

## GRADUATE MEDICAL EDUCATION COMMITTEE

Minutes  
February 13, 2007

Approved by: \_\_\_\_\_

**Lois L. Bready, M.D., Chair**

<b>Voting Members Present</b>	L Bready, MD, Chair <b>Carolina Bonilla, MD</b> Daniel Carlisle, MD Robert Castro, MD George Crawford, MD Neal Dalrymple, MD John Erickson, MD	Larry Fowler, MD <b>Gianina Gomez, MD</b> <b>Adam Graff, MD</b> Rosemary Hickey, MD Debra Hunt, MD Tracy Johnson, MD	Kenneth Matthews, MD Mark Nadeau, MD Jennifer Peel, PhD Carlos Rosende, MD Kit Smart Cynthia Spears	<u>UHS Representatives</u> Thomas Peters Alt-Betty Flowers <u>VAH Representatives</u> David Dooley, MD	<b>(Teleconference)</b> <u>RAHC Representative</u> James Hanley, MD
<b>Non-Voting &amp; Others Present</b>	Mazen Arar, MD Wendy Bretón Beverly Combs	Lynanne Foster, MD Julieanne Flynn, MD Lisa Marquise	Darlene Metter, MD Ken Simcic, MD Thomas Matthews, MD		
<b>Voting Members Absent</b>	Constance Barone, MD Karin Brewer Merrill Carolin, MD Jon Courand, MD (exc)	Daniel Dent, MD (exc) G. Richard Holt, MD Javier LaFontaine, DPM John Littlefield, PhD	Robert Nolan, MD (exc) Elly Xenakis, MD	<u>CSR Representative</u> Ray Afaisen (exc) <u>SAUSHEC Representatives</u> Ted Parsons, MD	<u>VBMC Representatives</u> Jim Salyer

<sup>1</sup> **Regarding GME Committee Responsibilities** (ACGME Institutional Requirements IV.B), the GMEC must: **(1)** establish and implement policies and procedures regarding the quality of education and the work environment for the residents in all ACGME-accredited programs **(2)** review annually and make recommendations to the Sponsoring Institution on resident stipends, benefits, and funding for resident positions to assure that these are reasonable and fair; **(3)** establish and maintain appropriate oversight of and liaison with program directors and assure that program directors establish and maintain proper oversight of and liaison with appropriate personnel of other institutions participating in the ACGME-accredited programs of the Sponsoring Institution; **(4)** establish and implement formal written policies and procedures governing resident duty hours in compliance with the Institutional and Program Requirements; **(5)** assure that ACGME-accredited programs provide appropriate supervision for all residents that is consistent with proper patient care, the educational needs of residents, and the applicable Program Requirements; **(6)** assure that each program provides a curriculum and an evaluation system to ensure that residents demonstrate achievement of the six general competencies listed in Section III.E and as defined in each set of Program Requirements; **(7)** establish and implement formal written institutional policies for the selection, evaluation, promotion, and dismissal of residents in compliance with the Institutional and Program Requirements; **(8)** regularly review all ACGME program accreditation letters and monitor action plans for the correction of concerns and areas of noncompliance; **(9)** regularly review the Sponsoring Institution's Letter of Report from the IRC and develop and monitor action plans for the correction of concerns and areas of noncompliance; **(10)** review and approve prior to submission to the ACGME program changes, revisions, correspondence, etc.; **(11)** conduct internal reviews of all ACGME-accredited programs including subspecialty programs to assess their compliance with the Institutional Requirements and the Program Requirements of the ACGME Residency Review Committees in accordance with the guidelines in Section V.

	<b>GMEC DUTY<sup>1</sup></b>	<b>DISCUSSION/CONCLUSION</b>	<b>RECOMMENDATIONS</b>	<b>FOLLOW-UP (BY WHOM)</b>
<b>1. Opening</b>		The Graduate Medical Education Committee of The University of Texas Health Science Center met for a scheduled meeting on Tuesday, February 13, 2007, 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.		
<b>2. Approval of Minutes</b>		The minutes of January 9, 2007 were reviewed.	Approved as written.	Closed
<b>3. New Business</b>		None to report	For informational purposes only	
<b>4. Ongoing Business</b>		<b>1. Standing Reports:</b>		
		<b>a. DIO—Dr. Lois Bready</b>		
	1	Dr. Bready presented the draft policy for records retention in GME programs to the Committee.	Vote to be taken in March.	Open (Dr. Bready)
	3	Dr. Bready asked the Committee to review the Texas Medical Board physician in training permit application process; updated 2/5/2007. The only change made was to the application process for out-of-state rotators.	For informational purposes only	Open (Dr. Bready)
	1	Dr. Bready announced the Office of the Medical Dean is forming a diversity task force for faculty, staff, residents and students. Anyone interested should contact Dr. Jan Wilson in the Medical Dean's office.	For informational purposes only	Open (Dr. Bready)
		<b>b. Internal Review Subcommittee – Dr. Nolan</b>		
	11	Dr. Bready presented the annual report of the internal review subcommittee for Dr. Nolan.	For informational purposes only	Open (Dr. Nolan)
	11	Dr. Bready announced the pending internal reviews for non-accredited and ACGME-accredited programs. She asked the Committee to please consider volunteering on an internal review panel or allowing a resident to volunteer.	For informational purposes only	Open (Dr. Nolan)
		<b>c. Working Environment Subcommittee – Dr. Carlisle</b>		
	1	Nothing to report.		Open (Dr. Carlisle)
		<b>d. General Competencies Subcommittee – Dr. Peel</b>		
	6	Nothing to report.		Open (Dr. Peel)
		<b>e. Resident Duty Hours Subcommittee – Dr. Crawford</b>		
	4	Dr. Crawford reported the duty hours survey reports have been distributed to programs. The committee is waiting for feedback.	For informational purposes only	Open (Dr. Crawford)
		<b>f. Resident Supervision/Evaluation Subcommittee – Dr. Nolan</b>		
	5	Nothing to report.	For informational purposes only	Open (Dr. Nolan)

