I. PURPOSE:
To allow administrative actions to be taken by the Chair of the Graduate Medical Education Committee and/or the Director of Graduate Medical Education on issues that may not require discussion by the Graduate Medical Education Committee.

II. POLICY:
Administrative action issues will be determined by the Chair of the Graduate Medical Education Committee and/or the Director of Graduate Medical Education, and action can be taken on these issues. The policy allows decisions on issues that need resolution prior to the next meeting of the Graduate Medical Education Committee, providing the issue does not warrant discussion and voting by the Graduate Medical Education Committee. The Chair of the GME Committee and the Director of GME will use their discretion in determining whether or not the issue warrants approval by the GME Committee. If any program director wishes to appeal an administrative decision, he/she may do so at the next meeting of the Graduate Medical Education Committee.

Issues that allow administrative action:

1. Licensure exceptions - exceptions are generally granted for residents who have not yet met licensure requirements (failure to pass the licensure exam, failure to take USMLE in time to meet licensure requirements, etc.). Occasionally there may be exceptions granted for a resident who is not eligible for licensure (international medical school graduate who has not yet had a year of training in the U.S.).

2. Faculty appointments - these appointments are granted only when they meet the guidelines outlined in GME 5.1 of the Resident Policies and Procedures Manual. Resident must be board eligible or board certified in the specialty in which they may have attending duties.

3. Re-allocation among residency funding sources, within the same year, providing that the total number of positions within a program and training activities are not compromised.

4. Exceptions to Resident immunization policy.

5. Offsite training locations - preceptorship locations or downtown physician offices. These locations will have to meet the guidelines of having a faculty person on site providing supervision.
6. Other.

**Approval body:** Graduate Medical Education Committee  
**Approval date:** 10/94  
**Policy Owner:** Graduate Medical Education

**Historical Information:**  
Review dates: 8/05, 7/0610/10  
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