

GRADUATE MEDICAL EDUCATION COMMITTEE

Minutes

January 10, 2006

Approved by: _____

Lois L. Bready, M.D., Chair

Voting Members Present	L Bready, MD, Chair Janis Strong for Constance Barone, MD Carolina Bonilla, MD Kathy Bowers Robert Castro, MD Ewell Clarke, MD John Erickson, MD Larry Fowler, MD	<i>Evelyn Evans for</i> Rosemary Hickey, MD G. Richard Holt, MD Matthew Hopkins, MD Debra Hunt, MD Ross Lawler, MD Robert Love, DO <i>Thomas Matthews, MD for Kenneth Matthews, MD</i>	Rosemay Michel, DPM Robert Nolan, MD Jennifer Peel, PhD Melanie Richards, MD Carlos Rosende, MD Kit Smart Cynthia Spears Brian Waters, MD	<i>CSR Representative</i> Ray Afaisen <i>SAUSHEC Representatives</i> Alt-Richard Boggs <i>UHS Representatives</i> Alt-Betty Flowers <i>VAH Representatives</i> Alt-Barbara Stroud	(Teleconference) <i>VBMC Representatives</i> Alt-Eileen Brown <i>RAHC Representative</i> James Hanley, MD Adela Valdez, MD
Non-Voting & Others Present	Jane Barbosa, MD Joseph Basler, MD D. Baruch-Bienen, MD	Wendy Bretón Jon Courand, MD Oralia De La Garza	Julianne Flynn, MD Ann Franklin Eileen Kleffner	Eric Kraus, MD Lisa Marquise	Darlene Metter, MD James Tysinger, PhD
Voting Members Absent	Karin Brewer Gary Campbell, MD	Daniel Carlisle, MD Merrill Carolin, MD	George Crawford, MD Daniel Dent, MD	Joe Johnston, MD John Littlefield, PhD	Elly Xenakis, MD

	GMEC DUTY¹	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, January 10, 2005, at 4:00 p.m. in Room J 114, VA Hospital. Dr. Bready called the meeting to order at 4:05 p.m.		
2. Approval of Minutes		The minutes of December 13, 2005 were reviewed.	Approved as written.	Closed

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.

3. Approval of Minutes		The minutes of December 13, 2005 were reviewed.	Approved as written.	Closed
4. New Business	1, 6	Dr. James Tysinger discussed the Family Medicine portfolio survey. He is seeking IRB grant approval.	For informational purposes only	Open (Dr. Bready)
5. Ongoing Business		1. Standing Reports:		
		a. DIO—Dr. Lois Bready		
	1	Dr. Bready asked the Committee to review the revisions made to the “Responsibilities of the Residency Program Director” policy. The Committee will vote on the revisions at the February meeting.	GMEC to approve in February.	Open (Dr. Bready)
	9	Dr. Bready performed the annual review of the Institutional Letter of Report. She reviewed the citations and best practices detailed in the letter. She also announced the GME office will conduct an institutional internal review later in 2006.	For informational purposes only	Open (Dr. Bready)
	3	Dr. Bready welcomed Neal Dalrymple, MD, new Program Director for Radiology. She also welcomed Ms. Ann Franklin, new Program Coordinator for Anesthesiology and Ms. Oralia De La Garza, new Program Coordinator for Pulmonary Disease and Critical Care Medicine.	For informational purposes only	Open (Dr. Bready)
		b. Internal Review Subcommittee – Dr. Nolan		
	8	Dr. Nolan reviewed the Cytopathology Action Plan. Follow-up on citations due 7/1/06.	For informational purposes only	Open (Dr. Nolan)
	11	Dr. Nolan announced Radiation Oncology Internal Review will be held on 2/15/06 and the Otolaryngology Internal Review will be held on 2/16/06.	For informational purposes only	Open (Dr. Nolan)
		c. Working Environment Subcommittee – Dr. Carlisle		
	1	Dr. Carlisle announced the adhoc committee will meet in February to discuss the Surgery request for duty hours extension. Report to follow.	For informational purposes only	Open (Dr. Carlisle)
		d. General Competencies Subcommittee – Dr. Peel		
	6	Dr. Peel announced the subcommittee has a new meeting time: third Tuesday of each month in room 238-A (GME conference room).	For informational purposes only	Open (Dr. Peel)
	6	Dr. Peel announced she will present a lecture titled, “Crafting Apologies” on Monday, 2/13 at 4:00 pm.	For informational purposes only	Open (Dr. Peel)
		e. Resident Duty Hours Subcommittee – Dr. Crawford		
	4	Nothing to report.	For informational purposes only	Open (Dr. Crawford)
		f. Resident Supervision/Evaluation Committee – Dr. Chung		
	5	The Committee was asked to approve the following programs’ supervision policies: Pediatrics, Neonatal-Perinatal Medicine, Pulmonary Critical Care Medicine The following policies were returned to their respective programs for revision: Podiatry, Neurosurgery	The supervision policies were approved by GMEC.	Open (Dr. Chung)
		g. Resident Tracking Software Subcommittee – Dr. Erikson & Ms. Wendy Breton		

