

GRADUATE MEDICAL EDUCATION COMMITTEE

Minutes
April 8, 2008

Approved by: _____

Lois L. Bready, M.D., Chair

Voting Members Present	Robert Nolan, MD, Vice-Chair Scott Bale, MD Daniel Carlisle, MD Robert Castro, MD Jon Courand, MD George Crawford, MD	<i>Ross Willis, PhD for</i> Daniel Dent, MD John Erikson, MD Larry Fowler, MD Constance Fry, MD Teri Hill	Tracy Johnson, MD John Littlefield, PhD Mark Nadeau, MD Jennifer Peel, PhD Rajeev Suri, MD Lena Vasquez, MD	<u>SAUSHEC Representatives</u> Ken Torrington, MD Richard Boggs <u>UHS Representatives</u> Thomas Peters Betty Flowers <u>VAH Representatives</u> David Dooley, MD <u>CSR Representative</u> Ray Afaisen	(Teleconference) <u>RAHC Representative</u> James Hanley, MD
Others in Attendance	Michelle Arandes, MD Mazen Arar, MD Joseph Basler, MD Rosanna Bloom Wendy Breton	Laura Chiodo, MD Stephanie Levine, MD Lisa Marquise Gloria Matthews Cynthia Parrish	Jamie Shomette Janis Strong Sonya Tennant Brent Wagner, MD Ross Willis, PhD		
Voting Members Absent	Lois Bready, MD-exc Shane Anderson, MD Karin Brewer Merrill Carolin, MD Ann Franklin	Rosemary Hickey, MD G. Richard Holt, MD Dustin Kiker, MD Javier LaFontaine, DPM Kenneth Matthews, MD	James Myatt, MD Craig Robson, MD Melissa Sneed, MD Howard Wang, MD Elly M-J Xenakis, MD		<u>VBMC Representatives</u> Adela Valdez
GME Committee Responsibilities: (ACGME Institutional Requirements III.B), the GMEC must establish and implement policies and procedures regarding the quality of education and the work environment: 1) Stipends and position allocation;		2) Communication with program directors and site directors; 3) Resident duty hours; 4) Resident supervision; 5) Communication with Medical Staff; 6) Curriculum and evaluation; 7) Resident status: Selection, evaluation, promotion, transfer, discipline, and/or dismissal of residents;		8) Oversight of program accreditation; 9) Management of institutional accreditation; 10) Oversight of program changes; 11) Experimentation and innovation; 12) Oversight of reductions and closures; 13) Vendor interactions.	

	GMEC DUTY¹	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
1. Opening		The Graduate Medical Education Committee of The University of Texas Health Science Center met for a scheduled meeting on Tuesday, April 8, 2008, at 4:00 p.m. in the School of Medicine Conference Room, room 373-L, in the Medical School. Dr. Nolan called the meeting to order at 4:01 p.m.		

	GMEC DUTY¹	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
2. Approval of Minutes		The minutes of March 11, 2008 were reviewed.	Approved as written.	Closed
3. Consent Agenda	2, 8	The following information was presented to the GMEC via prior posting on GME secure site: <ul style="list-style-type: none"> – Laryngology Non-ACGME Accredited Fellowship Program – Administratively Approved by DIO – Quality & Accreditation Subcommittee Minutes – March 26, 2008 – Duty Hours Hotline Complaint – Report of the Resident Duty Hours Subcommittee reviewed at Executive Committee 	GMEC approved all information submitted on the consent agenda.	Closed
4. Ongoing Business		1. Standing Reports:		
		a. DIO—Dr. Robert Nolan		
	9	Dr. Nolan asked the Committee to review the following policies in their agenda packets: <ul style="list-style-type: none"> – First Notice, GME New Policy: 1.4. Responsibilities of the Designated Institutional Office (DIO) – First Notice, GME Policy Revision: 2.1.8 Resident Promotion – First Notice, GME New Policy: 2.1.21. Experimentation and Innovation – First Notice, GME Policy Revision: 4.1. Responsibilities of the Residency Program Director – First Notice, GME Policy Revision: 4.3. Resident Selection and Appointment 	Policies will be reviewed and a vote will be taken at the meeting in May.	Open (Dr. Bready)
	9	Dr. Nolan asked the Committee to approve the following policies in their agenda packets: <ul style="list-style-type: none"> – Second Notice, GME New Policy: 1.5. GME Continuity of Oversight – Second Notice, GME Policy Revision: 2.1.1. GME General Policies – Second Notice, GME Policy Revision: 2.1.12. Residency Closure & Reduction – Second Notice, GME New Policy: 4.3.1. Resident Transfer – Second Notice, GME New Policy: 4.5. GME Board Eligibility – Second Notice, GME New Policy: 7.3.1. Information about Impact of Leave on Board Eligibility – Second Notice, GME Policy Revision: 8.1. Completion of Medical Records 	All policies were approved by Committee. except policy 8.1. Completion of Medical Records. Policy 8.1 tabled until next GMEC meeting.	Open (Dr. Bready)
	2, 8	Dr. Nolan asked the Committee to review the form in their packets that offers guidelines for Program Director Oversight of Site Directors. Dr. Nolan urged program directors to use the form to document communication with site directors and oversight of clinical sites.	For informational purposes only.	Open (Dr. Bready)

