

**GRADUATE MEDICAL EDUCATION COMMITTEE**

Minutes  
 March 14, 2006

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

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

<b>Voting Members Present</b>	L Bready, MD, Chair <b>Carolina Bonilla, MD</b> Kathy Bowers Karin Brewer Merrill Carolin, MD	Robert Castro, MD George Crawford, MD Julieanne Flynn, MD <b>Adam Graff, MD</b> <b>Gianina Gomez, MD</b> Ross Lawler, MD	<b>Robert Love, DO</b> Kenneth Matthews, MD Robert Nolan, MD Jennifer Peel, PhD Kit Smart <b>Brian Waters, MD</b>	<u>SAUSHEC Representatives</u> Alt-Richard Boggs <u>UHS Representatives</u> Thomas Peters Alt-Betty Flowers <u>VAH Representatives</u> Ray Chung, MD	
<b>Non-Voting &amp; Others Present</b>	Joseph Basler, MD Wendy Bretón	Beverly Combs Nancy Ibach	Eric Kraus, MD Lisa Marquise	Mark Nadeau, MD	
<b>Voting Members Absent</b>	Constance Barone, MD Gary Campbell, DO Daniel Carlisle, MD Hilda Cheatum Ewell Clarke, MD Daniel Dent, MD John Erickson, MD	Larry Fowler, MD Ann Franklin Rosemary Hickey, MD G. Richard Holt, MD Debra Hunt, MD Javier LaFontaine, DPM	John Littlefield, PhD Melanie Richards, MD Carlos Rosende, MD Cynthia Spears Elly Xenakis, MD	<u>CSR Representative</u> Ray Afaisen	<u>RAHC Representative</u> James Hanley, MD <u>VBMC Representatives</u> Jim Salyer
	<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, March 14, 2006, at 4:00 p.m. in Room J 114, VA Hospital. Dr. Bready called the meeting to order at 4:05 p.m.			

