum without the DIO, faculty, or other administrators, and GME Department staff present.

**Committees and Executive Council**

The House Staff Council Officers are voting members of the Dean's Council for Graduate Medical Education (GMEC).

The House Staff Council shall select resident/fellow-representatives to join the Dean's Council for Graduate Medical Education (GMEC) Committee and send peer-selected resident/fellow representatives to the GME Department. Selected representatives are voting members.

House Staff Council Committees shall be appointed by the President. Each Committee will update the House Staff Council on their activities at regularly scheduled meetings.

The Executive Council shall be made up of the president, vice-president, secretary, and wellness chair.

**References**

*ACGME Institutional Requirements (focused revision: September 26, 2021); effective July 1, 2022*