

**GRADUATE MEDICAL EDUCATION COMMITTEE**

Minutes

June 12, 2007

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

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

<b>Voting Members Present</b>	L Bready, MD, Chair Daniel Carlisle, MD Robert Castro, MD George Crawford, MD Neal Dalrymple, MD	John Erickson, MD <b>Adam Graff, MD</b> <i>Ann Franklin for</i> Rosemary Hickey, MD <i>M. Mann-Zeballos, MD</i> <i>for Mark Nadeau, MD</i>	Robert Nolan, MD Jennifer Peel, PhD Carlos Rosende, MD <b>David Schlesinger, MD</b> Kit Smart	<u>SAUSHEC Representative</u> Alt-Richard Boggs <u>UHS Representative</u> Thomas Peters	<b>(Teleconference)</b> <u>RAHC Representative</u> James Hanley, MD
<b>Non-Voting &amp; Others Present</b>	<b>Lindy Bankes, MD</b> Wendy Bretón John Calhoun, MD	Oralia De La Garza Eileen Kleffner Jane Lynch, MD	Lisa Marquise Jamie Shomette Ken Simcic, MD		
<b>Voting Members Absent</b>	Constance Barone, MD Karin Brewer Merrill Carolin, MD Jon Courand, MD	Daniel Dent, MD Larry Fowler, MD G. Richard Holt, MD Tracy Johnson, MD	Javier LaFontaine, DPM John Littlefield, PhD Kenneth Matthews, MD <b>Sarah Samreen, MD</b> Elly Xenakis, MD	<u>CSR Representative</u> Ray Afaisen <u>VAH Representative</u> David Dooley, MD	<u>VBMC Representative</u> Jim Wesson

<sup>1</sup> **Regarding GME Committee Responsibilities** (ACGME Institutional Requirements IV.B), the GMCEC 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 <sup>1</sup>	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, June 12, 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 4:00 p.m.		
2. Approval of Minutes		The minutes of May 8, 2007 were reviewed.	Approved as written.	Closed
3. Ongoing Business		<b>1. Standing Reports:</b>		
		<b>a. DIO—Dr. Lois Bready</b>		
	1	Dr. Bready requested the Committee review the draft of the new policy <b>“Continuation of GME Support in the event of a Disaster”</b> in their packets. The policy will be discussed and voted on at the July GMEC meeting.	Vote to be taken at July 10, 2007 meeting.	Open (Dr. Bready)
	1	Dr. Bready asked the Committee to review the Administrative Status Letter template in their agenda packets. The template is to assist programs in which a trainee is to be assigned to Administrative Status.	For informational purposes only	Open (Dr. Bready)
	2	Dr. Bready announced the McAllen Family Medicine residents will be provided benefits on day 1, (not day 90) of their residency. An addendum will be added to their contracts.	For informational purposes only	Open (Dr. Bready)
	1	Dr. Bready asked the committee to review the J-1 Sponsorship Verification Statement for the Palliative Care Fellowship program.	For informational purposes only	Open (Dr. Bready)
	1	Dr. Bready announced the H-1B fees are increasing effective June 6, 2007. New fee information can be found on the OIS web site at <a href="http://www.uthscsa.edu/ois">www.uthscsa.edu/ois</a>	For informational purposes only	Open (Dr. Bready)
	7, 8	Dr. Bready asked the Committee to review the communication from the ACGME announcing the development of a new accreditation model for one-year subspecialty programs. The communication includes a list of one-year programs that will not adhere to the previously planned 2007 effective date for the revised Common Program Requirements and the newly developed Common Program Information Form. Dr. Bready advised the Program Directors in attendance to contact the executive directors of their RRC for guidance.	For informational purposes only	Open (Dr. Bready)
	7	Dr. Bready announced the NRMP has given authority to the DIO/IO to certify fellowship matches effective the 2008 Main Residency Match.	For informational purposes only	Open (Dr. Bready)
	1	Dr. Bready asked the Committee to review the e-mail from the AAMC announcing the collaboration of the MedEdPORTAL and the McGill Molson Medical Informatics (MMMI) project. To access a sample of the collection already published, please visit <a href="http://www.aamc.org/mededportal">www.aamc.org/mededportal</a> . A link to this web page is available on the GME website in the Educational Resources section.	For informational purposes only	Open (Dr. Bready)
		<b>b. Internal Review Subcommittee – Dr. Nolan</b>		

