



National Capital Consortium
 UNIFORMED SERVICES UNIVERSITY
 OF THE HEALTH SCIENCES
 F. EDWARD HÉBERT SCHOOL OF MEDICINE
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GRADUATE MEDICAL EDUCATION COMMITTEE MEETING
2 June 2004, 1500 Hours
Board of Regents, USUHS, Room D3001

OPEN SESSION MINUTES

The National Capital Consortium Graduate Medical Education Committee met Wednesday, 2 June 2004 at 1500 hours. A quorum was present.

OLD BUSINESS:

Approval of Minutes: The minutes from the 5 May 2004 NCC GMEC were approved as written.

- IV.B.10.e Program Director Searches:** The Administrative Director (AD) informed the GMEC of the following ongoing NCC Program Director searches: Family Practice Sports Medicine, Ft. Belvoir, DACH, Committee (convening); NCC Neurology (Pending BOD approval of recommendation); Internal Medicine Gastroenterology Fellowship (Pending BOD Approval of recommendation); Nuclear Medicine Fellowship (Committee Packets 4/28/04); Forensic Psychiatry (Pending BOD approval for recommendation); Transitional Year MGMC (Opened 3/16/04; Committee convening); NCC Otolaryngology (Opened 30 April 2004) waiting for SG recommendation; WRAMC IM Nephrology (Opened 5/5/2004) waiting for SG recommendation.

The Selections for NCC Program Directors are as follows: NCC Obstetrics and Gynecology appointed Col Zahn, USAF, MC, effective July 1, 2004; NCC Psychiatry appointed COL Waldrep, MC, USA, effective July 1, 2004; Obstetrics and Gynecology Female Pelvic Reconstructive Surgery appointed LtCol Fischer, USAF, MC, effective date pending. The Committee voted without objection to approve these selections. Congratulation on there selections.

- IV.B.10.e** A member inquired as to the average turn around for the BOD to approve Program Director nominees. The AD noted that the average turn around is approximately 10-14 days. Additionally, the AD noted that the ACGME requires that the GMEC vote on Program Director recommendations. If the GMEC has no objection, the NCC will seek BOD approval for all Program Director recommendations and then notify the GMEC of the selections. The GMEC concurred without objection.

NEW BUSINESS:

- IV.B.1. Resident Representative Issues:** The representatives from MGMC, WRAMC, DACH, and NNMC were present. No new issues were raised.

Committee Responsibilities:

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

Dr. Gunderson noted that Dr. Greiger has stepped down as a member of the Subcommittee and thanked him for all of his support. Accordingly, Dr. Jerri Curtis was welcomed to the Subcommittee as his replacement.

- IV.B.11** **a. Internal Reviews:** General Surgery, Internal Medicine Endocrinology and Internal Medicine, NNMC, was reviewed and discussed. Full assessments are included in the Subcommittee report attached to the original minutes. There were several areas of concern that require a response to the Subcommittee by 20 August 2004, in preparation for the September meeting.
- A member noted that they were not able to review the Executive Summary prior to this meeting and that some of the concerns that were raised could have been cleared prior to the report. Dr. Gunderson and Ms. Lisa Reaves noted that they would ensure that a copy of the IR Executive Summary is forwarded to the Program Director in advance of the Subcommittee meeting. Ms. Reaves noted that she would add it to the tracking to ensure that this is accomplished.
- IV.B.8** **b. ACGME Correspondence:**
The IR Subcommittee received a response form the NCC Child and Adolescent Psychiatry Program Director addressing the issues that were raised by the ACGME. The report was accepted and no further action is required.
- IV.B.10.f.** Dr. Gunderson noted that he received a response from the Pathology Program Director just prior to the GMEC meeting. He felt that the response probably addresses all of the concerns that were raised by the ACGME but will need to review the specifics prior to making this determination and requested that the GMEC approve this response once he has had the opportunity to review it more thoroughly.
- IV.B.8** The following NCC programs all received five-year accreditation: WRAMC Internal Medicine, IM Cardiovascular Disease, IM Rheumatology, IM Nephrology, and IM Pulmonary and Critical Care Medicine. Concerns were raised by the ACGME that did not require a response. However, these programs should be able to address the concerns that were raised at their next IR.
- IV.B.10.b** **c. Increase in Resident Complement:** The Dermatology program requests approval for a temporary increase of one resident for the July 2005 training year. Committee approved request.
- The GMEC unanimously voted to accept the report of the Subcommittee.
- IV.B.7.** **d. Hearing Subcommittee:** The AD presented the final draft of the Hearing Subcommittee. Members noted that the numbers did not add up. The draft states that there are 12 members on the Committee when there are actually 14 members, if you include the Chairman: (4 Resident Representatives, 4 Directors of Medical Education, if DACH is included, 5 Ad Hoc members, and the Chairman). The AD noted that he will make the minor changes and circulate the final via email for final review and approval.
- IV.B.10.e** **e. Amendment to Search Committee Policy:** The AD noted that any concerns regarding disparity among the Services for core programs should be alleviated, as a resident representative from the service is required to be a member of the Committee for all core programs.

