

GRADUATE MEDICAL EDUCATION COMMITTEE

Minutes
May 9, 2006

Approved by: _____

Lois L. Bready, M.D., Chair

Voting Members Present	L Bready, MD, Chair Janis Strong for Constance Barone, MD Carolina Bonilla, MD Kathy Bowers Karin Brewer Ted Dubrawsky for Merril Carolin, MD Robert Castro, MD	Jon Courand, MD George Crawford, MD Neal Dalrymple, MD Larry Fowler, MD Gianina Gomez, MD Rosemary Hickey, MD Debra Hunt, MD Robert Love, DO	<i>Thomas Matthews, MD</i> for Kenneth Matthews, MD Mark Nadeau, MD Robert Nolan, MD Jennifer Peel, PhD <i>Eileen Kleffner for</i> Melanie Richards, MD Carlos Rosende, MD	<u>CSR Representative</u> Ray Afaisen <u>SAUSHEC Representative</u> Alt-Richard Boggs <u>UHS Representatives</u> Thomas Peters Alt-Betty Flowers <u>VAH Representative</u> Ray Chung, MD	(Teleconference)
Non-Voting & Others Present	Hilda Cheatum Julieann Flynn, MD Ann Franklin	Eric Kraus, MD Jane Lynch, MD	Lisa Marquise Bill Phillips, UHS VS Reddy, MD	Joel Silberberg, MD James Tysinger, PhD	<u>VBMC Representative</u> Jim Salyer <u>RAHC Representative</u> James Hanley, MD (excused)
Voting Members Absent	Gary Campbell, DO Daniel Carlisle, MD	John Erickson, MD G. Richard Holt, MD	Javier LaFontaine, DPM John Littlefield, PhD Kit Smart	Cynthia Spears Brian Waters, MD Elly Xenakis, MD	

	GMEC DUTY¹	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 9, 2006, at 4:00 p.m. in Room 371-L, Medical School. Dr. Bready called the meeting to order at 4:02 p.m.		

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.

2. Approval of Minutes		The minutes of April 11, 2006 were reviewed.	Approved as written.	Closed
3. New Business		SUNRISE Implementation Presentation - Bill Phillips, Director, Operational Services & SUNRISE Project Manager, University Health System	For informational purposes only.	
4. Ongoing Business		1. Standing Reports:		
		a. DIO—Dr. Lois Bready		
	1	Dr. Bready asked for a vote on the second submission of the policy on records retention.	The GMEC approved the policy.	Open (Dr. Bready)
	1	Dr. Bready asked for a vote on the second submission of the policy on educational resources for the Pain Medicine training program	The GMEC approved the policy.	Open (Dr. Bready)
	3	Dr. Bready informed the Committee that two of the new residents are NRMP challenges. One resident has a Visa issue. The other resident has a flag on the security background check. July 1, 2006 is the deadline to obtain clearance for the residents.	For informational purposes only	Open (Dr. Bready)
	3	Dr. Bready asked the Committee to review the memo from the Office of International Services asking that departments send complete applications to the ECFMG. Incomplete applications will result in a delay or denial by the ECFMG.	For informational purposes only	Open (Dr. Bready)
	3	Dr. Bready asked the Committee to review the J-1 vs. H-1B Visas comparison document in the agenda packet.	For informational purposes only	Open (Dr. Bready)
	2, 3	Dr. Bready reminded the Committee that an application must be submitted for VA-GME resident positions that are available in 2007-2008. The deadline for submission is August 2, 2006.	For informational purposes only	Open (Dr. Bready)
		b. Internal Review Subcommittee – Dr. Nolan		
	11	Dr. Nolan reviewed the Neurology, Rheumatology and Forensic Psychiatry Action Plans.	Follow up on some items in 8/06.	Open (Dr. Nolan)
		Dr. Nolan reviewed the Otolaryngology & Nuclear Medicine Internal Review Reports	For informational purposes only	Open (Dr. Nolan)
	11	Dr. Nolan announced the following Pending Internal Reviews: <ul style="list-style-type: none"> - Neuroradiology - 5/9/06 - Neurological Surgery – 5/31/06 - Thoracic Surgery – 8/06 - Orthopaedic Hand Surgery – 9/06 - Podiatry - TBA 	For informational purposes only	Open (Dr. Nolan)
		c. Working Environment Subcommittee – Dr. Carlisle		
	1	Nothing to report.		Open (Dr. Carlisle)
		d. General Competencies Subcommittee – Dr. Peel		
	6	Dr. Jon Courand, Program Director, Pediatrics, demonstrated the Portal on Resident Individual Learning Plans available on the AAP website.	For informational purposes only	Open (Dr. Peel)
	6	Dr. Peel announced that Dr. Kathryn M. Andolsek, Duke University, Durham, NC will visit the HSC on Thursday, June 1, 2006 to make several presentations	For informational purposes only	Open (Dr. Peel)

		about the LIFE Curriculum. More information can be found at :						
	6	Dr. Peel announced the next Program Director Professional Development Session will be on Monday, May 22, 2006 at 4:00 pm. Topic is Phase 3 of the General Competency Requirements.	For informational purposes only	Open (Dr. Peel)				
	6	Dr. Peel announced the proposed schedule for future PD/faculty development sessions: second Monday of each month at 6:00 am and the second Tuesday of each month at 6:00 pm.	For informational purposes only	Open (Dr. Peel)				
		e. Resident Duty Hours Subcommittee – Dr. Crawford						
	4	Dr. Crawford announced that the subcommittee has submitted the Institutional Duty Hours Survey with changes to the ACGME per their request.	For informational purposes only	Open (Dr. Crawford)				
		f. Resident Supervision Committee – Dr. Chung						
	5	<ul style="list-style-type: none"> o Policies approved by subcommittee with changes: Infectious Diseases, Neurology, Neurosurgery o Policies approved by subcommittee with no changes: Geriatric Medicine 	For informational purposes only	Open (Dr. Chung)				
		g. Resident Tracking Software Subcommittee – Dr. Erikson & Ms. Wendy Breton						
	3	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. Gomez						
	1	Dr. Gomez announced that the next Housestaff Council meeting will be on Friday, May 12, 2006 from 11:30am – 1:00 pm. The date for the Fiesta Texas party for new residents will be decided at this meeting.	For informational purposes only	Open (Dr. Gomez)				
		2. ACGME RRC Correspondence						
		<ul style="list-style-type: none"> o DIO Approvals o ACGME Resident Survey Update <ul style="list-style-type: none"> - Survey Summaries for programs that completed survey by 4/30/06 - New Resident Survey announcement – due 6/4/06 o IM RRC approval of Cardiovascular Disease request for increase in resident complement o Orthopaedic Surgery site visit notification letter o Cardiothoracic Surgery progress report letter o Internal Medicine-RAHC temporary increase confirmation e-mail 						
		3. UHS Report: No Report						
		4. VA Report: No Report						
		5. SAUSHEC Report: No Report						
		6. CHRISTUS Santa Rosa Report – No Report						
		7. Announcements: No Announcements						
		GMEC meetings will be at 4:00 p.m. in 371-L, Medical School on:						
		<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">June 13, 2006</td> <td style="width: 50%;">September 12, 2006</td> </tr> <tr> <td>July 11, 2006</td> <td>October 10, 2006</td> </tr> </table>	June 13, 2006	September 12, 2006	July 11, 2006	October 10, 2006		
June 13, 2006	September 12, 2006							
July 11, 2006	October 10, 2006							

		August 8, 2006	November 14, 2006		
			December 12, 2006		
5. Adjournment		The meeting was adjourned at 5:05 p.m.			