	GMEC DUTY¹	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
	1	Dr. Nolan announced that the VAH GME Enhancement Request for Proposal deadline is approaching. Copies of the information were disseminated for the Committee to review. Dr. Dooley stated that the VAH would entertain proposals for support of additional residents.	For informational purposes only.	Open (Dr. Bready)
	2	Dr. Nolan asked the Committee to review notes taken at the March 19, 2008 TMB Licensure Stakeholder Workgroup meeting in Austin, Texas. Discussion ensued regarding the definition of "episodic" with respect to PIT applicant self-disclosure of various mental health conditions.	For informational purposes only.	Open (Dr. Bready)
	2, 7	Dr. Nolan informed the Committee of the summary National ACGME Resident Survey Data from 2004-2006 & 2007. The data was available for review in the agenda packets and be used for comparison purposes for the HSC and the nation. Dr. Nolan acknowledged the difficulty of direct comparison of the 2004-2006 data with current data as the survey questions have changed.	For informational purposes only.	Open (Dr. Bready)
	2	Dr. Nolan announced Dr. Darlene Metter, program director, Nuclear Medicine, was elected ACGME CRCC Vice-Chair. The committee acknowledged this honor with a round of applause.	For informational purposes only.	Open (Dr. Bready)
		b. Innovative Project Tracking		
		Dr. Nolan announced this new section of the agenda devoted to innovative GME projects.	For informational purposes only.	Open (Dr. Bready)
		c. Quality and Accreditation Subcommittee – Dr. Nolan		
	2, 8, 9	Dr. Nolan announced the following information during his subcommittee report: <ul style="list-style-type: none"> – Internal Review Report Completed: Pediatric Sports Medicine – Internal Reviews Completed: <ul style="list-style-type: none"> o Pediatric Nephrology – April 7, 2008 – Pending ACGME Internal Reviews: <ul style="list-style-type: none"> o Hospice & Palliative Care Medicine – April 17, 2008 o Surgery – April 30, 2008 o Psychosomatic Medicine - TBD o Urology – July 16, 2008 o Surgery Critical Care – August 2008 – Pending Non-ACGME Internal Reviews <ul style="list-style-type: none"> o Neurological Surgery Critical Care – TBD – Scheduled Site Visits: <ul style="list-style-type: none"> o Pathology – June 18, 2008 o Dermatology – June 19, 2008 o Ophthalmology – August 6, 2008 (tent.) – Site Visits that occurred since the last GMEC meeting: <ul style="list-style-type: none"> o Family Medicine/McAllen – April 1, 2008 	For informational purposes only.	Open (Dr. Nolan)
	8, 10	ACGME RRC Correspondence:	For informational	Open

