

GRADUATE MEDICAL EDUCATION COMMITTEE

Minutes
February 10, 2004

Approved by: _____
Lois L. Bready, M.D., Chair

Voting Members Present	L Bready, MD, Chair Kenneth Simcic, MD for Debra Hunt, MD Daniel Carlisle, MD Randal Otto, MD	John Erikson, MD Ray Afaisen Col. John Roscelli, MD Richard Boggs Betty Flowers	Brett Anderson, MD Aaron Miller, MD David Huang, MD Victoria Trickett, MD Kevin Hudenko, MD Peter Learn, MD	Robert Nolan, MD Kenneth Matthews, MD Larry Fowler, MD Bill Adams Judy Paukert, MD	Merrill Carolin, MD George Crawford, MD Stanley Fisch, MD Ron Grimwood, MD James Hanley, MD
Non-Voting & Others Present	Wendy Bretón Debbie Schiffanella	Melissa Dockal Cindy Spears	Rosemay Michel, DPM John Myers, MD	David Hussey, MD Ronald Stewart, MD	Adela Valdez, MD
Voting Members Absent	Rosemary Hickey, MD Miguel Ramirez, MD Elly M-J Xenakis, MD Carlos Rosende, MD	Ewell Clarke, MD Daniel Dumitru, MD Melanie Richards, MD Ray Chung, MD	James Rogers, MD Irma Pye Tony Eng, MD	Juan J. Trevino, MD Jessica Kammerl, MD Michael Johnson, MD	Joe Johnston, MD Sandeep Khandhar, MD Melissa Deuter, MD Juan Sanchez, MD

	GMEC DUTY¹	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
1. Opening		The Graduate Medical Education Committee of The University of Texas Health		

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 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 ¹	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
		Science Center met as scheduled on Tuesday, February 10, 2004, at 4:00 p.m. in Room J 114, VA Hospital. Dr. Bready called the meeting to order at 4:01 p.m.		
2. Approval of Minutes		The minutes of January 2004 were reviewed.	Approved as written.	Closed
3. New Business				
4. Ongoing Business		1. Standing Reports:		
		a. DIO—Dr. Lois Bready		
	8	To accommodate Dr. Daniel Carlisle’s early departure from the meeting, Dr. Bready moved ahead on the agenda to the RRC accreditation letter for Orthopaedic Surgery. She announced that the program received a 3-year cycle with 3 minor citations.	Submit action plan by March GMEC meeting.	Action Plan (Dr. Carlisle)
	1, 3	Dr. Carlisle, who is also Chair of the Working Environment Subcommittee, gave an update on medical records completion. UHS medical records staff had briefed the committee and confirmed that residents will receive numerous warnings by e-mail and in writing about outstanding medical records. If the resident does not comply, he/she will be suspended.	Update next month.	Open (Dr. Carlisle)
	3, 10	Dr. Bready announced that a Director for the Neurosurgery Center has been hired. She also noted that June 30, 2004, is the deadline for notifying the Neurosurgery RRC to re-activate the program. A second faculty member must be hired in order for the program to re-activate.	For informational purposes only.	Open (Dr. Bready)
	9, 11	<u>Action Plans:</u> Dr. Bready reviewed action plans for the following programs: Institutional, Internal Medicine-RAHC, Neonatal-Perinatal Medicine, Pediatric Sports Medicine, Hematology (Pathology), Neuroradiology, and Surgical Critical Care.	Action plans approved; follow up recommended for Internal Medicine-RAHC.	Open (Dr. Bready)
	6, 7	<u>Best Practice:</u> Dr. Erikson demonstrated the evaluation process using the New Innovations software system.	For informational purposes only.	Open (Dr. Bready)
	9	Dr. Bready reviewed the updated Institutional Oversight document with the Committee.	For informational purposes only.	Open (Dr. Bready)
	3	Dr. Bready announced that the Annual Program Reviews had been distributed to Program Directors on February 2 and should be returned by February 27.	For informational purposes only.	Open (Dr. Bready)
	7	Dr. Bready reminded the Committee that March 1 is the deadline for written notification of non-renewal of resident(s).	Program Directors to ensure timely notice	Open (Dr. Bready)

