

GRADUATE MEDICAL EDUCATION COMMITTEE

Minutes

4/10/07

Approved by: _____

Lois L. Bready, M.D., Chair

Voting Members Present	L Bready, MD, Chair Karin Brewer Daniel Carlisle, MD Robert Castro, MD Jon Courand, MD George Crawford, MD Neal Dalrymple, MD	John Erickson, MD Larry Fowler, MD <i>Ann Franklin for</i> Rosemary Hickey, MD G. Richard Holt, MD Tracy Johnson, MD John Littlefield, PhD Kenneth Matthews, MD	Philip Myatt, MD Mark Nadeau, MD Robert Nolan, MD Carlos Rosende, MD Sarah Samreen, MD David Schlesinger, MD Kit Smart	<u>SAUSHEC Representatives</u> Alt-Richard Boggs <u>UHS Representatives</u> Thomas Peters Alt-Betty Flowers <u>VAH Representatives</u> David Dooley, MD	(Teleconference) <u>RAHC Representative</u> James Hanley, MD Adela Valdez, MD
Non-Voting & Others Present	Wendy Bretón Beverly Combs	Jane Lynch, MD Lisa Marquise	Ken Simcic, MD		<u>RAHC Representative</u> Stanley Fisch, MD <u>McAllen Representative</u> Juan Trevino, MD
Voting Members Absent	Constance Barone, MD Merrill Carolin, MD Daniel Dent, MD	Adam Graff, MD Debra Hunt, MD Javier LaFontaine, DPM	Jennifer Peel, PhD (exc) Elly Xenakis, MD	<u>CSR Representative</u> Ray Afaisen	<u>VBMC Representatives</u> Jim Salyer

¹ **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.

	GMEC DUTY ¹	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 10, 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 4:03 p.m.		
2. New Business		The minutes of March 20, 2007 were reviewed.	Approved as written.	Closed
3. Ongoing Business		1. Standing Reports:		
		a. DIO—Dr. Lois Bready		
	3	F/u on Surgery request for waiver of allowable observership duration in GME Observership Policy – the Committee voted to allow the requested waiver for Surgery. Dr. Bready informed the Committee that the GME office and University Health System were discussing ways to improve communication about residents who apply for Observerships and Clinical Rotators.	For informational purposes only	Open (Dr. Bready)
	3	f/u on Surgery request for waiver of GME Observership Policy requirement that observers be <u>currently enrolled in residency programs</u> . The request was denied by the Committee. The Surgery Department will be asked to contact Continuing Medical Education to process their observers who are not currently residents in training programs.	GME Committee denied the request.	Closed
	11	Dr. Bready asked the Committee to review the Advanced Cardiothoracic Fellowship application in their packets. The application will be submitted to the Texas Medical Board for approval. Dr. Nolan commented on the program's Internal Review that occurred in January 2007.	For informational purposes only	Open (Dr. Bready)
		b. Internal Review Subcommittee – Dr. Nolan		
	11	Dr. Nolan announced the following programs have Internal Reviews pending : <ul style="list-style-type: none"> - Non-ACGME programs needing PIT Permits <ul style="list-style-type: none"> ▪ Palliative Care fellowship program – IR scheduled 4/11/07 ▪ Surgical Pathology fellowship program – IR scheduled 4/30/07 ▪ Pulmonary Transplant fellowship program – to be scheduled - ACGME programs <ul style="list-style-type: none"> ▪ Cytopathology – April 24, 2007 ▪ Ob-Gyn – April 25, 2007 ▪ Family Medicine – May 10, 2007 ▪ Ophthalmology – early June 2007 ▪ Internal Medicine & Subspecialties – beginning in June 2007 ▪ Internal Medicine RAHC – August 2007 	For informational purposes only	Open (Dr. Nolan)

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	11	Dr. Nolan announced the following programs have completed their Internal Reviews: <ul style="list-style-type: none"> - <i>Non-ACGME</i>: Body Imaging and Intervention fellowship program – completed 3/7/2007 - <i>Non-ACGME</i>: Advanced Anticancer Drug Development (IDD) fellowship program – completed 3/20/07 - <i>Non-ACGME</i>: Body MRI fellowship program – completed 3/21/07 - Plastic Surgery – completed 4/2/07 	For informational purposes only	Open (Dr. Nolan)
		c. Working Environment Subcommittee – Dr. Carlisle		
	1	Nothing to report.	For informational purposes only	Open (Dr. Carlisle)
		d. General Competencies Subcommittee – Dr. Peel		
	6	Nothing to report.		Open (Dr. Peel)
		e. Resident Duty Hours Subcommittee – Dr. Crawford		
	4	Dr. Crawford announced an e-mail regarding use of the procedure logger in New Innovations to satisfy JCAHO requirements was distributed to the Program Directors. A discussion ensued about the pros and cons. It was concluded that if competency in procedures is attained by PGY-level , then the posting of the resident supervision policies on the web should suffice. If competency is based on completion of a number of procedures , then the info should be logged in NI. Dr. Bready stated that there can be a link to NI with instructions on the GME website so that coordinators can access both websites from one place.	Committee approved the information.	Open (Dr. Crawford)
		f. Resident Supervision/Evaluation Subcommittee – Dr. Dooley		
	5	Dr. Dooley stated that the subcommittee will be up and running soon.	For informational purposes only	Open (Dr. Dooley)
		g. Resident Tracking Software Subcommittee – Dr. Erikson & Ms. Wendy Breton		
	1	Nothing to report.	For informational purposes only	Open (Dr. Erikson)
		h. Resident Allocation Subcommittee (ad hoc) – Dr. Rosende		
	2	Nothing to report. Dr. Bready requested a status report on Podiatry, Dr. Carlisle stated that the	For informational purposes only	Open (Dr. Rosende)

