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UNIFORMED SERVICES UNIVERSITY
OF THE HEALTH SCIENCES
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GRADUATE MEDICAL EDUCATION COMMITTEE MEETING
5 February 2003, 1515 Hours
Board of Regents Room, Building D, USUHS
OPEN SESSION

The National Capital Consortium Graduate Medical Education Committee met Wednesday, 5 February 2003 at 1515 hours. A quorum was present.

OLD BUSINESS:

Approval of Minutes: The minutes from the 8 January 2003 NCC GMEC were approved as written.

3.b **Program Director Searches:** The Pediatric and Anesthesia search committees have made a recommendation and are awaiting concurrence by the Board of Directors. The WRAMC Orthopaedics search went to the committee. A search has been initiated for the Internal Medicine program at NNMC. There are no other searches at this time.

3.h **Work Hours:** The Administrative Director reminded the Committee that requests for a 10% extension of the 80-hour work week must come through the GMEC prior to submission to the RRC. He noted the meeting dates for several relevant RRCs. Resident members reported that they were actively involved in developing implementation plans. COL Dunlow noted that the OB-GYN RRC was soliciting requests for exceptions in order to add support to a request for a blanket increase.

3.f **NEW BUSINESS:**

Resident Representative Issues: There were no issues raised by the representatives.

Committee Responsibilities:

3.d **Report of the Internal Review Subcommittee:** Dr. Gunderson reported on behalf of the subcommittee. (Attachment 1)

Internal Reviews:

The Pathology Internal Review was addressed. A full assessment is included in the Subcommittee report attached to the original minutes. Some new issues were addressed and the Subcommittee recommends that the Program Director respond to the issues in paragraph 2c with an interim report due 3 March 2003.

The Hand Surgery Internal Review was addressed. A full assessment is included in the Subcommittee report attached to the original minutes.

The Pulmonary/Critical Care Review was addressed. A full assessment is included in the Subcommittee report attached to the original minutes. The Subcommittee is requesting a written report from the Program Director by 21 March 2003 addressing issues of administrative support.

- 3.c The Neurosurgery Internal Review was addressed. There are some residual problems from the last ACGME visit that need to be addressed. A full assessment is included in the Subcommittee report attached to the original minutes. The Subcommittee recommends that the Program Director submit a report to the GMEC indicating the plan to address these issues by 21 March 2003.

ACGME Correspondence:

- 3.c The Internal Review Subcommittee reviewed the list of upcoming site visits. Family Practice Malcolm Grow will have a site visit on 26 March 2003. The Pathology site visit is scheduled for 24 March 2003.

The GMEC voted to accept the report of the Subcommittee.

New Institutional Requirements: It is the responsibility of the NCC/GMEC to review and approve the following issues prior to ACGME submission:

- 3.i
- Addition or deletion of programs
 - Resident complement
 - Terminating MOU's
 - Appointment of new Program Directors
 - Any progress reports on adverse actions
 - Any change or conflicts with the ACGME mandated 80-hour work/on-call schedules

The AD reminded the Committee that all correspondence to the ACGME must first be approved by the NCC/GMEC and signed by the Designated Institutional Official (DIO).

- 3.a
- Core Curriculum Workgroup:** The Core Curriculum Workgroup Chairperson, COL Adair advised the Committee that the workgroup is now moving into phase II of the process to assess competencies. COL Adair passed around a roster for volunteers to sign-up to participate in this next phase. Additionally, she emphasized that any faculty or staff members that are interested are encouraged to participate. A newsletter sent out via email will keep everyone informed of any updates.
- 3.a

Faculty Development:

- 3.b The Faculty Development Course that was held in January received excellent reviews. Attendees highly recommended the course for not only new Program Directors, but found that the information was beneficial to the more seasoned Program Director. Some additional suggestions/comments expressed an interest in offering the course in small increments spread over a number of weeks and offering the course more than once per year.

USU Cadaver Policy: The AD informed the committee that the USU Anatomical Teaching Laboratory (ATL) will be able to continue funding for anatomical needs that are already in place. If programs require any additional ATL requirements, the Program Director will need to identify funding prior to submitting any additional requisitions. Please send all established and new program requirements, in advance, through the appropriate USUHS Department Chairman, to Mr. George S. Holborow, ATL Administrator, so that annual program requirements can be planned and supported.

