

**GRADUATE MEDICAL EDUCATION COMMITTEE**

Minutes  
May 11, 2004

Approved by: \_\_\_\_\_  
**Lois L. Bready, M.D., Chair**

<b>Voting Members Present</b>	Lois Bready, MD, Chair <b>Brett Anderson, MD</b> Daniel Carlisle, MD Merril Carolin, MD George Crawford, MD Larry Fowler, MD	Ron Grimwood, MD Rosemary Hickey, MD <b>David Huang, MD</b> Debra Hunt, MD Kenneth Matthews, MD Robert Nolan, MD	Melanie Richards, MD Carlos Rosende, MD <b>Sophia Yohe, MD (for Meghna Joshi, MD)</b>  <u>CSR Representative</u> Ray Afaisen	<u>UHS Representatives</u> Alt-Betty Flowers <u>VAH Representatives</u> Ray Chung, MD <u>SAUSHEC Representatives</u> None (Site Visit)	(Teleconference) <u>RAHC Representative</u> James Hanley, MD
<b>Non-Voting &amp; Others Present</b>	Wendy Bretón Karin Brewer	George Holt, MD Erika Montez	Kit Smart (for Dr. Thompson)	Cindy Spears Claudio Zeballos, MD	
<b>Voting Members Absent</b>	Ewell Clarke, MD <b>Melissa Deuter, MD</b> Daniel Dumitru, MD Tony Eng, MD John Erikson, MD <b>Michael Johnson, MD</b>	John Erikson, MD <b>Michael Johnson, MD</b> <b>Joe Johnston, MD</b> <b>Jessica Kammerl, MD</b> <b>Sandeep Khandhar, MD</b> <b>Aaron Miller, MD</b>	Randal Otto, MD Judy Paukert, PhD Miguel Ramirez-Colon, MD <b>Juan Sanchez, MD</b> <b>Victoria Trickett, MD</b> Elly Xenakis, MD	(Teleconference) <u>McAllen Representative</u> Juan Trevino, MD	<u>RAHC Representative</u> Stanley Fisch, MD <u>VBMC Representatives</u> Bill Adams Irma Pye

	GMEC DUTY <sup>1</sup>	DISCUSSION/CONCLUSION	RECOMMENDATIONS	FOLLOW-UP (BY WHOM)
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<sup>1</sup> **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-

	<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, May 11, 2004, in Room J 114, VA Hospital. Dr. Bready called the meeting to order at 4:02 p.m.		
<b>2. Approval of Minutes</b>		The minutes of April 13, 2004, were reviewed.	Approved as written.	Closed
<b>3. New Business</b>		Imelda Trevino, Director of the UTHSCSA Alumni Association, gave a short presentation about the association's mission. She stressed that each resident is considered an alumnus of the medical school. She announced that a homecoming celebration is scheduled for June 4 and 5, 2004.	For informational purposes only.	
<b>4. Ongoing Business</b>		<b>1. Standing Reports:</b>		
		<b>a. DIO—Dr. Lois Bready</b>		
		Dr. Bready presented the Palliative Care Fellowship program (a non-ACGME program) for approval by the Committee.	Program approved.	Open (Dr. Bready)
	8, 11	Dr. Bready introduced the Dermatology Program Action Plan for approval. Dr. Ronald Grimwood discussed the Action Plan with the Committee. Dr. Bready introduced the Otolaryngology Program Action Plan for approval. Dr. George Holt discussed the Action Plan with the Committee.	Action plans approved.	Open (Dr. Bready)
	9	Dr. Bready reviewed the updated Institutional Oversight Table with the Committee.	For informational purposes only.	Open (Dr. Bready)
	1, 3	Dr. Bready asked the committee to review the Standards for Commercial Support included in the agenda packet.	For informational purposes only.	Open (Dr. Bready)
	3	Dr. Bready presented the ACGMe-Bulletin to the Committee and asked that committee members review the information.	For informational purposes only.	Open (Dr. Bready)
	3, 5	Dr. Bready asked that the Committee review the VHA Bulletin. Dr. Chung explained that the Bulletin includes information about revised billing guidance for services provided by supervising practitioners and residents.	For informational purposes only.	Open (Dr. Bready)
	3	Dr. Bready reminded the Committee to review the Common Program Requirements on the ACGME Website because these also apply to programs.	For informational purposes only.	Open (Dr. Bready)
	<b>3</b>	Dr. Bready announced to the Committee that the Orientation for Incoming Residents will be held on Thursday, June 24, 2004.	For informational purposes only.	Open (Dr. Bready)

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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.

