Resident Medical Staff Committee (RMSC) Charter

UC Davis Health

I. NAME OF ORGANIZATION
The name of this organization shall be the Resident Medical Staff Committee (RMSC) at the University of California, Davis Health (UCDH).

II. CHARGE
The RMSC is a standing committee of the UCDMC Medical Staff and is advisory to the Medical Staff Executive Committee. The charge of the committee is described in the Rules and Regulations of the Medical Staff and is in compliance with the RMSC Charter.

III. PURPOSE
A. The RMSC has two purposes: 1) to provide a formal mechanism for Housestaff participation in the development, review, and evaluation of Housestaff patient care responsibilities and functions in the UCDMC to include: professional performance, performance improvement, risk management, and patient satisfaction, and 2) to ensure that residents and fellows (i.e., Housestaff) from each ACGME training program are represented and supported regarding their UCDMC patient care responsibilities and functions.

B. The Committee shall strive to ensure all Housestaff at UCDH are treated equally without regard to race, religion, color, ancestry, economic status, educational background, marital status, disability, sex, age, sexual orientation, gender identity, national origin, or other potential discriminants.

IV. MEMBERSHIP
A. The RMSC shall be composed of one representative and one alternate from each UCDH ACGME training program.

B. Representatives shall be appointed annually and may serve an unlimited number of terms. Each individual residency/fellowship program shall determine their representatives’ manner of appointment.

C. Representatives shall serve from July 1 to June 30 of each academic year.

D. RMSC Board members shall be voting members of the committee.

E. All representatives and Board members must be in good academic standing to qualify for appointment and to remain on the committee.
F. The Associate Dean for GME/Designated Institutional Official (DIO) and an Advisor to the Board shall serve in an advisory capacity to the committee, and shall not be voting members.

1. The Advisor to the Board will be selected by the elected Board by the August meeting of every year.

G. A representative each from Patient Care Services and the Chief Medical Officer will be invited to the committee and serve without vote.

V. VOTING ON OFFICIAL BUSINESS
A. The one representative (or the appointed alternate if the representative is not present) from every program and the RMSC Board members shall serve as the voting members for RMSC official business.

VI. THE BOARD OF THE RESIDENT MEDICAL STAFF COMMITTEE
A. The RMSC shall have a Board that is elected and composed of the following officers: Chair; Vice Chair of Hospital Based Services; Vice Chair of Medical Based Services; Vice Chair of Surgical Based Services; Quality Improvement (QI) Officer; Diversity, Equity, & Inclusion Officer; and Wellness Officer.

B. Board members must be current residents or fellows in an ACGME accredited program at UCDH in good standing (to be confirmed at time of nomination by their individual Program Director).

C. Board members shall serve a one-year term. Any Housestaff may serve a maximum limit of two-years in any single officer position.

D. Board members shall serve in addition to, and not in place of, their GME program representative. Board membership is not restricted to RMSC representatives appointed by their program.

E. Elections shall occur annually. Board members will be elected by a simple majority of votes. In the event of a tie, a special election will be held among voting members of the RMSC.

1. All current residents and fellows of ACGME- accredited training programs at UCDH will be invited to vote in the election of the RMSC Board members. (Advisor to the Board and residents in non-ACGME approved programs may not vote).

2. Candidates shall self-nominate or be nominated by current residents or fellows from any ACGME program. A one-paragraph nomination statement shall be submitted to the RMSC Chair by the deadline set-forth by the RMSC Chair.

3. Nominations will be submitted via email and presented at the May RMSC meeting. Elections will occur two weeks later and the voting polls will be open for seven days.
4. The election shall take place through an electronic voting process. The opening date and deadline for voting, as well as the roster of candidates and their nomination statements, shall be disseminated by the GME Office through their Housestaff list-serve.

5. Election results shall be announced at the June RMSC meeting and disseminated through the GME Office Housestaff list-serve.

F. Responsibilities of Board members include, but are not limited to:

1. **Chair:**
   - Oversight of the activities of the Resident Medical Staff Committee with the assistance of the Vice Chairs. The Chair will receive support from other RMSC officers as necessary to optimize performance of the RMSC.
   - Enforcement of the Resident Medical Staff Committee Charter.
   - Presiding over Resident Medical Staff Committee meetings including calling meetings to order, determining the agenda, and certifying meeting minutes.
   - Attending the Medical Staff Executive Committee (MSEC) meetings.
   - Assisting the QI Officer in at least one quality improvement project each academic year.
   - Writing the annual report.

2. **Vice Chair of Hospital Based Services:**
   - Represents Anesthesiology, Emergency Medicine, Pathology and Laboratory Medicine, Radiation Oncology, Radiology and all sub-specialty ACGME Programs associated with these specialties.
   - Working closely with the Chair to ensure activities of the Resident Medical Staff Committee are carried out in a timely and efficient manner.
   - In conjunction with the other Vice Chairs, will assume all duties and authority of the RMSC Chair in his/her absence.
   - Attending the Graduate Medical Education Committee (GMEC) meetings.
   - Attending the Quality and Safety Operations Committee (QSOC) meetings.

