

**GRADUATE MEDICAL EDUCATION COMMITTEE**

Minutes

April 11, 2006

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

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

<b>Voting Members Present</b>	L Bready, MD, Chair <i>Janis Strong for</i> Constance Barone, MD Kathy Bowers Karin Brewer Gary Campbell, DO 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 <i>Cindy Spears for</i> Kenneth Matthews, MD	Mark Nadeau, MD Robert Nolan, MD Jennifer Peel, PhD <i>Eileen Kleffner for</i> Melanie Richards, MD Carlos Rosende, MD Kit Smart Cynthia Spears <i>Karin Brewer for</i> Elly Xenakis, MD	<u>CSR Representative</u> Ray Afaisen <u>SAUSHEC Representatives</u> Alt-Richard Boggs <u>UHS Representatives</u> Thomas Peters Alt-Betty Flowers <u>VAH Representatives</u> Ray Chung, MD	<b>(Teleconference)</b> <u>VBMC Representatives</u> Exc-Eileen Brown <u>RAHC Representative</u> Exc-James Hanley, MD
<b>Non-Voting &amp; Others Present</b>	Wendy Bretón Barbara Buchanan Hilda Cheatum	Beverly Combs Jon Courand, MD Ann Franklin	Eric Kraus, MD Jane Lynch, MD Lisa Marquise	Darlene Metter, MD VSreenath Reddy, MD Gregory Swanson, MD	
<b>Voting Members Absent</b>	<b>Carolina Bonilla, MD</b> Merrill Carolin, MD	Daniel Dent, MD G. Richard Holt, MD	John Littlefield, PhD Javier LaFontaine, DPM	<b>Robert Love, DO</b> <b>Brian Waters, MD</b>	

	GMEC DUTY <sup>1</sup>	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
<b>1. Opening</b>		The Graduate Medical Education Committee of The University of Texas Health Science Center met for a scheduled meeting on Tuesday, April 11, 2006, at 4:00 p.m. in the Medical Dean's Conference Room, 376-L in the Medical School. Dr. Bready called the meeting to order at 4:03 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 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 March 14, 2006 were reviewed.	Approved as written.	Closed
<b>3. Ongoing Business</b>		<b>1. Standing Reports:</b>		
		<b>a. DIO—Dr. Lois Bready</b>		
	10	Dr. Bready announced the following requests for DIO approvals were processed: <ul style="list-style-type: none"> <li>o Child &amp; Adolescent Psychiatry - PD Change</li> <li>o Cardiovascular Disease - Change in Complement</li> <li>o Pathology - temporary increase in resident complement</li> </ul>	For informational purposes only	Open (Dr. Bready)
	1,3	Dr. Bready asked the Committee to review the draft policy on Records Retention.	The policy will be voted on at the May GMEC meeting.	Open (Dr. Bready)
	1,2,3	Dr. Bready asked the Committee to review the draft policy on Educational Resources for the Pain Medicine Training Program.	The policy will be voted on at the May GMEC meeting.	Open (Dr. Bready)
	1,2,3	Dr. Bready asked the Committee to vote on the following policy revisions: <ul style="list-style-type: none"> <li>o Policy on Educational Resources for Sports Medicine Training Programs</li> <li>o Policy on Educational Resources for Critical Care Training Programs</li> </ul>	Both policies approved.	Open (Dr. Bready)
	10	Dr. Bready announced the following programs received notification that their ACGME resident surveys were scheduled: Anesthesiology, Dermatology, Family Medicine-Sports Medicine, Neurology, Ophthalmology, Orthopaedic Surgery, Otolaryngology, Pathology, Physical Medicine & Rehabilitation, Psychiatry, Forensic Psychiatry, and Radiology. The surveys must be completed by 4/30/06.	Monitor and report on responses at May GMEC meeting.	Open (Dr. Bready)
		<b>b. Autopsies Tracking (quarterly) – Dr. Fowler</b>		
	1	Dr. Fowler reported: UHS total autopsies: 8 in January and 5 in February. Rate of eligible deaths without autopsy request: 74.2% in January and 84.8% in February. % of non-Medical Examiner cases at UH autopsied: 25.8% in January and 15.2% in February. Data not available for VAH.	For informational purposes only.	Open (Dr. Fowler)
		<b>c. Internal Review Subcommittee – Dr. Nolan</b>		
	8	Dr. Nolan reviewed the Urology Action Plan.	Follow-up on areas of concern in January 2007.	Open (Dr. Nolan)
	10	Dr. Nolan discussed the Radiation Oncology Internal Review Report	Action plan report at June GMEC meeting.	Open (Dr. Nolan)
	10	Dr. Nolan announced the following Internal Reviews are pending: Neuroradiology - 5/9/06 Neurological Surgery – 6/06 Thoracic Surgery – 8/06 Orthopaedic Hand Surgery – 9/06	For informational purposes only.	Open (Dr. Nolan)