	GMEC DUTY <sup>1</sup>	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
	11	Dr. Nolan reviewed the Action Plan Follow-Up Report for Urology.	No further action.	Closed (Dr. Nolan)
	11	Dr. Nolan reviewed the Gastroenterology and Family Medicine Internal Review Reports.	Action Plans due in 90 days.	Open (Dr. Nolan)
	11	Dr. Nolan announced the following Internal Reviews are pending (most with dates scheduled): <ul style="list-style-type: none"> <li>- Dermatology – 6/19/07</li> <li>- Hematology/Oncology – 7/3/07</li> <li>- Endocrinology – 7/17/07</li> <li>- Nephrology – 7/24/07</li> <li>- Internal Medicine – 7/31/07</li> <li>- Pulmonary Medicine – 8/7/07</li> <li>- Psychiatry – 8/14/07</li> <li>- Blood Banking/Transfusion Medicine – 8/21/07</li> <li>- Infectious Disease – 8/28/07</li> <li>- Internal Medicine/RAHC – 8/29/07</li> <li>- Interventional Cardiology – 9/4/07</li> <li>- Cardiovascular Disease – 9/11/07</li> <li>- Pediatric Endocrinology – 9/18/07</li> <li>- Geriatric Medicine – 9/25/07</li> <li>- Pediatric Critical Care Medicine – 10/9/07</li> <li>- Pediatrics – 10/16/07</li> <li>- Neonatal-Perinatal Medicine – 10/23/07</li> <li>- Child &amp; Adolescent Psychiatry 10/30/07</li> <li>- Pulmonary Transplant non-accredited fellowship program – to be scheduled Fall 2007</li> </ul>	For informational purposes only	Open (Dr. Nolan)
		<b>c. Working Environment Subcommittee – Dr. Carlisle</b>		
	1	Dr. Carlisle reported the Subcommittee has completed data collection on <u>resident vacation time</u> at other Texas institutions and will present the information at the July GMEC meeting.	For informational purposes only	Open (Dr. Carlisle)
	1	Dr. Bready reported she toured the <u>Internal Medicine workrooms</u> at UHS with some Internal Medicine residents. Dean Henrich is requesting a proposal for refurbishments.	For informational purposes only	Open (Dr. Carlisle)
		<b>d. General Competencies Subcommittee – Dr. Peel</b>		
	6	Dr. Peel asked the Committee to review a list of available classes in the agenda packet. Please call the GME office to schedule, 567-0553.	For informational purposes only	Open (Dr. Peel)
		<b>e. Resident Duty Hours Subcommittee – Dr. Crawford</b>		
	4	Dr. Crawford announced that at the last Subcommittee meeting, seven duty hours policies were approved and three policies were returned to their	For informational purposes only	Open (Dr. Crawford)