Review of AHME Meeting: Dr Mitchell provided a brief overview of the topics that were discussed at the AHME Meeting that was held in Toronto Canada. She noted that several of the issues related to the ACGME Core Competencies were discussed. A speaker from NW University provided a presentation on “Solutions for Fatigue in Training” that was superb. She hopes that the speaker will be available to speak at a faculty development when she is in town.

V.B.6 **Core Curriculum Workgroup:** COL Adair will report to the Committee at the July GMEC.

IV.B.3 **MOUs:**

FP Sports Medicine DACH Proposed Agreement with University of Arizona College of Medicine (UACM): This is a one time only training agreement for one month (August) for a UAZ trainee.

MGMC Transitional Year Proposed Agreement with Wilford Hall Medical Center: This is a one-time only training agreement for a one month rotation in Ophthalmology (July-August)-LtCol Anisman, USAF, MC

Family Practice, DACH Proposed Agreement with Mount Vernon Cardiology Associates in Alexandria, VA. This is a standing agreement that would allow NCC Family Practice, DACH residents to participate in clinical training at Mount Vernon Cardiology Associates-COL Peterson-Pilat, MC, USA.

Pediatric Hematology Oncology Proposed Agreement with the University of North Carolina Hospital, Chapel Hill, NC: This is a one-time only training opportunity August 2-22, 2004 for a UNC trainee.

Resident Training Agreement: The AD noted that the new 2005 Training Agreement would be posted on the web by next week. He emphasized that all trainees need to sign agreement on an annual basis unless they are on one of the Service multi-year agreements. A copy should be provided to the trainee, one maintained by the Program, and one copy forwarded to the respective GME office.

FY 2004 Financial Transaction Cutoff Dates: The GME/NCC office is asking that all integrated program directors be in full compliance with the dates listed below. We will not be able to authorize any financial or contractual transaction request after these dates without serious justification.

<u>Amount</u>	<u>Deadline</u>
\$2,500 to \$23,000	9 July 2004
Less than 2,500 that request a purchase order	6 August 2004
Less than 2,500 – that needs to be paid by check	10 September 2004
Travel Orders and Local Travel Claims	13 September 2004
Last date for Credit Card payments	17 September 2004

FY 2005 Proposed Program IPOT Expenditure Submission: Submission EXCEL spreadsheets have been forwarded to all NCC programs with a suspense date of NLT COB on 11 June 2004. Ms. Dunn-Williams is the direct POC regarding these submissions. Additionally the spreadsheet can be accessed on the web. Please contact Ms. Dunn-Williams for the user name and password. It is important that everyone submit an accurate and complete budget. The NCC is the conduit for the Services to collect this information and present it to the Board of Directors for review and approval. There have been some issues related to how the money is dispersed by the services to the specific programs. In particular this has been a serious problem for WRAMC programs. The NCC is hoping to specifically address this at the next Board of Director’s meeting.

In the meantime, all programs must comply and support this request prior to the suspense date.

Information Items: NCC Dermatology Program – Congratulations to CPT Joshua Sparling who was selected, out of 14 candidates, to be the Dermatology Resident Representative on the Dermatology Resident Review Committee.

Items from the floor:

PD Tasked in Support of Operation Freedom: COL Black, MC, USA, Child and Adolescent Program Director, has been tasked to West Point for three months. The Associate Program Director, LTC Walters will be covering during her absence. Members raised concern and sought clarification regarding the Service directive that indicated that Program Directors would not be deployed in support of Operation Iraqi Freedom. The AD noted that the policy is an AMEDD policy and that it does not state that PDs cannot be tasked away from duty but is certainly something to keep an eye on in the future as it may pose accreditation issues.

WRAMC Parking: A member noted that parking at WRAMC continues to be a problem for faculty and trainees. COL Nace noted that it is a problem and that WRAMC is aware of it. One solution that the institution is to reconsider the parking pass criteria. Additionally, COL Nace noted to the Committee that there are so many issues that need to be addressed before WRAMC can even consider building or adding parking to their institution, such as DC Zoning, funding, and city permits for starters.

Program Directors Involvement in Search Committees: COL Pasquina inquired as to the role of the exiting Program Director (PD) and the Search Committee. The AD responded that it is beneficial to have the exiting PD on the Committee. However, if the PD is not nominated or declines to be a member of the Committee, they can certainly contribute to the process by writing letters of recommendation or the Committee may elect to discuss the needs of the program with the exiting PD. In conclusion there is nothing in the bylaws, which states the exiting program director cannot participate at some level as determined by the Committee.

NCC Graduation: The rehearsal is scheduled for **17 June at 1300**. All graduates will be inspected so that they meet uniform and hair regulations. Trainees do not need to be in their Summer Whites or Class B's (no tie; women must wear skirt) for the rehearsal but should be warned that if they show up on graduation day in an unacceptable uniform, they will not be able to walk.

Promotions: CAPT Curtis noted that CDR Perdue and CDR McKenna have been selected for promotion to CAPT.

The Graduation is **18 June at 1000**. Line-up starts at 0800.

The meeting adjourned at 1630 and a closed session followed.

The next meeting of the NCC/GMEC will be 7 July 2004, 1500 hours, Lecture Hall C 1st floor Building A, USUHS.


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