	3	Ms. Breton is compiling an FTE report for distribution to the programs.	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. Hopkins														
	1	Dr. Hopkins announced that Housestaff Council officer elections will be held at the next meeting on 1/13/06.	For informational purposes only	Open (Dr. Hopkins)												
		2. ACGME RRC Correspondence														
	8	<ul style="list-style-type: none"> o Cytopathology accreditation letter (3 year cycle) o E-mail approval: Thoracic Surgery request for change in resident complement o E-mail approval: Plastic Surgery request for change in major participating institutions o E-mail approval: Forensic Psychiatry request for change in major participating institutions o Annual Program Accreditation Fee Memo 	For informational purposes only	Open (Dr. Bready)												
		3. UHS Report:														
	3	Ms. Betty Flowers announced the following programs have received approval for an additional position in their residency program by the UHS Board: Dermatology, Nephrology and Hospital Dentistry.														
	3	Ms. Flowers also announced that the JCAHO commission will be visiting their institution some time after January 1, 2006.														
		4. VA Report:														
	3	Ms. Barbara Stroud announced the Education Office will wait until after the Match (March 2006) to determine which positions will be filled.														
		5. SAUSHEC Report:														
	3	Mr. Richard Boggs announced the SAUSHEC graduation ceremony will be held on June 9, 2006; the SAUSHEC orientation will be held June 12-30, 2006; and a new Clinical Research Fellowship is being established.														
		6. CHRISTUS Santa Rosa Report – No Report														
	3	Mr. Ray Afaisen announced that the JCAHO commission is scheduled to visit their institution after January 15, 2006.														
		7. Announcements:														
		Dr. Bready asked the Committee to read the article in their packet from the New England Journal of Medicine titled, "Disciplinary Action by Medical Boards and Prior Behavior in Medical School".														
		GMEC meetings will be at 4:00 p.m. in Room J-114 at the VA Hospital on:														
		<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">February 14, 2006</td> <td style="width: 50%;">July 11, 2006</td> </tr> <tr> <td>March 14, 2006</td> <td>August 8, 2006</td> </tr> <tr> <td>April 11, 2006</td> <td>September 12, 2006</td> </tr> <tr> <td>May 9, 2006</td> <td>October 10, 2006</td> </tr> <tr> <td>June 13, 2006</td> <td>November 14, 2006</td> </tr> <tr> <td colspan="2" style="text-align: center;">December 12, 2006</td> </tr> </table>	February 14, 2006	July 11, 2006	March 14, 2006	August 8, 2006	April 11, 2006	September 12, 2006	May 9, 2006	October 10, 2006	June 13, 2006	November 14, 2006	December 12, 2006			
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6. Adjournment		The meeting was adjourned at 4:48 p.m.		
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