

GRADUATE MEDICAL EDUCATION COMMITTEE

Minutes

November 14, 2006

Approved by: _____

Lois L. Bready, M.D., Chair

Voting Members Present	L Bready, MD, Chair Carolina Bonilla, MD Kathy Bowers Gary Campbell, DO Jon Courand, MD George Crawford, MD Neal Dalrymple, MD	John Erickson, MD Larry Fowler, MD Adam Graff, MD Rosemary Hickey, MD Robert Love, DO Kenneth Matthews, MD	Mark Nadeau, MD Robert Nolan, MD Cynthia Spears Brian Waters, MD	<u>CSR Representative</u> Ray Afaisen <u>SAUSHEC Representatives</u> Alt-Richard Boggs <u>UHS Representatives</u> Thomas Peters Alt-Betty Flowers	(Teleconference)
Non-Voting & Others Present	Hilda Cheatum Oralia De La Garza Julianne Flynn, MD Eileen Kleffner	Eric Kraus, MD Lisa Marquise Devang Patel, MD	Kenneth Simcic, MD Janis Strong Lora Tumlinson		<u>RAHC Representative</u> Adela Valdez, MD
Voting Members Absent	Constance Barone, MD Karin Brewer Daniel Carlisle, MD Merrill Carolin, MD Robert Castro, MD (exc)	Daniel Dent, MD Richard Holt, MD (exc) Debra Hunt, MD Javier LaFontaine, DPM	John Littlefield, PhD Carlos Rosende, MD Jennifer Peel, PhD (exc) Kit Smart(exc) Elly Xenakis, MD	<u>VAH Representatives</u> ACOS for Ed. - vacant	<u>RAHC Representative</u> James Hanley, MD <u>VBMC Representatives</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, November 14, 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 October 10, 2006 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		
	1, 7	Dr. Bready presented the following GME policies for review. Some of the policies have been revised and all have been converted to the new format – this is the second time of presentation/discussion: 1.1 Statement of Institutional Commitment to Graduate Medical Education – Draft Revision 1.2 Graduate Medical Education Organizational Chart – Draft Revision 2.1.1 Graduate Medical Education General Policies – Draft Revision 2.1.2 Essential Abilities Requirements for Appointment, Reappointment, Retention, and Certification For Graduate Medical Education 2.1.3 Duration of Appointment, Conditions for Reappointment, and Non-Renewal of Resident Contracts 2.1.4 Restrictive Covenants 2.1.5 Resident Supervision Policy – Draft Revision 2.1.6 Responsibilities of Residents 2.1.7 Policy on Resident Duty Hours 2.1.8 Policy on Resident Promotion	Revised and standing policies approved by GMEC.	Open (Dr. Bready)
	3, 4	Dr. Bready asked Mr. Peters, UHS representative, to further investigate the Ob-Gyn Program Director's report that the Sunrise outpatient order entry system is impairing her residents' productivity.	Mr. Peters will look into this matter and report back to the GMEC.	Open (Dr. Bready)
	5	Dr. Bready asked the Committee to review the Post-graduate Evaluation Form example in their agenda packets. The form may be duplicated by other programs and their residents, and will be posted on the GME site for PD use. This form will be useful to programs wishing to evaluate <u>outcomes</u> of their programs' graduates.	For informational purposes only	Open (Dr. Bready)
	3	Dr. Bready reviewed the information from the Office of International Affairs regarding employees with H-1B Visas and their termination date.	For informational purposes only	Open (Dr. Bready)
	7, 4	A discussion was held as to which program is responsible for preliminary residents, the program they enter their initial year, or the program they enter the second year. It was determined that if a resident matches with a program, then that program is responsible for them throughout their residency – this pertains to entry of data into New Innovations, etc, and not to duty hours .	For informational purposes only	Open (Dr. Bready)
	1	Dr. Bready asked the Committee to review the information about the Electronic Preventive Services Selector (ePSS) tool for primary care clinicians available for use courtesy of the Department of Health and Human Services.	For informational purposes only	Open (Dr. Bready)

	1	Dr. Bready announced the deadline is approaching for submitting applications to five NIH Loan Repayment Programs for 2007 (12/1/06). More information in the agenda packets.	For informational purposes only	Open (Dr. Bready)
		b. Internal Review Subcommittee – Dr. Nolan		
	11	Dr. Nolan presented the Hand Surgery Internal Review Report. The program should respond with an Action Plan in February 2007.	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	Nothing to report.		Open (Dr. Peel)
		e. Resident Duty Hours Subcommittee – Dr. Crawford		
	4	Dr. Crawford announced that the next Institutional Duty Hours Survey will be distributed later this month. The revised Resident Survey Instrument from the ACGME is totally different. He volunteered the IM residents as a pilot group when the revised survey is distributed.	For informational purposes only	Open (Dr. Crawford)
		f. Resident Supervision/Evaluation Subcommittee – Dr. Nolan		
	5	Nothing to report.	For informational purposes only	Open (Dr. Nolan)
		g. Resident Tracking Software Subcommittee – Dr. Erikson & Ms. Wendy Breton		
	1	Dr. Bready announced the NI archiving function will be locked down, to improve data integrity. Wendy Breton will be the only person able to access.	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 monthly meeting was held Friday, November 10 th . The residents are grateful for the BCMS dues payment by the Medical Dean. The Holiday Party and election will take place in December.	For informational purposes only	Open (Dr. Hopkins)
		2. ACGME RRC Correspondence		
	8, 10	The following correspondence was received by the GME office: <ul style="list-style-type: none"> o Letter acknowledging receipt of additional duty hours information from the Pediatrics program. o Electronic DIO approval of request for resident complement change in Pain Medicine. o Electronic notification: Radiology Program's new status of 40 total accredited residents was approved. o Electronic notification: Neuroradiology program's request for voluntary withdrawal was approved. o Electronic notification: Pediatric Nephrology program is accredited for 3 		

		<p>years effective 7/1/2006.</p> <ul style="list-style-type: none"> o Site visit notification: Diagnostic Radiology on 2/27/07 by John Roscelli, MD. o Site visit notification: Vascular/Interventional Radiology on 2/28/07 by John Roscelli, MD. o Site visit notification: Forensic Psychiatry on 3/1/07 by John Roscelli, MD. o Electronic notification: Pain Medicine Program's request for a temporary increase in resident complement was approved by ACGME. 		
	3	RAHC Report: Dr. Valdez announced that the library hours will be changing.		
	3	3. UHS Report: Mr. Peters reported that there will be disaster exercises conducted within UHS.		
	3	4. VA Report: Dr. Bready announced that the ACOS position search is ongoing.		
	3	5. SAUSHEC Report: Nothing to report.		
	3	6. CHRISTUS Santa Rosa Report – Ray Afaisen announced that the groundbreaking ceremony for the Westover Hills location has occurred. An internal review will be conducted for Colon and Rectal Surgery.		
		7. Announcements:		
		Southern Group on Educational Affairs Call for Proposals for the 2007 Annual Meeting		
		GMEC meetings will be at 4:00 p.m. in the School of Medicine Conference Room, room 373-L, in the Medical School on:		
			December 12, 2006	
3	Adjournment	The meeting was adjourned at 4:59 p.m.		