

**GRADUATE MEDICAL EDUCATION COMMITTEE**

Minutes

November 13, 2007

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

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

<b>Voting Members Present</b>	L Bready, MD, Chair <i>Lynnanne Foster, MD</i> for Daniel Carlisle, MD Robert Castro, MD Neal Dalrymple, MD Daniel Dent, MD	John Erikson, MD <b>Hector Flores, MD</b> Larry Fowler, MD Rosemary Hickey, MD G. Richard Holt, MD John Littlefield, PhD	Mark Nadeau, MD Robert Nolan, MD <b>David Schlesinger, MD</b> Kit Smart	<u>SAUSHEC Representatives</u> Ken Torrington, MD <u>UHS Representatives</u> Thomas Peters Alt-Betty Flowers <u>VAH Representatives</u> David Dooley, MD	<b>(Teleconference)</b> <u>RAHC Representative</u> James Hanley, MD
<b>Others in Attendance</b>	<i>Beth Payne</i> for Joseph Basler, MD	Eileen Kleffner Lisa Marquise	Brent Wagner, MD Ross Willis, PhD Claudio Zeballos, MD		
<b>Voting Members Absent</b>	Michelle Arandes, MD Karin Brewer Merrill Carolin, MD Laura Chiodo, MD Beverly Combs Jon Courand, MD (exc) Ann Franklin	Tracy Johnson, MD Javier LaFontaine, DPM Stephanie Levine, MD Jane Lynch, MD <b>Phil Myatt, MD (exc)</b>	Jennifer Peel, PhD (exc) <b>Sarah Samreen, MD</b> Ken Simcic, MD Richard Taylor, MD Howard Wang, MD Elly Xenakis, MD	<u>CSR Representative</u> Ray Afaisen (exc)	<u>VBMC Representatives</u> Jim Wesson
<b>GME Committee Responsibilities:</b> (ACGME Institutional Requirements III.B), the GMEC must establish and implement policies and procedures regarding the quality of education and the work environment: <b>1)</b> Stipends and position allocation;	<b>2)</b> Communication with program directors and site directors; <b>3)</b> Resident duty hours; <b>4)</b> Resident supervision; <b>5)</b> Communication with Medical Staff; <b>6)</b> Curriculum and evaluation; <b>7)</b> Resident status: Selection, evaluation, promotion, transfer, discipline, and/or dismissal of residents;		<b>8)</b> Oversight of program accreditation; <b>9)</b> Management of institutional accreditation; <b>10)</b> Oversight of program changes; <b>11)</b> Experimentation and innovation; <b>12)</b> Oversight of reductions and closures; <b>13)</b> Vendor interactions.		

	<b>GMEC DUTY<sup>1</sup></b>	<b>DISCUSSION/CONCLUSION</b>	<b>RECOMMENDATIONS</b>	<b>FOLLOW-UP (BY WHOM)</b>
<b>1. Opening</b>		The Graduate Medical Education Committee of The University of Texas Health Science Center met for a scheduled meeting on Tuesday, November 13, 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.		
<b>2. Approval of Minutes</b>		The minutes of October 9, 2007 were reviewed.	Approved as written.	Closed

