

GRADUATE MEDICAL EDUCATION COMMITTEEMinutes
March 11, 2008

Approved by: _____

Lois L. Bready, M.D., Chair

Voting Members Present	Lois Bready, MD, Chair Shane Anderson, MD Karin Brewer Daniel Carlisle, MD Jon Courand, MD George Crawford, MD Daniel Dent, MD Larry Fowler, MD	Ann Franklin Constance Fry, MD Rosemary Hickey, MD Teri Hill Tracy Johnson, MD Lillian Liao, MD Kenneth Matthews, MD Mark Nadeau, MD	Robert Nolan, MD Jennifer Peel, PhD V. Sreenath Reddy, MD Kit Smart Rajeev Suri, MD Howard Wang, MD	<u>SAUSHEC Representatives</u> Ken Torrington, MD <u>UHS Representatives</u> Thomas Peters Betty Flowers <u>VAH Representatives</u> David Dooley, MD	(Teleconference) <u>RAHC Representative</u> Yolanda Felion for James Hanley, MD <u>VBMC Representatives</u> Adela Valdez
Others in Attendance	Mazen Arar, MD Joseph Basler, MD Rosanna Bloom John Brenner, MD Yvette Foster Stephanie Levine, MD Jane Lynch, MD	Lisa Marquise Gloria Matthews Thomas Matthews, MD Cynthia Parrish Belinda Petricek	Jamie Shomette Janis Strong Brenda Talley, MD Brent Wagner, MD Ross Willis, PhD		
Voting Members Absent	Scott Bale, MD Merrill Carolin, MD Robert Castro, MD-exc John Erikson, MD	Richard Holt, MD Dustin Kiker, MD Javier La Fontaine, DPM John Littlefield, PhD	Craig Robson, MD Melissa Sneed, MD Lena Vasquez, MD Elly M-J Xenakis, MD	<u>CSR Representative</u> Ray Afaisen	
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, March 11, 2008, at 4:00 p.m. in the School of Medicine Conference Room, room 373-L, in the Medical School. Dr. Bready called the meeting to order at 4:00 p.m.		
2. Approval		The minutes of February 12, 2008 were reviewed.	Approved as written.	Closed

	GMEC DUTY¹	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)								
of Minutes												
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"> – VBMC GMEC Annual Report – Request for Change – Program Director for Diagnostic Radiology – Infectious Diseases J-1 Sponsorship in a Non-Standard Training Program – Request to Extend an Observership to 3/19/08 – Pulmonary Medicine <ul style="list-style-type: none"> ○ PD of the program had given specific approval that the extended rotation would not compromise clinical experiences of her fellows 	GMEC approved all information submitted on the consent agenda.									
4. Ongoing Business		1. Standing Reports:										
		a. DIO—Dr. Lois Bready										
	2, 5, 11	Dr. Bready informed the Committee on the status of planning for a potential On-Site Child Care facility. Funding remains to be identified for building construction and operation.	For informational purposes only.	Open (Dr. Bready)								
	2, 5	Dr. Bready welcomed and introduced the recently-elected House Staff Council Officers to the Committee. They are: <table border="1" data-bbox="457 816 1423 938"> <tr> <td>President</td> <td>J. Phillip Myatt, M.D., PGY II, Internal Medicine</td> </tr> <tr> <td>Vice President</td> <td>Lillian F. Liao, M.D., PGY III, General Surgery</td> </tr> <tr> <td>Treasurer</td> <td>John R. Brenner, M.D., PGY III, Anesthesiology</td> </tr> <tr> <td>Secretary</td> <td>C. Dave Fuller, M.D., PGY II, Radiation Oncology</td> </tr> </table>	President	J. Phillip Myatt, M.D., PGY II, Internal Medicine	Vice President	Lillian F. Liao, M.D., PGY III, General Surgery	Treasurer	John R. Brenner, M.D., PGY III, Anesthesiology	Secretary	C. Dave Fuller, M.D., PGY II, Radiation Oncology	For informational purposes only.	Open (Dr. Bready)
President	J. Phillip Myatt, M.D., PGY II, Internal Medicine											
Vice President	Lillian F. Liao, M.D., PGY III, General Surgery											
Treasurer	John R. Brenner, M.D., PGY III, Anesthesiology											
Secretary	C. Dave Fuller, M.D., PGY II, Radiation Oncology											
	9	Dr. Bready asked the Committee to review the following policies in their agenda packets: <ul style="list-style-type: none"> – First Notice, GME New Policy: 1.5. GME Continuity of Oversight – First Notice, GME Policy Revision: 2.1.1. GME General Policies – First Notice, GME Policy Revision: 2.1.12. Residency Closure & Reduction – First Notice, GME New Policy: 4.3.1. Resident Transfer – First Notice, GME New Policy: 4.5. GME Board Eligibility – First Notice, GME New Policy: 7.3.1. Information about Impact of Leave on Board Eligibility – First Notice, GME Policy Revision: 8.1. Completion of Medical Records 	Policies will be reviewed and a vote will be taken at the meeting in April.	Open (Dr. Bready)								
	2, 3, 4	Dr. Bready asked the Committee to review the 2007 ACGME Resident Survey Report in their packets. She pointed out that responses to questions 13, 16, 17 and 19 raised some concerns from the institutional level. A discussion ensued	Dr. Bready will review other institutional data and report at April	Open (Dr. Bready)								