<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 R<sup>1</sup> 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>2. Approval of Minutes</b>		The minutes of February 14, 2006 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 asked the Committee to review the revised policy on resident selection and appointment.	The GMEC approved the policy revisions.	Closed
	1	Dr. Bready asked the Committee to review the revised policy on resident e-mail accounts at UTHSCA.	The GMEC approved the policy revisions.	Closed
	10	Dr. Bready reviewed the site visit progress report submitted by the Internal Medicine-RAHC program to the Internal Medicine RRC.	For informational purposes only	Open (Dr. Bready)
	3	Dr. Bready announced that the TMB was recommending a policy be adopted that will allow each institution's GME committee to evaluate new fellowship programs applications, make a recommendation to the dean (or DIO), and only after both have approved would the request be submitted to the TMB.	Dr. Bready meeting with TMB in Austin on 3/28/06. Report to follow.	Open (Dr. Bready)
	3	Dr. Bready asked the Committee to review the e-mail correspondence in the agenda packets from the NRMP regarding Public Program Information.	For informational purposes only	Open (Dr. Bready)
	5	Dr. Bready asked the Committee to review the ACGME memo sent to Surgery Program Directors outlining changes in minimum requirements for laparoscopy and endoscopy. She reminded the program directors that the ACGME has a sample survey for viewing on their website.	For informational purposes only	Open (Dr. Bready)
	4	Dr. Bready announced the following programs were contacted to complete their ACGME Resident Survey by 3/26/06: Family Medicine-McAllen, Family Medicine-UTHSCSA, and Internal Medicine-UTHSCSA. She also reviewed a handout from the ACGME meeting that lists significant changes to the process.	For informational purposes only	Open (Dr. Bready)
	3	Dr. Bready asked the Committee to review the copy of the "Compact Between Resident Physicians and Their Teachers" in their agenda packets. She reminded the Committee that this information is useful when completing the annual review of program effectiveness.	For informational purposes only	Open (Dr. Bready)
	3	Dr. Bready asked the Committee to read the "Immigration Primer for Institutional GME Officials" information in their packets. The primer lists the requirements for the J-1 Visa and the H-1B Visa.	For informational purposes only	Open (Dr. Bready)
		<b>b. Internal Review Subcommittee – Dr. Nolan</b>		
	11	Dr. Nolan reviewed the Plastic Surgery RRC Site Visit Action Plan with the Committee. He noted there will not be a need for reassessment of item 1. Item 2 will be reassessed in September, 2006.	For informational purposes only	Open (Dr. Nolan)
	11	Dr. Nolan announced the following programs with pending Internal Reviews: Nuclear Medicine – 3/22/06 Neuroradiology – 4/06 Podiatry – 5/06	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	Dr. Peel asked the Committee to review the Program Annual Competency Tool (PACT) document in their packets. The tool can be used for annual program reviews, mentoring, self-reflection and portfolios.	For informational purposes only	Open (Dr. Peel)
		<b>e. Resident Duty Hours Subcommittee – Dr. Crawford</b>		
	4	Dr. Crawford announced that there will be a supplementary DH survey conducted at the end of March that will include the 2 programs with the highest frequency of violations. He also announced that the ACGME has asked the DH subcommittee to draft new language for the Duty Hours component of the ACGME Resident Survey.	For informational purposes only	Open (Dr. Crawford)
		<b>f. Resident Supervision Subcommittee – Dr. Chung</b>		
	5	Dr. Chung informed the Committee that the Podiatry Supervision Policy and Procedures documents were reviewed and approved by the RS Subcommittee.	For informational purposes only	Open (Dr. Chung)
		<b>g. Resident Tracking Software Subcommittee – Dr. Erikson &amp; Ms. Wendy Breton</b>		
		Nothing to report.	For informational purposes only	Open (Dr. Erikson)
		<b>h. Resident Allocation Subcommittee (ad hoc) – Dr. Rosende</b>		
	2	Dr. Bready asked the Committee to review the correspondence from Dr. Rosende detailing the endorsement of the Pediatric Critical Care Fellowship request to increase their positions by 3 (one at each PGY level) by the RA subcommittee.	The GMEC approved the resident positions.	Closed
		<b>i. Housestaff Council – Dr. Gomez</b>		
	1	Nothing to report.		Open (Dr. Gomez)
		<b>2. ACGME RRC Correspondence</b>		
	8	<ul style="list-style-type: none"> <li>o Dermatology request for temporary increase approval letter</li> <li>o Surgery accreditation e-mail - 4 year cycle</li> <li>o Program Requirements approved at the February 2005 meeting for Adult Cardiothoracic Anesthesiology, Congenital Cardiac Surgery, Pediatrics subspecialties, Transitional Year, Multidisciplinary Pain Medicine, Vascular Surgery, and Anesthesiology</li> <li>o Acknowledgement letter to Pediatric Nephrology of the application for accreditation of its residency program</li> </ul>		
		<b>3. UHS Report: Mr. Peters</b>		
	3	Mr. Peters announced that Doctors Week will be the week of March 27 <sup>th</sup> . The residents and faculty will be treated to free meals throughout the week.		
		<b>4. VA Report: No Report</b>		
		<b>5. SAUSHEC Report: No Report</b>		
		<b>6. CHRISTUS Santa Rosa Report – No Report</b>		
		<b>7. Announcements:</b>		

	3	<ul style="list-style-type: none"> <li>○ Southern Group on Educational Affairs annual meeting, May 4-6 in Galveston, Texas <a href="http://www.utmb.edu/sgea-in-galveston">http://www.utmb.edu/sgea-in-galveston</a></li> <li>○ Special conference for new Chief Residents, June 2-4, 2006, Charleston, SC</li> </ul>			
		GMEC meetings will be at 4:00 p.m. in Room J-114 at the VA Hospital on:			
		April 11, 2006	August 8, 2006		
		May 9, 2006	September 12, 2006		
		June 13, 2006	October 10, 2006		
		July 11, 2006	November 14, 2006		
			December 12, 2006		
<b>5. Adjournment</b>		The meeting was adjourned at 4:46 p.m.			