

**GRADUATE MEDICAL EDUCATION COMMITTEE**

Minutes  
December 12, 2006

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

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

<b>Voting Members Present</b>	L Bready, MD, Chair Karin Brewer George Crawford, MD Neal Dalrymple, MD	Daniel Dent, MD John Erickson, MD Larry Fowler, MD <b>Gianina Gomez, MD</b>	Rosemary Hickey, MD Mark Nadeau, MD Robert Nolan, MD Kit Smart <b>Brian Waters, MD</b>	<u>SAUSHEC Representatives</u> Alt-Richard Boggs <u>UHS Representatives</u> Alt-Betty Flowers <u>VAH Representatives</u> David Dooley, MD	
<b>Non-Voting &amp; Others Present</b>	Joseph Basler, MD Oralia De La Garza Tracy Johnson, MD	Eileen Kleffner Lisa Marquise Devang Patel, MD	Seenu Reddy, MD Kenneth Simcic, MD Janis Strong	Rajeev Suri, MD Lora Tumlinson James Tysinger, PhD	<b>(Teleconference)</b> <u>RAHC Representative</u> Adela Valdez, MD
<b>Voting Members Absent</b>	Constance Barone, MD <b>Carolina Bonilla, MD</b> Kathy Bowers Gary Campbell, DO Daniel Carlisle, MD Merril Carolin, MD	Robert Castro, MD (exc) Jon Courand, MD G. Richard Holt, MD Debra Hunt, MD Javier LaFontaine, DPM John Littlefield, PhD <b>Robert Love, DO</b>	Kenneth Matthews, MD (exc) Jennifer Peel, PhD Carlos Rosende, MD Cynthia Spears (exc) Elly Xenakis, MD	<u>CSR Representative</u> Ray Afaisen	<u>RAHC Representative</u> James Hanley, MD <u>VBMC Representatives</u> Jim Salyer

<sup>1</sup> **Regarding GME Committee Responsibilities** (ACGME Institutional Requirements IV.B), the GMCC 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, December 12, 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.		
2. Approval of Minutes		The minutes of November 16, 2006 were reviewed.	Approved as written.	Closed
3. New Business		None to report	For informational purposes only	
4. Ongoing Business		<b>1. Standing Reports:</b>		
		<b>a. DIO—Dr. Lois Bready</b>		
	1, 7	Dr. Bready asked the GME Committee to review the following updated GME policies in their agenda packets: 2.1.9 Levels of Academic Status in Graduate Medical Education-DRAFT 2.1.10 Resident Grievance and Appeal Procedure – DRAFT REVISION 2.1.11 Resident Grievance and Appeal Procedure—RAHC—DRAFT REV. 2.1.18 Educational Resources – Similar or Competing Programs	Discussion and final vote will be taken at January 9, 2007 GMEC meeting.	Open (Dr. Bready)
		Dr. Bready announced David C. Leach, M.D., Executive Director of the ACGME, will be retiring effective 9/1/07. Dr. Reddy, who is a sitting member of the ACGME Board of Directors, shared information that a search committee is being formed.	For informational purposes only	Open (Dr. Bready)
	3	Dr. Bready reviewed the Texas Medical Board-approved Fellowship Application for non-ACGME accredited programs. The TMB deadline for current fellowship programs in which fellows train under a physician-in-training permit is <b>8/31/07</b> . The TMB requests at least 90 days to process the application. All non-accredited fellowships will submit this application to the TMB <b>after</b> an internal review has been conducted by our Internal Review Subcommittee.	For informational purposes only	Open (Dr. Bready)
	1	Dr. Bready congratulated Ms. Teri Hill, Program Coordinator in Orthopaedic Surgery, for obtaining her TAGME Certification. The National Board for Certification of Training Administrators of Graduate Medical Education Programs has been created to establish standards for the profession, to acknowledge the expertise needed to successfully manage graduate medical education programs and to recognize those training program administrators who have achieved competence in all fields related to their profession. Information is at tagme.org.	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 Radiation Oncology Internal Review Report.	Action Plan response from the Program Director is due in thirty days.	Open (Dr. Nolan)
	11	Dr. Nolan announced the following Internal Reviews are pending: <ul style="list-style-type: none"> <li>o Non-ACGME programs needing PITs – March, April 2007 (estimate 5-6)</li> <li>o Ob-Gyn – April 2007</li> <li>o Ophthalmology – May 2007</li> <li>o Internal Medicine RAHC – June 2007</li> <li>o Internal Medicine &amp; Subspecialties – beginning in June 2007</li> </ul>	For informational purposes only	Open (Dr. Nolan)
		<b>c. Working Environment Subcommittee – Dr. Carlisle</b>		
	1	Nothing to report.		Open (Dr. Carlisle)
		<b>d. General Competencies Subcommittee – Dr. Peel</b>		
	6	Dr. Peel is working on Institution-wide Faculty Development.	For informational purposes only	Open (Dr. Peel)
		<b>e. Resident Duty Hours Subcommittee – Dr. Crawford</b>		
	4	Semi-annual duty hours survey is complete. There was a 70% response rate. The data is being analyzed.	For informational purposes only	Open (Dr. Crawford)
		<b>f. Resident Supervision/Evaluation Subcommittee – Dr. Nolan</b>		
	5	Dr. Nolan announced a procedures template will be distributed soon. It will become part of each program's supervision policy.	For informational purposes only	Open (Dr. Nolan)
	5	Dr. Nolan announced the following policies for approval: <p><b><u>Policies for approval with no changes:</u></b> Physical Medicine &amp; Rehabilitation, Cardiothoracic Surgery, Ophthalmology, Obstetrics &amp; Gynecology, Otolaryngology, Plastic Surgery, Forensic Psychiatry, Orthopaedic Surgery, Surgery Critical Care</p> <p><b><u>Policies for approval with changes:</u></b> Pediatrics, Pulmonary/Critical Care, Surgery, Pediatric Critical Care</p> <p><b><u>Initial submission of supervision policy:</u></b> Pediatric Endocrinology</p>	The policies were approved by the GMEC.	Open (Dr. Nolan)
		<b>g. Resident Tracking Software Subcommittee – Dr. Erikson &amp; Ms. Wendy Breton</b>		
	1	Nothing to report.	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)