	GMEC DUTY <sup>1</sup>	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
		programs for revision.		
		<b>f. Resident Supervision/Evaluation Subcommittee – Dr. Dooley</b>		
	5	Nothing to report.	For informational purposes only	Open (Dr. Dooley)
		<b>g. Resident Tracking Software Subcommittee – Dr. Erikson &amp; Ms. Wendy Breton</b>		
	1	Ms. Breton reminded the Committee that all graduating residents must be archived by her. Please forward any requests to her at <a href="mailto:bretonw@uthscsa.edu">bretonw@uthscsa.edu</a>	For informational purposes only	Open (Dr. Erikson)
	1	Ms. Breton announced that all evaluations will stay with the program.	For informational purposes only	Open (Dr. Erikson)
		<b>h. Resident Allocation Subcommittee (ad hoc) – Dr. Rosende</b>		
	2	Nothing to report.	For informational purposes only	Open (Dr. Rosende)
		<b>i. Housestaff Council – Dr. Graff</b>		
	1	Dr. Graff announced the Resident Welcome Party will be held on Saturday, June 30 <sup>th</sup> at Six Flags Fiesta Texas.	For informational purposes only	Open (Dr. Graff)
	1	Dr. Graff revisited the resident vacation issue discussed by Dr. Carlisle. He thanked Dr. Carlisle for all of his work on the issue.	For informational purposes only	Open (Dr. Graff)
	1	The HSC is creating a Faculty Recognition Award. They plan to award it on an annual basis.	For informational purposes only	Open (Dr. Graff)
	1	Dr. Graff announced a new Ethics & Humanities initiative to be implemented at the Health Science Center.	For informational purposes only	Open (Dr. Graff)
	1	The HSC is planning a golf tournament to be held in October.	For informational purposes only	Open (Dr. Graff)
	1	Dr. Graff reminded the Committee that there are still travel scholarship grants available for residents.	For informational purposes only	Open (Dr. Graff)
		<b>2. ACGME RRC Correspondence</b>		
	8, 10	<ul style="list-style-type: none"> <li>o Dermatology Resident Complement Change Request</li> <li>o Orthopedic Surgery Resident Complement Change Request</li> <li>o Anesthesiology request to increase resident complement from 36 to 42 approved.</li> <li>o Hematology-Pathology receives 5 year accreditation cycle</li> <li>o Clinical Neurophysiology receives 4 year accreditation cycle</li> <li>o Neurology receives 5 year accreditation cycle</li> <li>o Hand Surgery site visit notification: 9/14/07</li> <li>o Pulmonary Disease &amp; Critical Care Medicine PD change form: effective 7/1/07</li> <li>o Ophthalmology PD change form: effective 7/1/07</li> </ul>	For informational purposes only	Open (Dr. Bready)

	GMEC DUTY <sup>1</sup>	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
	3	<b>3. RAHC Report</b> Nothing to report.	For informational purposes only	
	3	<b>4. UHS Report</b> Unannounced JCAHO visit for point of care testing occurred last Thursday. One issue raised was an organizational issue. Nothing else was questioned.	For informational purposes only	
	3	<b>5. VA Report</b> Nothing to report.		
	3	<b>6. SAUSHEC Report</b> Dr. Ken Torrington will replace Dr. Ted Parsons as Dean of the SAUSHEC. Dr. Torrington will attend the UTHSCSA GME Resident Orientation to welcome the new residents.  For the SAUSHEC programs that start in July, new residents coming to WHMC or BAMC should confirm they have access to the bases before beginning their rotations.  Mr. Boggs thanked Yolanda Flores and Lisa Marquise, UT GME office staff, for their administrative support at the SAUSHEC Graduation ceremony held June 7, 2007.	For informational purposes only	
	3	<b>7. CHRISTUS Santa Rosa Report</b> Nothing to report.		
		<b>8. Announcements:</b> <ul style="list-style-type: none"> <li>○ Program Leadership Development Series – “Communication Skills” Thursday June 14, 2007 from noon – 1:00 pm in 108-112 AAB</li> <li>○ AAMC Resident Physician Community Service Recognition Awards Nominations</li> <li>○ UT Academy of Health Science Education &amp; UT System Request for Proposals: <ul style="list-style-type: none"> <li>▪ Health Science Education Small Grants Program</li> <li>▪ Innovation in Health Science Education Award</li> </ul> </li> <li>○ ACGME Design Conference, Sept. 8-9, 2007, Rosemont, Illinois</li> </ul>		
		GMEC meetings will be at 4:00 p.m. in the School of Medicine Conference Room, room 373-L, in the Medical School on:  July 10 August 14 September 11 October 9 November 13 December 11		

	GMEC DUTY <sup>1</sup>	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
<b>4. Adjournment</b>		The meeting was adjourned at 5:16 p.m.		