	GMEC DUTY¹	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
		<ul style="list-style-type: none"> – 12/14/07 Diagnostic Radiology letter of notification – continued accreditation with 5 year cycle and 1 citation. Dr. Nolan reminded the committee that a template for final resident evaluations is posted on the HSC GME website and that there should not be citations for inadequate final evaluations. Dr. Suri stated that the citation was in error and that the program was in compliance with the requirements in that regard at the time of the site visit. He stated that he planned to communicate with the Radiology RRC. Dr. Nolan reminded the committee that all official correspondence with the ACGME must be co-signed by the DIO. – 1/3/08 Diagnostic Radiology request for increase in resident complement from 38 to 40 was approved by their RRC. – 3/12/08 electronic notification that the Dermatology request for a temporary increase in resident complement from 4 to 5 was approved by their RRC. – 3/17/08 progress report from Pediatrics to their RRC. – 3/25/08 letter from RRC to Pediatrics acknowledging they received the report and will review the progress report at their October RRC Meeting. – 3/27/08 acknowledgement from ACGME that the Hospice and Palliative Care Medicine program application process was initiated by DIO. 	purposes only.	(Dr. Bready)
		d. Working Environment Subcommittee – Dr. Carlisle		
	1, 7, 8	Dr. Carlisle reported that a memo distributed by UHS states that effective academic year 2009-2010, unused vacation days will no longer be accepted for carryover requests. The change in policy will not affect any policies a program has in place for 2008/2009.	For informational purposes only.	Open (Dr. Carlisle)
	7, 8	Dr. Carlisle reported that the CTCRC parking situation has been resolved.	For informational purposes only.	Open (Dr. Carlisle)
		e. Education and Evaluation Subcommittee – Dr. Peel		
	6, 7	Dr. Peel asked the committee to review a PowerPoint presentation titled, “The Six ACGME General Competencies: What the RCs Expect from Programs” located in the agenda packets.	For informational purposes only.	Open (Dr. Peel)
		f. Allocation and Funding Subcommittee – Dr. Erikson		
	1	Nothing to report.	For informational purposes only.	Open (Dr. Erikson)
		g. Resident Duty Hours Subcommittee – Dr. Crawford		
	3	Nothing to report. Dr. Nolan advised the committee that the executive committee had reviewed a report from the Duty Hours Subcommittee regarding an anonymous duty hours complaint.	For informational purposes only.	Open (Dr. Crawford)
		h. Resident Supervision Subcommittee – Dr. Dooley		
	4	Dr. Dooley reviewed the minutes from the meeting held on 3/27/08.	For informational	Open

	GMEC DUTY¹	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
			purposes only.	(Dr. Dooley)
		i. House Staff Council – Dr. Myatt		
	9	Nothing to report.	For informational purposes only.	Open (Dr. Myatt/Leong)
		j. Program Coordinators Subcommittee – Ms. Hill		
	2, 8, 9,	Ms. Hill reviewed the minutes from the meeting held on 3/17/08.	For informational purposes only.	Open (Ms. Hill)
	2, 8, 9,	Ms. Hill announced a special PC meeting was held on March 13 th to inform the new program coordinators about the "Scramble" process. Dr. Nan Clare and Ms. Betty Graham from the Medical Dean's Office provided useful information.	For informational purposes only.	Open (Ms. Hill)
		3. RAHC Report: Dr. Hanley		
	2, 5	Nothing to report.	For informational purposes only.	Open (Dr. Valdez/Dr. Hanley)
		4. UHS Report: Tom Peters		
	2, 5	Mr. Peters asked the program directors to please forward him their program's resident requirements and projections so he can budget for them.	For informational purposes only.	Open (Mr. Peters)
		5. VA Report: Dr. Dooley		
	2, 5	Dr. Dooley provided a GME Enhancement update. So far, there have been requests submitted for 8.5 FTEs. He knows that 3 FTEs will be approved. He is still waiting to hear about the other 5.5 FTEs.	For informational purposes only.	Open (Dr. Dooley)
		6. SAUSHEC Report: Dr. Torrington		
	2, 5	Dr. Torrington announced that construction at Ft. Sam Houston and BAMC will begin soon. A new parking tower will be built and a 7-8 story addition to the hospital, specifically for enhanced operating room capability and inpatient care, will be built. This construction will impact the parking situation for physicians and staff, but should have minimal impact on patients and visitors. Dr. Torrington stated that the total construction at Ft. Sam Houston in support of its enhanced medical education role will exceed \$2 billion dollars.	For informational purposes only.	Open (Dr. Torrington)
		7. CHRISTUS Santa Rosa Report – Ray Afaisen		
	2, 5	Mr. Afaisen announced CSR will have its institutional site visit in June secondary to the expanded number of sponsored residency programs.	For informational purposes only.	Open (Mr. Afaisen)
		8. Announcements:		
	2	Program Leadership Development Series "QI/Systems-Based Practice" Thursday, April 10, 2008 from noon – 1:00 pm in Rooms 108-110-112 AAB	For informational purposes only.	Open (Dr. Bready)
		The next GMEC meeting will be at 4:00 p.m. in the School of Medicine Conference Room, room 373-L, in the Medical School on May 13, 2008.		

	GMEC DUTY¹	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
5. Adjournment		The meeting was adjourned at 5:01 p.m.		