	GMEC DUTY <sup>1</sup>	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
		<b>i. Housestaff Council – Dr. Gomez</b>		
	1	Dr. Gomez announced the Council officer elections will occur in January 2007. An e-mail will be distributed asking for nominations.	For informational purposes only	Open (Dr. Gomez)
		<b>2. ACGME RRC Correspondence</b>		
	8, 10	Dr. Bready reviewed the following correspondence from the ACGME: <ul style="list-style-type: none"> <li>o Letter to Family Medicine Sports Medicine PD accepting the request for voluntary withdrawal of accreditation effective June 30, 2007.</li> <li>o Letter to Forensic Psychiatry PD noting site survey date was rescheduled to April 5, 2007 and field representative will be John Caughron, M.D.</li> <li>o E-mail correspondence - Dr. Devang Patel as the Interventional Cardiology Program Director.</li> <li>o Radiation Oncology site visit notification letter.</li> <li>o Letter to Surgery acknowledging receipt of Duty Hours Progress Report dated 8/8/06.</li> </ul>	For informational purposes only	Open (Dr. Bready)
		<b>3. UHS Report: No Report</b>		
	3	Ms. Flowers announced that the Commissioners Court met and the residents will receive a salary increase effective 7/1/07. Dr. Nolan suggested that program directors notify applicants that have interviewed of the pay increase. Dr. Crawford thanked Mr. Peters and Ms. Flowers for their hard work that led to the substantial pay increase.	For informational purposes only	Open (UHS)
	3	Ms. Flowers announced that effective 7/1/07, pay stubs will be accessible electronically only. This information has been distributed to the residents.	For informational purposes only	Open (UHS)
	3	Dr. Gomez inquired about the Resident Health Club membership. Ms. Flowers says they are still looking into it. The process will include all UHS employees and staff.	For informational purposes only	Open (UHS)
		<b>4. VA Report: No Report</b>		
	3	Ms. Stroud introduced David Dooley, MD, the new ACOS for the VAH.	For informational purposes only	Open (VAH)
	3	Ms. Stroud reported that the patients have been very complimentary of the housestaff.	For informational purposes only	Open (VAH)
	3	Ms. Stroud asked the Committee to remind their residents that the Learner's Perception Survey is available online.	For informational purposes only	Open (VAH)
		<b>5. SAUSHEC Report:</b>		
	3	Mr. Boggs had nothing to report. A discussion was initiated by Dr. Crawford regarding the status of the military surgical services moving to BAMC. Dr. Dent stated that the BAMC surgery residency program will combine with the Wilford Hall surgery residency program and will be housed at BAMC.	For informational purposes only	Open (SAUSHEC)
		<b>6. CHRISTUS Santa Rosa Report – No Report</b>		
		<b>7. RAHC – No Report</b>		
		<b>8. Announcements:</b>		

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		<ul style="list-style-type: none"> <li>○ 2007 ACGME Annual Educational Conference, March 1-3, 2007  <a href="http://www.acgme.org/acWebsite/meetings/me_EducConf_07.asp">http://www.acgme.org/acWebsite/meetings/me_EducConf_07.asp</a></li> <li>○ <b>Save the date</b> – Program Director Development Session – January 11, 2007</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:														
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">January 9, 2007</td> <td style="text-align: center;">July 10, 2007</td> </tr> <tr> <td style="text-align: center;">February 13, 2007</td> <td style="text-align: center;">August 14, 2007</td> </tr> <tr> <td style="text-align: center;">March 20, 2007 (third Tuesday)</td> <td style="text-align: center;">September 11, 2007</td> </tr> <tr> <td style="text-align: center;">April 10, 2007</td> <td style="text-align: center;">October 9, 2007</td> </tr> <tr> <td style="text-align: center;">May 8, 2007</td> <td style="text-align: center;">November 13, 2007</td> </tr> <tr> <td style="text-align: center;">June 12, 2007</td> <td style="text-align: center;">December 11, 2007</td> </tr> </tbody> </table>	January 9, 2007	July 10, 2007	February 13, 2007	August 14, 2007	March 20, 2007 (third Tuesday)	September 11, 2007	April 10, 2007	October 9, 2007	May 8, 2007	November 13, 2007	June 12, 2007	December 11, 2007		
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<b>5. Adjournment</b>		The meeting was adjourned at 5:00 p.m.														