	GMEC DUTY¹	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
		about what is considered a reasonable response rate; summarized data from the previous 2 years will be presented next month.	meeting.	
	2-4, 8, 9	Dr. Bready announced that the Annual Program Review Survey was distributed to Program Directors to complete by April 1, 2008. She commented that the survey has added questions that will assist with institutional compliance of the Common Program Requirements effective August 2007. Dr. Fowler expressed concern about having to prepare a PIF for the 6/08 site visit along with this survey.	For informational purposes only.	Open (Dr. Bready)
	7, 11	Dr. Bready discussed the implications of proposed changes by the USMLE . The step 1-2-3 exams would be replaced with two gateway exams. The first exam would be taken before the student's medical school graduation, and second exam would be taken during their residency. A copy of her recent PowerPoint presentation will be posted on the GME site.	Dr. Bready will provide updates to the Committee as she receives them.	Open (Dr. Bready)
	2, 7	Dr. Bready asked the Committee to review the memorandum in their packets from Dr. Theresa Chiang, the Vice-President for Academic Administration regarding approval of I-485 (Green Card) applications. The application can be approved and a green card issued if the name check has been pending for more than 180 days.	For informational purposes only.	Open (Dr. Bready)
	6	Dr. Bready mentioned a PowerPoint presentation was sent to Program Directors discussing Quality Improvement . It may be used as an educational resource for faculty and trainees, and is available on the GME site as well. Paper copies of the presentation were available at the meeting.	For informational purposes only.	Open (Dr. Bready)
		b. Quality and Accreditation Subcommittee – Dr. Nolan		
	2, 8, 9	Dr. Nolan announced the following Internal Reviews are scheduled: <ul style="list-style-type: none"> - Pediatric Sports Medicine – 3/11/08 (conducted earlier today) - Pediatric Nephrology – 4/7/08 - Surgery – 4/30/08 - Urology - 7/16/08 - Surgery Critical Care – August 2008 - Non-ACGME Accredited Programs Dr. Bready reminded the Committee that non-ACGME accredited fellowship programs whose residents will be PIT permit holders must go through an Internal Review process before submitting their application to the TMB.	For informational purposes only.	Open (Dr. Nolan)
	2, 8, 9	Dr. Nolan announced the following site visits are scheduled: <ul style="list-style-type: none"> - Family Medicine/McAllen – April 1, 2008 - Christus Santa Rosa Institutional – June 17, 2008 - Pathology – June 18, 2008 - Dermatology – June 19, 2008 - Ophthalmology – June 2008 	For informational purposes only.	Open (Dr. Nolan)

