

GRADUATE MEDICAL EDUCATION COMMITTEE

Minutes
May 8, 2007

Approved by: _____

Lois L. Bready, M.D., Chair

Voting Members Present	L Bready, MD, Chair Lindy Bankes, MD Karin Brewer Jon Courand, MD George Crawford, MD Neal Dalrymple, MD Daniel Dent, MD	John Erickson, MD Larry Fowler, MD Dave Fuller, MD <i>Ann Franklin for</i> Rosemary Hickey, MD G. Richard Holt, MD <i>Yvette Cardenas for</i> Kenneth Matthews, MD	Mark Nadeau, MD Robert Nolan, MD Jennifer Peel, PhD Sarah Samreen, MD David Schlesinger, MD Kit Smart	<u>CSR Representative</u> Ray Afaisen <u>UHS Representatives</u> Alt-Betty Flowers <u>VAH Representatives</u> Dave Dooley, MD Alt-Barbara Stroud Alt-Cynthia Vahle	(Teleconference) <u>RAHC Representative</u> <i>Yolanda Felion for</i> James Hanley, MD
Non-Voting & Others Present	Wendy Bretón Oralia De La Garza Julieanne Flynn, MD	Lynanne Foster, MD Eileen Kleffner Lisa Marquise	Seenu Reddy, MD Ken Simcic, MD Claudio Zeballos, MD		<u>RAHC Representative</u> Adela Valdez, MD
Voting Members Absent	Daniel Carlisle, MD Merrill Carolin, MD Robert Castro, MD	Adam Graff, MD Tracy Johnson, MD Javier LaFontaine, DPM	John Littlefield, PhD Carlos Rosende, MD (exc) Howard Wang, MD Elly Xenakis, MD	<u>SAUSHEC Representatives</u> Ted Parsons, MD	<u>VBMC Representatives</u> Jim Wesson

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, May 8, 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 4:02 p.m.		
2. Approval of Minutes		The minutes of April 10, 2007 were reviewed.	Approved as written.	Closed
3. New Business		None to report	For informational purposes only	
4. Ongoing Business		1. Standing Reports:		
		a. DIO—Dr. Lois Bready		
	3	Dr. Bready asked the Committee to vote on a request submitted by Dr. Antonio Anzueto/Pulmonary Medicine to waive the length of the observership experience from the allowed 2 months to 6 months for Dr. Luis Diaz from Bogota, Columbia.	The GMEC approved the request.	Closed (Dr. Bready)
	1	Dr. Bready requested the Committee review a memo in the packet from Dr. James Legler, Assistant Professor, Family Medicine and Clinical Informatics Specialist and Mr. Vincent Huerta, Medical Director, Utilization and Care Coordination, UHS, outlining changes in discharge orders in the Sunrise Physician Order Entry System.	For informational purposes only	Open (Dr. Bready)
	7	Dr. Bready asked the Committee to review the Fifth Pathway Checklist that is to be used for residents entering a UTHSCSA program. The checklist can be found on the GME website as Policy 2.1.1.1 at: http://www.uthscsa.edu/gme/Policies/2.1.1.1%20Fifth%20Pathway%20Checklist.pdf	For informational purposes only	Open (Dr. Bready)
	10	Dr. Bready asked the Committee to review and vote on two requests to change program directors using the new process established by the ACGME. The guidelines for the new process were included in the agenda packets. The new Plastic Surgery program director will be Howard Wang, M.D. and the new Internal Medicine program director will be George Crawford, M.D.	The GMEC approved both of the requests.	Closed (Dr. Bready)
	10	Once the requests were approved, Dr. Bready asked the Committee to review and vote on the new policy and form that outlines the process to change residency or fellowship program director.	The GMEC approved the policy.	Closed (Dr. Bready)
	1	The final item Dr. Bready asked the Committee to review was a memorandum from Dr. Theresa Chiang, Vice-President for Academic Administration, informing all non-U.S. citizens that they must report a change of address within 10 days of moving to the new address. The exceptions are listed in the memorandum.	For informational purposes only	Open (Dr. Bready)
		b. Internal Review Subcommittee – Dr. Nolan		

