

GRADUATE MEDICAL EDUCATION COMMITTEE

Minutes

October 10, 2006

Approved by: _____

Lois L. Bready, M.D., Chair

Voting Members Present	L Bready, MD, Chair <i>Janis Strong for</i> Constance Barone, MD Karin Brewer Robert Castro, MD George Crawford, MD Daniel Dent, MD (exc)	Neal Dalrymple, MD Larry Fowler, MD Gianina Gomez, MD (exc) G. Richard Holt, MD (exc) <i>Thomas Matthews for</i> Kenneth Matthews, MD	Mark Nadeau, MD Jennifer Peel, PhD Carlos Rosende, MD Kit Smart Cynthia Spears Elly Xenakis, MD	<u>SAUSHEC Representative</u> Alt-Richard Boggs <u>UHS Representative</u> Alt-Betty Flowers <u>VAH Representatives</u> Alt-Chris Bacorn Alt-Barbara Stroud	(Teleconference) <u>RAHC Representative</u> James Hanley, MD
Non-Voting & Others Present	Hilda Cheatum Oralia De La Garza	Nora Eblen Eileen Kleffner	Eric Krause, MD Jane Lynch, MD Lisa Marquise	Darlene Metter, MD Kristen Plastino, MD Lora Tumlinson	<u>RAHC Representative</u> Adela Valdez, MD
Voting Members Absent	Carolina Bonilla, MD Kathy Bowers Gary Campbell, DO Daniel Carlisle, MD	Brian Waters, MD Merrill Carolin, MD Jon Courand, MD John Erickson, MD Rosemary Hickey, MD	Debra Hunt, MD Javier LaFontaine, DPM John Littlefield, PhD Robert Love, DO Robert Nolan, MD	<u>CSR Representative</u> Ray Afaisen	<u>VBMC Representative</u> Jim Salyer

	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, October 10, 2006, 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.		

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 September 12, 2006 were reviewed.	Approved as written.	Closed
3. New Business	3, 4	Dr. Xenakis, Ob-Gyn Program Director, presented an overview of the Ob-Gyn residents' utilization of the Sunrise order system in the ambulatory setting at University Health System. She detailed the time-consuming aspects of separate orders and separate justification for every lab test, which are then followed by e-mails to her for verification as the attending of record. Her principal concern is the use of residents' time in these endeavors.	Dr. Bready to follow up with Dr. Legler at UHS.	Open (Dr. Bready)
4. Ongoing Business		1. Standing Reports:		
		a. DIO—Dr. Lois Bready		
	1, 7	Dr. Bready presented the following GME policies for review. Some of the policies have been revised and converted to the new format: 1.1. Statement of Institutional Commitment to Graduate Medical Education – Draft Revision 1.2. Graduate Medical Education Organizational Chart – Draft Revision 1.2.1. Graduate Medical Education General Policies – Draft Revision 1.2.2. Essential Abilities Requirements for Appointment, Reappointment, Retention, and Certification For Graduate Medical Education 1.2.3. Duration of Appointment, Conditions for Reappointment, and Non-Renewal of Resident Contracts 1.2.4. Restrictive Covenants 1.2.5. Resident Supervision Policy – Draft Revision 1.2.6. Responsibilities of Residents 1.2.7. Policy on Resident Duty Hours 1.2.8. Policy on Resident Promotion	Policies will be presented for final approval at November GMEC meeting.	Open (Dr. Bready)
	3	Dr. Bready announced the results of the GME Enhancement Request for Proposals for the VAH.	For informational purposes only	Open (Dr. Bready)
	8	Dr. Bready asked the Committee to review the list of ACGME ADS representatives forwarded electronically on 9/28/06.	For informational purposes only	Open (Dr. Bready)
	1	Dr. Bready announced that Dean Henrich has agreed to pay for the BCMS/TMA dues for residents. The GME office working with the BCMS office on disseminating the applications.	For informational purposes only	Open (Dr. Bready)
	4	Dr. Bready reminded the Committee that the confidential Compliance Line is available to report Resident Duty Hours in excess of ACGME Requirements. A flyer was distributed to the GMEC meeting attendees that included the Duty Hours Standards and the Compliance Line toll-free phone number to call.	For informational purposes only	Open (Dr. Bready)
		b. Internal Review Subcommittee – Dr. Nolan		
	11	In Dr. Nolan's absence, Dr. Bready announced that the Radiation Oncology internal review will be held on November 30, 2006.	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. Peel asked the Committee to review the Education in Palliative and End-of-Life Care for Oncology DVD information in their packet.	For informational purposes only	Open (Dr. Peel)
	6	Dr. Peel announced that the date for the Program Director Development Series will be announced very soon.	For informational purposes only	Open (Dr. Peel)
		e. Resident Duty Hours Subcommittee – Dr. Crawford		
	4	Nothing to report.		Open (Dr. Crawford)
		f. Resident Supervision/Evaluation Subcommittee – Dr. Nolan		
	5	<ul style="list-style-type: none"> o Policies approved by subcommittee with changes: Psychiatry, Blood Banking/Transfusion Medicine, Cytopathology, Hematology/Pathology, Rheumatology, Radiology-Diagnostic, Pathology 	For informational purposes only	Open (Dr. Nolan)
		g. Resident Tracking Software Subcommittee – Dr. Erikson & Ms. Wendy Breton		
	1	Nothing to report.		Open (Dr. Erikson)
		h. Resident Allocation Subcommittee (ad hoc) – Dr. Rosende		
	2	Nothing to report.		Open (Dr. Rosende)
		i. Housestaff Council – Dr. Gomez		
	1	Nothing to report.		Open (Dr. Gomez)
		2. ACGME RRC Correspondence		
	8, 10	<ul style="list-style-type: none"> o Letter to ACGME requesting voluntary withdrawal for the Neuroradiology program. o Letter to Thoracic Surgery program acknowledging receipt of progress report with comments. o Pain Medicine electronic request for increase in resident complement. 	For informational purposes only	Open (Dr. Bready)
	10	Dr. Bready announced that Doris Stahl, Review Committee Executive Director at the ACGME, is retiring.	For informational purposes only	Open (Dr. Bready)
		3. UHS Report: Betty Flowers		
	3	Ms. Flowers reported that the Benefits Open Enrollment packets have been mailed to residents.		
		4. VA Report: Barbara Stroud		
	3	Ms. Stroud reported that interviews for the ACOS have not started. She will notify the GMEC when it is time to request positions for the next RFP cycle.		
		5. SAUSHEC Report: Richard Boggs		
	3	Mr. Boggs reported that JCAHO will visit BAMC the week of 10/16/06. The Intrepid Center will open in late January 2007.		
		6. CHRISTUS Santa Rosa Report – No Report		

	3	Nothing to report.			
		7. Announcements:			
		ACGME Call for Poster Abstracts - 2007 ACGME Annual Educational Conference, March 4-7, 2007		For informational purposes only	Open (Dr. Bready)
		Dr. Bready announced the Texas Medical Board will begin reviewing and approving non-accredited fellowship applications for physician in training permits.		For informational purposes only	Open (Dr. Bready)
		GMEC meetings will be at 4:00 p.m. in the School of Medicine Conference Room, room 373-L, in the Medical School on:			
			November 14, 2006		
			December 12, 2006		
5. Adjournment		The meeting was adjourned at 4:55 p.m.			