Board of Directors: The Board of Directors will meet on 24 February, 1300 hours, Admirals Conference Room, NNMC, Bethesda. Program directors are encouraged to attend.

MOUs

The following represents MOUs that are either renewals of pre-existing agreements, or newly initiated MOUs that are necessary for trainees to receive appropriate exposure and experience in specific areas as required by the RRCs.

- 3.1 Mayo Clinic of Jacksonville, FL - Anesthesiology
- Mount Vernon Primary Care Associates, Alexandria, VA - Family Practice, Ft. Belvoir
- Skin Cancer Surgery Center, Bethesda, MD - Dermatology
- Dermatology Practice of Richard Castiello, M.D., Chevy Chase, MD - Dermatology
- Dermatology & Plastic Surgery Practice of Eric Finizi, M.D., Greenbelt, MD. - Dermatology
- Neonatology Business Associate Agreement Addendum, Georgetown University

The NCC/GME Committee voted to approve these agreements without objections.

The AD reminded the Members of the process for MOUs, detailing the chronology of events, prior to an MOU becoming fully executed. Program Directors should allow for ample time when initiating MOUs due to the many facets of the process.

Information Items:

Educational videos on *Breaking the Bad News* are available at the WRAMC Resource Library. Program Directors are reminded that these tapes meet the requirement for resident core competencies for professionalism and communications.

COL Nace announced that the NNMC/WRAMC Resident Graduation will be held on 20 June 2003. Details regarding the program will be announced at a later date.

COL Raines, OSG, requested that Program Directors attend a VTC to address graduate educational issues on 29 April 2003. Details TBD.

Intern Blocks: COL Nace distributed copies of the block schedules for the next academic year.

WRAMC journal contract has expired. The library will assist residents in obtaining hard copies of the journals until a new contract is initiated. WRAMC Department of Medicine offered to assist residents in obtaining a USU Teaching Fellows access account so that residents can access full-length journals on their PCs.

The meeting adjourned at 1615. The next meeting of the NCC/GMEC will be 12 March 2003, Lecture Room B, Building A, 1st Floor, USUHS, 1500 hours.

Howard E. Fauver, Jr., M.D.
Administrative Director

Note: Reference in the left margin represents functional area of responsibility of the Graduate Medical Education Committee. Attached

to these minutes are definitions of the nine areas.

GMEC Responsibilities

- II.B.3.a** Establishment and implementation of policies that affect all residency programs regarding the quality of education and the work environment for the residents in each program.
- II.B.3.b** Establishment and maintenance of appropriate oversight of and liaison with program directors and assurance that program directors establish and maintain proper oversight of and liaison with appropriate personnel of other institutions participating in programs sponsored by the institutions
- II.B.3.c** Regular review of all ACGME letters of accreditation and the monitoring of action plans for the correction of areas of non-compliance.
- II.B.3.d** Regular internal review of all ACGME accredited programs including subspecialty programs to assess their compliance with the Institutional Requirements and Program Requirements of the ACGME RRCs.
- II.B.3.e** Assurance that each residency program establishes and implements formal written criteria and processes for the selection, evaluation, promotion, and dismissal of residents in compliance with the Institutional and Program Requirements for the specialties and subspecialties of the ACGME RRCs.
- II.B.3.f** Assurance of an educational environment in which residents may raise and resolve issues without fear of intimidation or retaliation. This includes:
- II.B.3.g** Collecting of intra-institutional information and making recommendations on the appropriate funding for resident positions, including benefits and support services.
- II.B.3.h** Monitoring of the programs in establishing an appropriate work environment and duty hours of residents.
- II.B.3.i** Assurance that the resident's curriculum provides a regular review of ethical, socioeconomic, medical/legal, and cost-containment issues that affect GME and medical practice. The curriculum must also provide and appropriate introduction to communication skills and to research design, statistics, and critical review of the literature necessary for acquiring skills for lifelong learning. There must be appropriate resident participation in departmental scholarly activity, as set forth in the applicable Program Requirements.

ACGME: September 2000 Effective: September 2000