	<b>GMEC DUTY<sup>1</sup></b>	<b>DISCUSSION/CONCLUSION</b>	<b>RECOMMENDATIONS</b>	<b>FOLLOW-UP (BY WHOM)</b>
<b>3. Ongoing Business</b>		<b>1. Standing Reports:</b>		
		<b>a. DIO—Dr. Lois Bready</b>		
		Dr. Bready introduced Dr. Hector Flores, PGY-5 in General Surgery, as the newly elected Vice-President of the House Staff Council.	For informational purposes only	Open (Dr. Bready)
	5	Dr. Bready introduced Dr. Lewis Greenberg, Vice Dean for Clinical Affairs, who discussed the UTHSCSA Handbook of Operating Procedures Policy on Disclosure.	For informational purposes only	Open (Dr. Bready)
	2, 4	Dr. Bready asked the Committee to review the 2007 Survey of Residents' Educational and Clinical Experiences Report in their agenda packets.	For informational purposes only	Open (Dr. Bready)
	4, 7	Dr. Bready brought the following policies up for a vote: <ul style="list-style-type: none"> <li>o Second Notice, GME Policy Revision: <b>2.1.2. Essential Abilities Requirements for Appointment, Reappointment, Retention, and Certification for Graduate Medical Education</b></li> <li>o Second Notice, GME Draft Policy: <b>3.1.3.1 Active Military Residents, Completion of USMLE Examinations, and State Licensure</b></li> </ul>	Policies approved by GMEC.	Open (Dr. Bready)
	2	Dr. Bready reviewed the e-mail notice from the UTHSCSA Compliance Office that provided tips on how to protect patient and research information.	For informational purposes only	Open (Dr. Bready)
	2, 5	Dr. Bready asked the Committee to review the annual list of Resident Clinical Rotators and Observers which the GME office tracks.	For informational purposes only	Open (Dr. Bready)
	2	Dr. Bready asked Ms. Betty Flowers, Director of Professional Staff Services at UHS, to update the Committee on the status of resident applications to the National Provider Identifier Program.	For informational purposes only	Open (Dr. Bready)
	2	Dr. Bready asked the Committee to review the paper-version of the TMB online application, Exam Attempts and Eligibility documents. She suggested it might be prudent for Program Leadership to review the questions on the TMB application with their new residents before they apply for their Physician in Training permits. She also asked the Committee to review the Exam Attempts and Eligibility for Physician Licensure applicants.	For informational purposes only	Open (Dr. Bready)
	8	Dr. Bready announced the ACGME has updated their final letters templates and copies of the templates are in the agenda packets.	For informational purposes only	Open (Dr. Bready)
	8, 9	Dr. Bready reviewed the next item in the agenda packets, the ACGME Resident Survey Summary Report. She explained how the report was created and Dr. Nolan interjected that the summaries will be included in the Internal Review process.	For informational purposes only	Open (Dr. Bready)
	13	Dr. Bready advised the Committee that the UTHSCSA Conflict of Interest policy was approved and is effective 1/1/08. The policy can be found in the policies section of the GME website at:  <a href="http://www.uthscsa.edu/hop2000/word/7.7.3.doc">http://www.uthscsa.edu/hop2000/word/7.7.3.doc</a>	For informational purposes only	Open (Dr. Bready)

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		<b>b. Internal Review Subcommittee – Dr. Nolan</b>		
	2, 8	First notice – Revised Internal Review Protocol	Vote to be taken at December meeting.	Open (Dr. Nolan)
	2, 8	Dr. Nolan reviewed the RRC Action Plan Report for Dermatology and Cardiovascular Disease.	Both Action Plans require follow-up in one year (10/09)	Open (Dr. Nolan)
	2, 8	Dr. Nolan reviewed the Internal Review Reports for the following programs: <ul style="list-style-type: none"> <li>▪ Infectious Disease – 8/28/07</li> <li>▪ Geriatric Medicine – 9/25/07</li> </ul>	Action Plan Responses due by 2/13/08	Open (Dr. Nolan)
	2, 8	Dr. Nolan announce the following Programs completed Internal Reviews: <ul style="list-style-type: none"> <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> </ul>	IR Reports to be presented at December meeting.	Open (Dr. Nolan)
	2, 8	Dr. Nolan announced the following Internal Reviews are scheduled: <ul style="list-style-type: none"> <li>▪ Pediatric Sports Medicine – 11/27/07</li> </ul>	For informational purposes only	Open (Dr. Nolan)
		<b>d. Working Environment Subcommittee – Dr. Carlisle</b>		
	2, 5	Ann Franklin, Program Coordinator for Anesthesiology, reviewed the new recommended format for Resident Training Files. The format will be implemented with the new residents that begin on 7/1/08.	For informational purposes only	Open (Dr. Carlisle)
		<b>e. General Competencies Subcommittee – Dr. Peel</b>		
	8	Nothing to report.	For informational purposes only	Open (Dr. Peel)
		<b>f. Resident Duty Hours Subcommittee – Dr. Crawford</b>		
	3	Dr. Crawford reviewed the Surgery Duty Hours Response Letter.	For informational purposes only	Open (Dr. Crawford)
	3	Dr. Crawford announced the following policies were approved at the meeting held on 11/6/07: <ul style="list-style-type: none"> <li>▪ Physical Medicine &amp; Rehab</li> <li>▪ Orthopaedic Sports Medicine</li> <li>▪ General Surgery</li> <li>▪ Internal Medicine – RAHC</li> <li>▪ Plastic Surgery</li> <li>▪ Orthopaedic Surgery</li> <li>▪ Dermatology</li> <li>▪ Neonatal-Perinatal</li> <li>▪ Endocrinology, Diabetes, Metabolism</li> <li>▪ Family Medicine – McAllen</li> <li>▪ Psychiatry and subspecialties</li> </ul>	For informational purposes only	Open (Dr. Crawford)