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		Podiatry program was stabilized, and the most recently matched group have high academic credentials. There are 2 full-time faculty and many part-time faculty. All three foci of the Department: research, patient care, and resident education, have improved.		
	2	Mr. Tom Peters/UHS announced that at the joint planning committee meeting held recently, it was decided that the GME Committee was the most appropriate forum to explore the various contributions of our programs and the assets they provide to UH and UT, stating that clinical and educational, not just fiscal, resources would be considered.	For informational purposes only	Open (Dr. Bready)
		i. Housestaff Council – Dr. Myatt representing Dr. Graff		
	1	Dr. Phillip Myatt, Vice-President of the Housestaff Council made the following requests:		
	1	The need for discussion of the Disruptive Resident Subcommittee.	Dr. Bready responded that the GME has policies regarding harassment but it does not have a subcommittee of this type at the present.	Closed
	1	The need for discussion of a lack of due process for residents – Dr. Bready responded that there are policies covering the issue and encouraged residents to become familiar with them.	Dr. Bready stated that there is an expectation that the process flow through the program first, but in the event that that was not practical or posed a conflict, the DIO has an open-door policy.	Closed
	1	The need for vacation time comparable to that offered by other institutions.	Dr. Bready referred discussion to the Working Environment Subcommittee.	Open (Dr. Carlisle)
		2. ACGME RRC Correspondence		
	8, 10	Dr. Bready reviewed the following correspondence with the Committee: <ul style="list-style-type: none"> o Letter to ACGME from PM&R appointing new program director. o Letter to RRC from Ob-Gyn informing them that the American Board of Obstetrics & Gynecology, Inc. has approved a three-year Fellowship in Maternal-Fetal Medicine starting July 2007. o Letter from Neurosurgery RRC approval the addition of Methodist Hospital as a participating institution was approved. The request to 	For informational purposes only	Open (Dr. Bready)

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		<p>increase resident was deferred pending the site visit.</p> <ul style="list-style-type: none"> ○ Letter to Pain Medicine from Anesthesiology RRC approving increase in resident complement from 3-4. ○ Accreditation Letter to Orthopaedic Surgery from ACGME. Accreditation cycle is 5 years with 1 citation. ○ Accreditation Letter to Rheumatology from ACGME. Accreditation cycle is 5 years with 1 citation. ○ ACGME e-mail communication – submitting requests for change in program director. Draft policy next month. ○ Otolaryngology request to fill PGY-4 position with a PGY-3. 		
		3. RAHC: Nothing to report.		
		4. UHS: Mr. Peters		
	3	<p>Dr. Bready stated that there is a push by the ACGME for individual call rooms. She plans to round with Mr. Peters, other UHS staff and some residents on April 12 at 2:00 pm.</p> <p>The following week, a work room inspection is scheduled with IM residents.</p>	For informational purposes only	Open (Mr. Peters)
		5. VA Report: Dr. Dooley		
	3	Dr. Dooley gave an update on the status of the fingerprinting process.	For informational purposes only	Open (Dr. Dooley)
		4. SAUSHEC Report: Mr. Richard Boggs		Open (Dr. Parsons)
	3	Mr. Boggs reported that there was a meeting with Dr. Parson's last week regarding BRAC's impact on surgery. He stated that the civilian side has been "reassured."	For informational purposes only	
	3	The DIO selection board met and that a list had been presented to the Generals. Information will be forthcoming when a decision has been finalized.	For informational purposes only	
	3	Col. Parsons is on "terminal leave" as of June and departs for Detroit in October.	For informational purposes only	
		7. CHRISTUS Santa Rosa Report – Nothing to report.		
		8. Announcements:		
		<p>Dr. Bready announced:</p> <ul style="list-style-type: none"> ○ SAUSHEC is sponsoring a faculty development session on May 17th and 18th. The location is to be announced. Dr. Bready stated that the GME Office is the contact for further information. ○ Volunteers are needed to serve on the Gifts from Industry Task Force, which will develop "rules we can all live with." They will look at food gifts, educational contributions, office supplies, and monetary gifts. All interested 	For informational purposes only	

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		<p>parties should contact the GME Office.</p> <ul style="list-style-type: none"> ○ Program Leadership Development Series – QI/Systems-Based Practice – Thursday April 12, 2007 from noon – 1:00 pm in 108-112 AAB ○ Conference – “Handling the Job of Chief Resident” sponsored by Southern Medical Association ○ UTHSCSA 2007 Scholarship of Teaching Grants Program 		
		<p>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> <p style="text-align: center;"> May 8 June 12 July 10 August 14 September 11 October 9 November 13 December 11 </p>		
5. Adjournment		The meeting was adjourned at 5:40 p.m.		