



Council on Graduate Medical Education Overview

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Senior Advisor, Division of Medicine and Dentistry (DMD)

Designated Federal Official (DFO)

Council on Graduate Medical Education (COGME)

Bureau of Health Workforce (BHW)

Health Resources and Services Administration (HRSA)



COGME

COGME is authorized by Congress to:

- Provide an ongoing assessment of physician workforce trends, training issues, and financing policies
- Recommend appropriate federal and private sector efforts to address identified needs

COGME

Provides advice and recommendations to:

1. HHS Secretary
2. Committee on Health, Education, Labor and Pensions (U.S. Senate)
3. Committee on Energy and Commerce (U.S. House of Representatives)



COGME

Provides advice and recommendations on:

- A. Physician supply and distribution in the United States
- B. Current and future physician shortages or excesses
- C. Issues related to foreign medical school graduates
- D. Appropriate Federal policies related to the above matters
AND policies concerning changes in:
 - Financing of undergraduate and graduate medical education
 - Types of medical education training in GME programs

COGME

Roles and Responsibilities:

- **Federal staff**
 - Designated Federal Official (DFO)
 - Advisory Committee Operations (ACO)
- **COGME Leadership**
 - Chair
 - Vice chair
- **Members**
 - Non-Federal
 - Federal



Federal Advisory Committee Act (FACA)

- **Governs the establishment, operation and termination of advisory committees**
 - Approximately 1,000 advisory committees
 - FACA Database (<https://facadatabase.gov/>)
- **Requires openness and transparency**
 - Federal Register Notice (FRN)
 - Provides opportunities for public comment

General FACA Requirements

- Develop and file a committee charter
- Hold open public meetings
 - Announce meetings in the Federal Register (15 days in advance of the meeting)
- Allow the public to submit written statements
- Publish minutes or summaries of meetings
- Maintain committee documents for public inspection

Roles and Responsibilities

- **Designated Federal Official (DFO)**

- Ensure compliance with FACA, and any other applicable laws and regulations
- Call, attend, and adjourn committee meetings
- Approve agendas
- Maintain required records on costs and membership
- Ensure efficient operations
- Maintain records for availability to the public (FACA Database, COGME website)
- May adjourn meeting when in public interest

Advisory Committee Operations

- Creates efficient, consistent and streamlined processes across Bureau of Health Workforce Advisory Committees (AC)
- Coordinates and manages all AC public meeting logistics
- Maintains AC charters
- Serves as liaison for ethics, human resources, contracting and communications
- Coordinates Annual Committee Report (ACR) process for BHW Committees



Roles and Responsibilities

- **Chair**

- Participates in the development of meeting agendas;
- Presides at all committee meetings and ensures that the agenda is closely adhered to
- Ensures all rules of order and conduct are maintained during each session
- Calls for a vote, if/when required
- Controls public participation during the open portion of a meeting
- Certifies to the accuracy of the minutes of each committee meeting prior to their distribution
- Works closely with the Advisory Council Operations Team



Roles and Responsibilities

- **Members**

- Attends scheduled meetings of the full committee
- Reviews required material before meetings
- Reads and understands provisions related to conflict of interest, ethics, and confidentiality and, as appropriate, completes necessary forms relating to these areas
- Completes necessary paperwork to ensure ethics requirements and compensation for his/her duties (e.g. submits original travel receipts)
- Participates in development of committee recommendations and reports

COGME Activities

- **Reports**
- **Letters**
- **Resource Papers**
- **Briefings**



Contact Us

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