		Podiatry - TBA		
		<b>d. Working Environment Subcommittee – Dr. Carlisle</b>		
	2	Dr. Carlisle announced he and Dr. Crawford will meet with Mr. Peters at UHS to discuss salary increases for residents	Follow-up at May 9 <sup>th</sup> GMEC meeting.	Open (Dr. Carlisle)
		<b>e. General Competencies Subcommittee – Dr. Peel</b>		
	6	Dr. Bready discussed a handout which outlines new General Competencies questions that will be included in the Program Information Forms. These questions are currently contained in the Pediatrics PIF, and will soon be added to other PIFs. She reminded the attendees that the quarterly Program Directors Professional Development Workshop on May 22, 2006 will discuss this topic and other Phase 3 topics.	For informational purposes only.	Open (Dr. Peel)
	6	Dr. Peel asked the Committee to review an article about Personal Learning Plans included in their agenda packets. This reference is included in the support material on ACGME's Outcome Project site.	For informational purposes only.	Open (Dr. Peel)
	6	Dr. Peel announced a free Cross-Cultural Communications Skills course that can be accessed online.	For informational purposes only.	Open (Dr. Peel)
	6	Dr. Peel announced her next presentation is "Resident Sleep & Fatigue" on Monday, April 17 <sup>th</sup> at 4:00 pm in room 409L.	For informational purposes only.	Open (Dr. Peel)
		<b>f. Resident Duty Hours Subcommittee – Dr. Crawford</b>		
	4	Dr. Crawford discussed the Anesthesiology and Surgery Follow-up Survey reports given in March, 2006.	For informational purposes only	Open (Dr. Crawford)
	4	Dr. Crawford announced a focus group is being created to create new wording for the ACGME Resident Survey's duty hours questions. Dr. Fowler volunteered the Pathology residents as a control group.	For informational purposes only	Open (Dr. Crawford)
		<b>g. Resident Supervision Committee – Dr. Chung</b>		
	5	Nothing to report.	For informational purposes only	Open (Dr. Chung)
		<b>h. Resident Tracking Software Subcommittee – Dr. Erikson &amp; Ms. Wendy Breton</b>		
	3	Dr. Erikson reported that the data collection is complete on FTE vs. Funding vs. Pay Source for UHS.	For informational purposes only	Open (Dr. Erikson)
		<b>i. Resident Allocation Subcommittee (ad hoc) – Dr. Rosende</b>		
	3	Dr. Rosende announced that the Pediatric Critical Care request for additional positions was approved by the subcommittee.	For informational purposes only	Open (Dr. Rosende)
		<b>j. Housestaff Council – Dr. Gomez</b>		
	1	Dr. Gomez announced that the Housestaff Welcome Party at Fiesta Texas details are being finalized.	For informational purposes only	Open (Dr. Gomez)
		<b>2. ACGME RRC Correspondence</b>		
	8	<ul style="list-style-type: none"> <li>o New Surgical Critical Care PIF memorandum</li> <li>o ACGME Resident Review newsletter – this was distributed electronically to all residents – an error was noted, and was relayed to ACGME</li> </ul>	For informational purposes only	Open (Dr. Bready)
		<b>3. UHS Report: Mr. Tom Peters</b>		

	1,3	Mr. Peters announced that the Doctors Week activities were a success. They are now preparing for June Orientation for New Residents.												
		<b>4. VA Report: Dr. Ray Chung</b>												
	2,3	Dr. Chung announced that the VAH was granted 8 additional resident positions by their governing body. He can ask for more positions in November, 2006.												
		<b>5. SAUSHEC Report: Dr. Ted Parsons</b>												
	3	Nothing to report.												
		<b>6. CHRISTUS Santa Rosa Report: Mr. Ray Afaisen</b>												
	3	CHRISTUS now sponsors 2 programs, and soon is expected to have 3. Dr. Bready and Dr. Nolan will be meeting with Mr. Afaisen to discuss Institutional Requirements.												
		<b>7. Announcements:</b>												
		<ul style="list-style-type: none"> <li>o ERD 2006 Instructional Technology Enhancement Grants</li> <li>o AT&amp;T Foundations Research Enhancement Grants</li> </ul>												
		GMEC meetings will be at 4:00 p.m. in Room J-114 at the VA Hospital on:												
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">April 11, 2006</td> <td style="text-align: center;">September 12, 2006</td> </tr> <tr> <td style="text-align: center;">May 9, 2006</td> <td style="text-align: center;">October 10, 2006</td> </tr> <tr> <td style="text-align: center;">June 13, 2006</td> <td style="text-align: center;">November 14, 2006</td> </tr> <tr> <td style="text-align: center;">July 11, 2006</td> <td style="text-align: center;">December 12, 2006</td> </tr> <tr> <td style="text-align: center;">August 8, 2006</td> <td></td> </tr> </table>	April 11, 2006	September 12, 2006	May 9, 2006	October 10, 2006	June 13, 2006	November 14, 2006	July 11, 2006	December 12, 2006	August 8, 2006			
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<b>4. Adjournment</b>		The meeting was adjourned at 5:12 p.m.												