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		<b>b. Internal Review Subcommittee – Dr. Nolan</b>		
	11	Dr. Nolan presented the Forensic Psychiatry Internal Review summary report for discussion. This review was done in anticipation of the Forensic Psychiatry's application to the ACGME as a new program.	Internal Review for Forensic Psychiatry approved. Action plan to be presented in June.	Open (Dr. Nolan)
		<b>c. Working Environment Subcommittee – Dr. Carlisle</b>		
	1,3	Dr. Carlisle reported that the Subcommittee has surveyed Program Directors about resident access to the VAH website from home. About 75% of the responses have been received. Data will be presented at the June GMEC meeting.	For informational purposes only.	Open (Dr. Carlisle)
		<b>d. General Competencies Subcommittee – Dr. Paukert</b>		
	6	In Dr. Paukert's absence, Dr. Bready reported that the Subcommittee has created a Praise/Early Concern card that can be found on the UTHSCSA GME website.	For informational purposes only.	Open (Dr. Paukert)
		<b>e. Resident Duty Hours Subcommittee – Dr. Crawford</b>		
	4  1,4	Dr. Crawford presented the Supplemental Duty Hours report conducted April 11-18, 2004 for those programs which had a low response rate to the February survey.  The Duty Hours policies were presented for approval from the following programs: Dermatology, Family Practice Sports Medicine, Geriatric Medicine, Nephrology, Pulmonary Disease and Critical Care Medicine, Pathology, Blood Banking/Transfusion Medicine, Cytopathology, Hematology (Pathology), Pediatric Pathology, Pediatrics, Pediatric Critical Care Medicine, Neonatal-Perinatal Medicine, Neuroradiology, Vascular and Interventional Radiology, Radiation Oncology and Thoracic Surgery.	All policies approved by the GMEC.	Open (Dr. Crawford)
		<b>f. Resident Supervision Committee – Dr. Chung</b>		
	5	Dr. Chung presented the revised Resident Supervision Policy for Surgery for approval. The following Resident Supervision Policies (with no revisions) were also presented for re-approval: Hematology and Oncology, Neurology, and Pediatric Critical Care Medicine.	All policies were approved by the GMEC.	Open (Dr. Chung)
		<b>g. Resident Tracking Software Subcommittee – Dr. Erikson &amp; Ms. Wendy Breton</b>		
	2,3	Ms. Breton reported that the IRIS report is almost complete. She is beginning preparations for the new academic year with the Program Coordinators.	For informational purposes only.	Open (Dr. Erickson)
		<b>h. Resident Allocation Subcommittee – Dr. Rosende</b>		
	2	Nothing to report per Dr. Rosende.	For informational purposes only.	Open (Dr. Rosende)
		<b>i. Housestaff Council – Dr. Joshi</b>		

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		In Dr. Joshi's absence, Dr. Yohe announced they are preparing an end-of-year report.	For information purposes only.	Open (Dr. Joshi)
		<b>j. Autopsies Tracking – Dr. Fowler</b>		
	8, 9	<p><b>UHS</b> total autopsies in April: 5  <b>VAH</b> total autopsies in April: 0                      Rate of eligible deaths without autopsy request: 74.1% in April at <b>UHS</b>, 0% in April at the <b>VAH</b>.                      % of non-Medical Examiner cases at <b>UHS</b> autopsied: 18.5% in April                      Dr. Fowler noted that no autopsies were performed on the 14 eligible deaths at the VAH in April. This is well below the target rate for good QRM. A written report to AMVA Hospital administration and QA Committee is planned.</p>	For informational purposes only.	Open (Dr. Fowler)
		<b>2. ACGME RRC Correspondence:</b>		
	8	<p>Dr. Bready announced that the following RRC correspondence had been received by the GME office:                      Cytopathology site visit scheduled for 7/29/04;                      Obstetrics and Gynecology site visit scheduled for 7/28/04;                      Letter requesting voluntary withdrawal of the Spinal Cord Injury program was forwarded to the RRC 4/10/04. Dr. Bready stated the request for program withdrawal was due to economics.</p>	For informational purposes only.	Open (Dr. Bready)
		<b>3. UHS Report:</b>		
	3  2	<p>Ms. Betty Flowers announced that UHS is undergoing an XP Conversion and residents must complete forms as soon as possible.                      Also, the JCAHO list of unapproved abbreviations is now mandatory and residents must comply.                      She asked Program Directors to please contact her office, Professional Staff Services, if they have any vacant resident position.                      She announced that the co-payment from Nix was received by UHS.</p>	For informational purposes only.	Open (UHS rep)
		<b>4. VA Report:</b>		
	3	<p>Dr. Ray Chung announced that the "Learners Perception Survey" is available online and the due date has been extended to May 14, 2004. He requested Program Directors to ask their residents complete this survey.                      Dr. Chung also announced that the VA Handbook is accessible on the GME Website.</p>	For informational purposes only.	Open (VA rep)
		<b>5. SAUSHEC Report:</b>		
	3	No report.	For informational purposes only.	Open (Col. Roscelli)
		<b>6. CHRISTUS Santa Rosa Report:</b>		
	3	No report.	For informational purposes only.	Open (Mr. Afaisen)

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		<b>7. Announcements:</b>		
	6  4  6	<p>Dr. Bready announced the ACGME is asking for nominations for the 2005 Parker Palmer Award, which is given to program directors. Information is included in the agenda packet.</p> <p>She announced that a conference on Systems-Based Practice will be held in September. Registration information is included in the agenda packet.</p> <p>She asked the Committee to review the announcement from the AMA in their agenda packets about FICA refunds for residents.</p> <p>She also asked the Committee to review two journal articles found on <a href="http://amednews.com">amednews.com</a> related to work-hour limits.</p> <p>She also announced that Dr. Judy Paukert will be directing two workshops in July: Designing Competency Based Education and Assessing Learner Competence.</p>	For informational purposes only.	Open (Dr. Bready)
		GMEC meetings will be at 4:00 p.m. in Room J-114 at the VA Hospital on: June 8, 2004      July 13, 2004      August 10, 2004      Sept. 14, 2004		
<b>5. Adjournment</b>		The meeting was adjourned at 5:00 p.m.		