	GMEC DUTY¹	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
	8, 10	ACGME RRC Correspondence: <ul style="list-style-type: none"> - 2/12/08 Anesthesiology progress report to RRC. - 2/13/08 Forensic Psychiatry letter to RRC - response to citation. - 2/13/08 Ophthalmology RRC – site visit moved to June 2008 (from December 2008) - 2/20/08 PM&R email - 4 year cycle with request for progress report. - 2/25/08 Anesthesiology Pain Medicine Complement Change Request - increase 5 to 6. - 3/3/08 Pathology Site Visit scheduled on 6/18/08. - 3/3/08 Dermatology Site Visit scheduled on 6/19/08. - 3/4/08 Orthopedic Sports Medicine LON; 5 year cycle with 2 citations. - 3/4/08 Nuclear Medicine - information about the ACGME Resident Portfolio Beta Test Phase. (Dr. Bready explained the project to the Committee.) 	For informational purposes only.	Open (Dr. Nolan)
		c. Working Environment Subcommittee – Dr. Carlisle		
	1, 7, 8	Dr. Crawford met with Mr. Tom Peters and Ms. Betty Flowers from UHS to discuss vacation time during the PGY-1 year. Dr. Crawford reported that each program has different ways of setting up leave for their interns. He will present the information at the next WE subcommittee meeting to determine if this issue should be pursued.	Progress report next month.	Open (Dr. Carlisle)
	7, 8	Dr. Carlisle reported that he met with Mr. Mike Black, Mr. Jack Park, Dr. Jan Wilson, and a CTRC police representative about the resident parking situation at the CTRC. It was decided that a memorandum will be sent by the Medical School Dean stating that faculty will pay for their parking at CTRC. The group felt that residents should not pay for parking at CTRC. The departments will pay for resident permits.	Progress report next month.	Open (Dr. Carlisle)
		d. Education and Evaluation Subcommittee – Dr. Peel		
	6, 7	Dr. Peel reported that she attended a presentation at the ACGME meeting that discussed standardized tools that will be available soon on the ACGME website.	For informational purposes only.	Open (Dr. Peel)
	6, 7	Dr. Peel announced that the Education webpage on the GME website will soon have hundreds of links available. These will represent various educational resources for programs, with brief descriptions of the specifics of each. She asked the Committee to please forward any related links or information to her for this webpage.	For informational purposes only.	Open (Dr. Peel)
	6, 7	Dr. Bready announced that she is working on a revised Resident Impairment Policy , and reminded all in attendance that specific instruction regarding impairment including substance abuse was expected in all programs, and that educational materials are available on the GME website.	For informational purposes only.	Open (Dr. Peel)
		e. Allocation and Funding Subcommittee – Dr. Erikson		
	1	Dr. Nadeau reported for Dr. Erikson that spreadsheets are being developed that will identify funding sources, actual trainees, and FTEs for all programs.	For informational purposes only.	Open (Dr. Erikson)

	GMEC DUTY¹	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
	1	Mr. Peters reminded the Committee that programs using military rotators should be coordinating the funding with SAUSHEC. f. Resident Duty Hours Subcommittee – Dr. Crawford	For informational purposes only.	Open (Dr. Erikson)
	3	Dr. Crawford reviewed the minutes for the meeting held on March 4, 2008. g. Resident Supervision Subcommittee – Dr. Dooley	Meeting minutes approved by GMEC.	Open (Dr. Crawford)
	4	Dr. Dooley announced that all programs will be asked to review and update their policies by this summer. h. House Staff Council – Dr. Liao	For informational purposes only.	Open (Dr. Dooley)
	9	Nothing to report – they’ve just begun their term as officers. i. Program Coordinators Subcommittee – Ms. Hill	For informational purposes only.	Open (Dr. Myatt/Leong)
	8, 9, 11	Ms. Hill announced she and Ms. Smart will meet with Dr. Bready to discuss the recent survey and plans for the subcommittee for this year.	For informational purposes only.	Open (Ms. Hill)
	8, 9, 11	Ms. Hill announced there will be a special PC meeting held on March 13 th to inform the new program coordinators about the “Scramble” process. 3. RAHC Report: Dr. Valdez	For informational purposes only.	Open (Ms. Hill)
	2, 5	Dr. Valdez reported that VBMC is supportive of the residency and of the concept of potential expansion. 4. UHS Report: Tom Peters		
	2, 5	Mr. Peters reported the Medical Records cut and paste policy is being drafted.		
	2, 5	Mr. Peters announced that Doctors Week and Blood Donor Week will be the week of March 24 th . Doctors will receive free lunch at the different UHS facilities throughout San Antonio and will receive a gift when they donate blood. 5. VA Report: Dr. Dooley		
	2, 5	Dr. Dooley reported that the Surgery call rooms renovation is complete. The male call room has moved to the 4 th floor and the door lock is being repaired.		
	2, 5	Dr. Dooley reported the Surgery work room is also being renovated to include computers and a large bulletin board. Also, new surgical texts have been ordered to replace the outdated editions.		
	2, 5	Dr. Dooley announced the Learners Perception Survey will be available soon.		
	2, 5	Dr. Dooley informed the Committee that his trip to the Valley was successful with regards to getting UTHSCSA residents approved for VA Clinic rotations in both McAllen and Harlingen. 6. SAUSHEC Report: Dr. Torrington		
	2, 5	Dr. Torrington announced SAUSHEC is sponsoring a symposium specifically targeted to residents, that will discuss how to design a research project. An announcement will be sent in the future.		
		7. CHRISTUS Santa Rosa Report – Ray Afaisen		
	2, 5	No report.		

	GMEC DUTY¹	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
		8. Announcements:		
		Program Leadership Development Series "Self Reflection & ILPs" Thursday, March 13, 2008 from noon – 1:00 pm in Rooms 108-110-112 AAB		
		TMAIT Presentation Contact Information		
		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 April 8, 2008		
5. Adjournment		The meeting was adjourned at 5:15 p.m.		