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		<ul style="list-style-type: none"> <li>▪ Gastroenterology</li> <li>▪ Thoracic Surgery</li> </ul>		
		<b>g. Resident Supervision/Evaluation Subcommittee – Dr. Dooley</b>		
	4	Dr. Dooley gave an update on the Procedure Tracker Program implemented through New Innovations. It is being tested by Surgery and Radiology nurses at the VAH. The subcommittee will meet again on 12/13/07 to discuss the progress.	For informational purposes only	Open (Dr. Dooley)
		<b>h. Resident Tracking Software Subcommittee – Dr. Erikson &amp; Ms. Wendy Breton</b>		
	8	Nothing to report.	For informational purposes only	Open (Dr. Erikson)
		<b>i. Resident Allocation Subcommittee (ad hoc) – Vacant</b>		
	1	Nothing to report.	For informational purposes only	Open
		<b>j. Housestaff Council – Dr. Myatt</b>		
		Dr. Flores reported the HSC is investigating putting residents' pictures and pager numbers on the HSC website. This will be in the context of New Innovations	For informational purposes only	Open (HSC Council)
		<b>2. ACGME RRC Correspondence</b>		
	8, 10	<ul style="list-style-type: none"> <li>○ Electronic notification dated 10/11/07: Urology request for increase in resident complement (from 3 to 4) submitted.</li> <li>○ Electronic notification dated 10/11/07: Forensic Psychiatry request for increase in resident complement (from 2 to 3) submitted.</li> <li>○ Electronic notification dated 10/15/07: The Good Medical Practice—USA document.</li> <li>○ Electronic notification dated 10/16/07: Core Program invitation to participate in the Beta Test Phase of the ACGME Learning Portfolio.</li> <li>○ Letter notification dated 10/17/07: Otolaryngology complaint dismissed by ACGME.</li> <li>○ Electronic notification dated 10/21/07: Forensic Psychiatry Accreditation letter announcing a 5 year cycle. Detailed letter to follow.</li> <li>○ Electronic notification dated 10/22/07: Hematology Oncology request for temporary increase in resident complement (from 12-13) submitted.</li> <li>○ Electronic notification dated 11/1/07: Anesthesiology Accreditation letter announcing a 3 year cycle. Detailed letter to follow.</li> <li>○ Electronic notification dated 11/2/07: Pathology site visit scheduled 3/5/08. Site visit will be completed by Barbara Bush, PhD.</li> <li>○ Electronic notification dated 11/2/07: Geriatric Psychiatry site visit scheduled 3/6/08. Site visit will be completed by Barbara Bush, PhD.</li> </ul>		

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	2, 5	<b>3. RAHC Report: Nothing to report.</b>		
	2, 5	<b>4. UHS Report: Nothing to report.</b>		
	2, 5	<b>5. VA Report: Dr. Dooley</b>		
		Dr. Dooley reported that interviews are being conducted for the ACOS of Surgery. The call room renovations are almost complete and will be complete next year.		
	2, 5	<b>5. SAUSHEC Report: Dr. Torrington</b>		
		Dr. Torrington reported the military residents will be selected in about 2 weeks. He announced that the Combined Surgery Residency Program with Wilford Hall/BAMC and UTHSCSA will continue at least through 2011.		
	2, 5	<b>6. CHRISTUS Santa Rosa Report – Dr. Bready</b>		
		Dr. Bready announced the CSR quarterly meeting was held today. CSR resident funding was discussed, and the FTEs for 2008-2009 will increase modestly		
		<b>7. Announcements:</b>		
	2, 5	<ul style="list-style-type: none"> <li>o Academic Physician &amp; Scientist article: The Fine Art of Apology</li> <li>o NRMP nominations of resident physicians for election to its Board of Directors. Deadline is 2/1/08.</li> <li>o 2008 ACGME Educational Conference – Call for Poster Abstracts</li> <li>o IHI's Upcoming Seminar on Improving Hospital-Wide Patient Flow Program Leadership Development Series –</li> </ul> <p><b>Preparing for your Site Visit Thursday, December 13, 2007 Noon – 1:00 pm in 108-112 AAB</b></p>		
		The next GMEC meeting will be at 4:00 p.m. in the School of Medicine Conference Room, room 373-L, in the Medical School on: December 11, 2007		
<b>4. Adjournment</b>		The meeting was adjourned at 5:30 p.m.		