

Block Schedules Work Group
of the
MMCGME Operations Committee
CHARTER
January 2024

Committee Intent

With a spirit of continuous improvement, this committee intends to reduce redundancies and inefficiencies in shared work relating to trainees. Through our work, the committee will increase communication and partnership between MMCGME member institutions.

The outcomes of committee project work should contain the following characteristics:

Characteristics	Objectives
Collaboration	<ul style="list-style-type: none">• Continuous communication with coordinators about block schedule deadlines, feedback and remedy for non-compliance
Uniformity of Naming Standards across the Consortium	<ul style="list-style-type: none">• Rotation naming project
Compliance	<ul style="list-style-type: none">• Efforts made to ensure timely block schedule entry, filling of block schedule gaps & communicating block schedule changes to relevant stakeholders

Committee Scope and Limitations

The committee will make recommendations to the MMCGME Board of Trustees and the GME Sponsor DIOs. At a minimum the committee chairs will provide a standing report to the MMCGME Board with consistent feedback from the board to the committee.

Committee Meetings

Date	Time	Attendees	Location	Purpose
Third Wednesday of the month	11am-12pm	All Members	Virtual, via Zoom	Working Meeting

Committee Membership

This committee will be composed of representatives from MMCGME member organizations.

Member responsibilities include:

Representing the needs and interests of their respective institutions through:

- Engaging relevant institutional stakeholders regarding committee work
 - Researching/reviewing site processes as they relate to committee work
 - Conferring with their institution Operations Committee counterparts during votes.
- Each institution has one vote

Thinking broadly about the greater education community, as there may be times committee work may not completely apply to all members.

Attending monthly meetings. Each member should come prepared to each meeting relating to the topic of discussion. There may be occasional project-related work.

Name	Role	Organization
Valerie Cole	Coordinator	University of Minnesota
Maggie Dickman	MMCGME Staff	MMCGME Services
Katie Dolan	GME Staff	Hennepin Health GME
Lisa Gorman	MMCGME Staff	MMCGME Services
Emily Langerak	Department/GME Manager	University of Minnesota
Lynn Pohlman	GME Staff	University of Minnesota
Bethany Sauerbrey	GME Staff	Minneapolis VA GME
Amy Schall	Site Coordinator	Gillette Children's
Carol Sundberg	GME Staff	University of Minnesota
Troy Taubenheim	MMCGME Staff	MMCGME Services
Heather Woeste	GME Staff	University of Minnesota