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		<b>g. Resident Tracking Software Subcommittee – Dr. Erikson &amp; Ms. Wendy Breton</b>		
	1	Nothing to report.	For informational purposes only	Open (Dr. Erikson)
		<b>h. Resident Allocation Subcommittee (ad hoc) – Dr. Rosende</b>		
	2	Nothing to report.	For informational purposes only	Open (Dr. Rosende)
		<b>i. Housestaff Council – Dr. Gomez</b>		
	1	Dr. Gomez announced that Dr. Adam Graff was elected the 2007 Housestaff Council President.	For informational purposes only	Open (Dr. Gomez)
		<b>2. ACGME RRC Correspondence</b>		
	10	Dr. Bready reviewed the following correspondence with the Committee: <ul style="list-style-type: none"> <li>o Letter to Plastic Surgery approving additional changes in participating institutions with concern.</li> <li>o Letter to Anesthesiology confirming the site visit date has been transferred to 4/4/2007.</li> <li>o Letter to Radiation Oncology confirming the site visit date has been transferred to 4/3/2007.</li> <li>o Letter to Neurological Surgery announcing site visit will occur on 5/1/2007.</li> <li>o E-mail notification: Orthopaedic Surgery received continued accreditation for 5 years effective 1/13/2007. Next survey in January 2012.</li> <li>o Letter to Neurological Surgery confirming site visit has been transferred to 5/2/2007.</li> <li>o E-mail notification – Rheumatology 5-year accreditation; next survey January 2012.</li> <li>o E-mail notification – Radiation Oncology requested for temporary increase (to 7).</li> <li>o E-mail notification – Neonatal-Perinatal Medicine request for temporary increase (to 4).</li> </ul>	For informational purposes only	Open (Dr. Bready)
	3	<b>3. RAHC Report: Nothing to report.</b>		
	3	<b>4. UHS Report: Mr. Peters</b>		
		Mr. Peters reported the UHS Executive Committee approved the request to include an “administrative duty” category in the medical records suspension policy.	For informational purposes only	Open (Mr. Peters)
	3	<b>5. VA Report: Dr. Dooley</b>		
		Dr. Dooley announced the VAH is working with the RAHC to determine patient count for justification of more staff for Urology, ENT, Women’s Health, Psychiatry and Dermatology.	For informational purposes only	Open (Dr. Dooley)

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	3	<b>6. SAUSHEC Report:</b> Dr. Bready reported that she will participate in the search for the new SAUSHEC dean.	For informational purposes only	Open (Dr. Parsons)
	3	<b>7. CHRISTUS Santa Rosa Report – No Report</b>		
		<b>8. Announcements:</b> Dr. Bready asked the Committee to review the Announcements section of their packet where the following information can be found: <ul style="list-style-type: none"> <li>o Educational Research Mini-Courses</li> <li>o <b>ACGME Resident Review</b> – Winter 2007 Edition</li> <li>o Registration, Abstract &amp; Poster Information for the <b>2010 Quality Conference</b> on March 12-13, 2007; hosted by The Methodist Hospital (Houston, TX) in conjunction with New York Presbyterian Hospital and Weill Medical College of Cornell University.</li> </ul>		
		GMEC meetings will be at 4:00 p.m. in the School of Medicine Conference Room, room 373-L, in the Medical School on: <p style="text-align: center;"> <b>April 10</b>  <b>May 8</b>  <b>June 12</b>  <b>July 10</b>  <b>August 14</b>  <b>September 11</b>  <b>October 9</b>  <b>November 13</b>  <b>December 11</b> </p>		
<b>5. Adjournment</b>		The meeting was adjourned at 5:01 p.m.		