	GMEC DUTY ¹	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
	11	Dr. Nolan reviewed the Surgical Pathology Non-accredited Fellowship application for TMB-approved fellowship application.	For informational purposes only	Open (Dr. Nolan)
	9, 11	Dr. Nolan reviewed the Plastic Surgery Internal Review Report. Follow-up date for Action Plan response is June 1, 2007.	For informational purposes only	Open (Dr. Nolan)
	11	Dr. Nolan announced the following Internal Reviews have been completed since the April GMEC meeting: <ul style="list-style-type: none"> - Palliative Care fellowship program – completed 4/11/07 - Cytopathology – completed 4/24/07 - Obstetrics & Gynecology – completed 4/25/07 - Surgical Pathology fellowship program – completed 4/30/07 		
	11	Dr. Nolan announced the following Internal Reviews are pending: <ul style="list-style-type: none"> - Family Medicine/SA – 5/10/07 - Gastroenterology – 5/29/07 - Ophthalmology – 6/7/07 - Dermatology – 6/19/07 - Hematology/Oncology – 7/3/07 - Endocrinology – 7/17/07 - Nephrology – 7/24/07 - Internal Medicine – 7/31/07 - Pulmonary Medicine – 8/7/07 - Psychiatry – 8/14/07 - Blood Banking/Transfusion Medicine – 8/21/07 - Infectious Disease – 8/28/07 - Internal Medicine/RAHC – 8/29/07 - Interventional Cardiology – 9/4/07 - Cardiovascular Disease – 9/11/07 - Pediatric Endocrinology – 9/18/07 - Geriatric Medicine – 9/25/07 - Pediatric Critical Care Medicine – 10/9/07 - Pediatrics – 10/16/07 - Neonatal-Perinatal Medicine – 10/23/07 - Child & Adolescent Psychiatry 10/30/07 - Pulmonary Transplant non-accredited fellowship program – to be scheduled Fall 2007 		
		c. Working Environment Subcommittee – Dr. Carlisle		
	1	Nothing to report.		Open (Dr. Carlisle)
		d. General Competencies Subcommittee – Dr. Peel		
	6	Dr. Peel reminded the Committee to contact the GME office to schedule lectures she presents.	For informational purposes only	Open (Dr. Peel)

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		Dr. Bready reminded the program directors that Dr. Peel is available to review their program's language regarding competency-based goals, objective, and evaluations.	For informational purposes only	Open (Dr. Peel)
		e. Resident Duty Hours Subcommittee – Dr. Crawford		
	4	Dr. Crawford reported the following duty hours policies were approved at the last meeting: Cardiovascular disease, Urology, Clinical neurophysiology, Infectious disease, Family Medicine-SA, Pulmonary disease, and Podiatry	For informational purposes only	Open (Dr. Crawford)
		f. Resident Supervision/Evaluation Subcommittee – Dr. Dooley		
	5	Dr. Dooley reported that the procedure logging process will be discussed at the next subcommittee meeting.	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.	For informational purposes only	Open (Dr. Rosende)
		i. Housestaff Council – Dr. Graff		
	1, 2	Nothing to report.		
		2. ACGME RRC Correspondence		
	8, 10	Dr. Bready reviewed the following correspondence from the ACGME with the Committee: <ul style="list-style-type: none"> o Resident/Fellow Survey Reports – Internal Medicine-RAHC, Neurological Surgery, Obstetrics & Gynecology, Pediatrics o Temporary increase approval (from 6 to 7 positions) e-mail to Radiation Oncology o Temporary increase request denial letter to Otolaryngology The ACGME Resident Survey Reports will be given further review going forward – we will be watching for systems issues across programs.	For informational purposes only	Open (Dr. Bready)
		3. RAHC Report		
	3	Dr. Valdez announced that Dean Henrich visited the RAHC/VA leadership at the new clinical facility next door. The opening date will be announced at a later time.		
		4. UHS Report		
	3	Nothing to report.		
	3	Dr. Bready announced that the 2007-2008 Graduate Medical Training Agreement was approved today.		
		5. VA Report		

	GMEC DUTY ¹	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
	3	Dr. Dooley introduced Cynthia Vahle, the new Administrative Officer in the VAH Education Office. Barbara Stroud is retiring on June 1, 2007.		
	3	Dr. Dooley announced that seven applications have been received for Proposals for the GME Enhancement. He expects a few more programs to apply.		
	3	Dr. Dooley announced a new fingerprinting security clearance process that current and new residents will be required to complete. He and Ms. Stroud stressed the importance of all residents completing the process as soon as possible.		
		6. SAUSHEC Report: No Report		
	3	Nothing to report.		
	3	Dr. Bready reminded the Committee that the SAUSHEC Faculty Development Workshop will be held on May 17-18, 2007 at Wilford Hall Medical Center and at Brooke Army Medical Center.		
		7. CHRISTUS Santa Rosa Report – No Report		
	3	Mr. Afaisen announced that his office is working with the Pediatrics program to process the new incoming residents and medical students at CSR.		
	3	Mr. Afaisen announced Internal Reviews were completed for the Internal Medicine Sports Medicine program and for the Colorectal Surgery program.		
	3	Mr. Afaisen announced the CSR new resident orientation will be held on Monday, June 25, 2007.		
		8. Announcements:		
		o Program Leadership Development Series – “Resident Teaching Skills“ Thursday May 10, 2007 from noon – 1:00 pm in 108-112 AAB		
		GMEC meetings will be at 4:00 p.m. in the School of Medicine Conference Room, room 373-L, Medical School on: June 12 July 10 August 14 September 11 October 9 November 13 December 11		
5. Adjournment		The meeting was adjourned at 5:10 p.m.		