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	2, 3	Dr. Bready notified the Committee that UT Residents who serve on committees will covered by the UT System Self-Insurance Program, if the committee's activities are undertaken on behalf of UTHSCSA and not the affiliated hospitals.	For informational purposes only.	Open (Dr. Bready)
	5	Dr. Bready asked the Committee to review the Proposed HIPAA Violation "Sentencing Guidelines" for Residents located in their agenda packets.	Comments to be forwarded to DIO	Open (Dr. Bready)
	3	Dr. Bready warned the Committee that military recruiters have requested contact information for residents. She stated that the recruiters can leave their business cards with the Program and the residents are free to contact the recruiters if they choose.	For informational purposes only.	Open (Dr. Bready)
	3,5	Dr. Bready asked the Committee to review the Confidentiality/Security Acknowledgement form for UTHSCSA in their agenda packets. Each resident must sign the form. The signed form is kept in the department records.	For informational purposes only.	Open (Dr. Bready)
	1	Dr. Bready announced that the GME policies will be updated and the revisions will be posted on the website in April.	For informational purposes only.	Open (Dr. Bready)
		b. Internal Review Subcommittee – Dr. Nolan		
	11	Dr. Paukert discussed the Pediatric Critical Care Internal Review summary. The program appears to be in substantial compliance with the program requirements and was commended for its compliance with all of the duty hour requirements and its emphasis on education, not service.	Internal Review approved.	Action Plan (Dr. Taylor)
	11	Dr. Nolan discussed the Thoracic Surgery Internal Review summary.	Internal Review approved.	Action Plan (Dr. Calhoon)
		c. Working Environment Subcommittee – Dr. Carlisle		
		See 1A		
		d. General Competencies Subcommittee – Dr. Paukert		
	6	Dr. Paukert presented the 360° Evaluation of Professionalism tool designed by the subcommittee. The tool is available in New Innovations and can be changed to fit each program's evaluation needs.	For informational purposes only.	Open (Dr. Paukert)
		e. Resident Duty Hours Subcommittee – Dr. Crawford		
	4	Dr. Paukert presented the Duty Hours template for approval to the GMEC.	Approved by GMEC.	Open (Dr. Crawford)
		f. Resident Supervision Committee – Dr. Chung		
	5	Dr. Chung presented the following policies for approval: Orthopaedic Hand Surgery, Surgical Critical Care	Approved by GMEC.	Open (Dr. Chung)
	5	Dr. Chung presented the following policies for review (no changes) and reapproval: Dermatology, Cardiovascular Disease, Gastroenterology, Ophthalmology, Pathology (Anatomic and Clinical), Blood Banking/Transfusion Medicine, Cytopathology, Hematology (Pathology).	Approved by GMEC.	Open (Dr. Chung)

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		g. Resident Tracking Software Subcommittee – Dr. Erikson & Ms. Wendy Breton: No report		Open (Dr. Erikson)
		h. Resident Allocation Subcommittee – Dr. Rosende: No report		Open (Dr Rosende)
		i. Housestaff Council – Dr. Wile (Dr. Huang)		
		Dr. Huang reported the Housestaff Council held a New Year's Party for residents and it was a success. He also reported that the Housestaff Council officer elections for 2004 are being held the evening of 2/10/04.	For informational purposes only.	Open (HS Council rep)
		j. Autopsies Tracking – Dr. Fowler		
	8,9	UHS total autopsies: 11 for January Rate of eligible deaths without autopsy request: 62% % of non-Medical Examiner cases at UH autopsied: 4%	For informational purposes only.	(Open) Dr. Fowler
		2. ACGME RRC Correspondence		
	8	(Orthopaedic Surgery accreditation letter was discussed at the onset of the meeting.)	For informational purposes only.	
	8	Dr. Bready announced the Neurology Program received a 3-year accreditation cycle with 3 citations.	For informational purposes only.	Action Plan (Dr. Carolin)
	8	Dr. Bready reported that the Dermatology Program was granted a temporary increase from 4 to 5 residents.	For informational purposes only.	
	8	Dr. Bready reported that the Surgery--General Program was granted a temporary increase for 1 additional non designated preliminary PGY-2 for 2003-2004, and 1 additional resident at the PGY-3 level (2003-2004), the PGY-4 level (2004-2005), and the PGY-5 level (2005-2006).	For informational purposes only.	
	8	Dr. Bready reported the Pathology Program was granted a temporary increase of 1 resident until 2005-2006.	For informational purposes only.	
		3. UHS Report: No Report		Open (UHS)
		4. VA Report: No Report		Open (VA)
	3	5. SAUSHEC Report: Dr. Roscelli announced that new residents rotating at BAMC or WHMC will be oriented on June 30, 2004. The military residents rotating with UT programs will attend the UTHSCSA new resident orientation on June 24, 2004.	For informational purposes only.	Open (SAUSHEC)
		Dr. Roscelli said they are preparing for their Institutional Site Visit on April 27, 2004.	For informational purposes only.	
		6. CHRISTUS Santa Rosa Report – No Report		
	6,7	7. Announcements: Dr. Bready announced that there will be a workshop on February 25, 2004, about "Evaluating Student Performance in the Clinic." Flyer is in the agenda packet.	For informational purposes only.	
		The deadline for proposals and awards for Innovative Teaching Grants has been changed. The flyer in the agenda packet has the details.	For informational purposes only.	

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		She asked the Committee to read a short article in the Association for Hospital Education newsletter titled, "Legal Tips: Limits to a Resident's License." A copy of the article is in the agenda packet.	For informational purposes only.	
	3	GMEC meetings will be at 4:00 p.m. in Room J-114 at the VA Hospital on: March 9, 2004 April 13, 2004 May 11, 2004		
5. Adjournment		The meeting was adjourned at 5:14 p.m.		