3. **Vice Chair of Medical Based Services:**
   - Represents Dermatology, Family and Community Medicine, Internal Medicine, Neurology, PM&R, Pediatrics, Psychiatry and Behavioral Sciences and all sub-specialty ACGME Programs associated with these specialties.
   - Working closely with the Chair to ensure activities of the Resident Medical Staff Committee are carried out in a timely and efficient manner.
• In conjunction with the other Vice Chairs, will assume all duties and authority of the RMSC Chair in his/her absence.
• Attending the Graduate Medical Education Committee (GMEC) meetings.
• Attending the Quality and Safety Operations Committee (QSOC) meetings.

4. **Vice Chair of Surgical Based Services:**
   • Represents Neurological Surgery, Obstetrics and Gynecology, Ophthalmology and Vision Science, Orthopaedic Surgery, Otolaryngology, Surgery, Urological Surgery and all sub-specialty ACGME Programs associated with these specialties.
   • Working closely with the Chair to ensure activities of the Resident Medical Staff Committee are carried out in a timely and efficient manner.
   • In conjunction with the other Vice Chairs, will assume all duties and authority of the RMSC Chair in his/her absence.
   • Attending the Graduate Medical Education Committee (GMEC) meetings.
   • Attending the Quality and Safety Operations Committee (QSOC) meetings.

5. **Quality Improvement Officer:**
   • Leading at least one designated quality improvement project each academic year.
   • Organizing QI subcommittees to ensure progress on quality improvement projects.
   • Providing written quarterly reports on all active quality improvement projects.
   • Attending the Quality and Safety Operation Committee (QSOC) and the Pharmacy and Therapeutics (P&T) Committee meetings.

6. **Diversity, Equity, & Inclusion Officer:**
   • Encouraging institutional diversity, equity, and inclusion in collaboration with the Office of Graduate Medical Education (GME) and the Office of Student and Resident Diversity (OSRD).

7. **Wellness Officer:**
   • Serving as the RMSC representative to the Medical Staff Wellbeing Committee.

G. **Advisor to the Board:** One ACGME or non-ACGME resident or fellow shall be selected to serve in an advisory capacity to the RMSC Board. The Advisor to the Board will be selected to serve on the Board by the Board of the RMSC. S/he will be a non-voting, ex-officio, member of the Board. Requirements for the position are to have a majority of their FTE be designated as non-clinical time. The advisor will advise the Board on any topic that the Board needs advice on, including but not limited to changes to the RMSC Charter, participation in hospital-based committees, events hosted by the RMSC, and how to improve the RMSC.
H. Board members may be removed from office for loss of good standing in their residency/fellowship program or any behavior that is not in line with the goals and values outlined by the UCDH Code of Conduct including, but not limited to: failure to carry out the duties of their office, gross neglect or malfeasance in office, loss of good standing in their residency program, or a serious act of moral turpitude.

- A petition for Board Member removal must be signed by at least ten active voting RMSC members. Board Member removal would require voting by a quorum of RMSC voting members and a 2/3 majority of those voting.
- In the case of an extenuating circumstance or egregious situation, members of the Board can be removed immediately with the consensus agreement of the Associate Dean for GME/DIO and Chief of Staff. If an appeal is desired by the Board member, the appeal will be voted on by the Medical Staff Executive Committee (MSEC).
- If a vacancy in the board occurs, a special election can occur to replace the position. The special election will follow normal election procedures.

I. Vacancies in Office

1. If, for any reason, the Chair is unable to complete the elected term in office, a Vice Chair appointed by the Board will assume the office of Chair
2. A vacancy in the Vice Chair position will be left vacant until the next election and responsibilities will be assumed by the other Vice Chairs.
3. A vacancy in the Quality Improvement Officer, Diversity, Equity & Inclusion Officer, or Wellness Officer position will be filled by a Resident Medical Staff Committee election within 60 days of the vacancy.
4. If unforeseen circumstances occur, they will be adjudicated by the Board of the Resident Medical Staff Committee.

VII. MEETINGS

A. RMSC Meetings shall be held on the 4th Monday of each month at 5 pm, throughout the academic year. Changes will only be made if the meeting falls on a UCDH Holiday.
B. The order of business shall be determined by the Chair of the RMSC.
C. Voting Quorum shall be defined as the presence of at least 1/4 of all voting members.
D. Minutes shall be kept for all regular and special meetings by a GME-appointed administrative assistant/coordinator.
E. Meetings will be open to all current Housestaff, including those in non-ACGME approved programs and “extra-year” chief residents.

VIII. STATEMENT OF NON-DISCRIMINATION
A. This organization shall not discriminate on the basis of age, gender, or gender identity, disability or handicap, race, ethnicity, religion or sexual orientation. This policy will include, but is not limited to, membership, organization activities, or opportunities to hold office.

IX. **STATEMENT OF COMPLIANCE WITH POLICIES AND REGULATIONS**

A. This organization shall comply with all UCDMC policies and regulations, as well as local, state, and federal laws.