

PROGRAM DIRECTORS ADVISORY COMMITTEE (PDAC) MINUTES

Date: 5/6/08

Approved by: _____ **Amy Sands, M.D., Chair**

The next PDAC meeting is scheduled for Tuesday, September 9 at 4:30 pm in Room 134b Farber Hall on UB's Main Street Campus.

Final meeting date for 2008 (at the same time & location) is November 4, 2008 from 4:30-5:30.

Program Directors Present	Drs. A. Sands, J. Hassett, A. Lockwood, N. Nader, E. Fine, S. Baker, A. McDonald, J. Campbell, L. Fitzpatrick, M. Ballow
Assistant/Associate Program Directors Present	
Program Coordinators Present	G. Hill, R. Nawotniak
Others	R. Manochakian (UBRC Chair), S. Orrange

PD DUTY¹	DISCUSSION/CONCLUSION Ongoing Business	ACTION (AND BY WHOM)	DATE COMPLETED
	The Program Directors Advisory Committee of The University at Buffalo met for a scheduled meeting on Tuesday, May 6, 2008, in Room 134b Farber Hall.	Dr. Sands called the meeting to order at 4:33 p.m.	5/6/08
	Minutes of the 3/11/08 meeting were reviewed.	Motion to approve the minutes was seconded and passed.	5/6/08
	<p>Chair's Welcome & Report – Dr. Amy Sands</p> <ul style="list-style-type: none"> • PDAC Chair elect nominations for May election • No GMEC meeting was held in April, so there is no GMEC report • Physician Recruitment to WNY Practices: Communication with WNY Hospital Recruiters Many WNY practices are looking to recruit new physicians. Susan Orrange has been contacted by a group of local hospital physician recruiters who have asked for help making contact with UB residency programs. The PDAC agreed that this group may communicate with program directors via GME and the PDAC listserv, and will pay attention to see the communication does not get too excessive. • Program use of UB Resident Credentialing Program Buffalo hospitals need residency programs to use this common credentialing program so nurses can access information on resident bedside procedure credentials, as required by The Joint Commission. Many UB residency programs are not utilizing the system. Program Directors reported they were 	<ul style="list-style-type: none"> • Send nominations for PDAC Chair elect to Susan Orrange at sorange@buffalo.edu • GME will send communication to Program Directors re-stating this requirement. 	

PD DUTY ¹	DISCUSSION/CONCLUSION Ongoing Business	ACTION (AND BY WHOM)	DATE COMPLETED
	<p>unaware of the requirement.</p> <ul style="list-style-type: none"> • UB Match Results A summary comparison of UB match results from 2003-2008 was presented, including information on total positions offered & matched, percentage of UB graduates, AMG's & IMG's, with numbers changing very little over the six year period. 		
	<ul style="list-style-type: none"> • GME office policy updates were provided: <ul style="list-style-type: none"> ○ Revised Supervision Policy (Dr. Hassett) The group commended Dr. Hassett for his work on the policy. Program directors discussed implications for their individual programs. ○ Disaster Policy • The following upcoming GME events were listed on the agenda: <ul style="list-style-type: none"> ○ Reception honoring the 2008 Residency and Fellowship Graduates on Thursday, May 29, 2008 from 6:30-8:30 p.m. Kleinhans Music Hall for Cocktails, Hors d'oeuvres and Music 	<ul style="list-style-type: none"> • Program Directors should review the policies and send comments to bergerrc@buffalo.edu • Program Directors should pass information along to residents and encourage them to attend. 	
	<p>UB Residents Committee (UBRC) update - Dr. Rami Manochakian, UBRC Chair At their last monthly meeting, Dr. Rainstein, new Physician Executive at the VA was present. The UBRC has been working with the GME office to help with orientation, gathering supplemental materials & volunteering support during the week. The group is working to identify representatives in spring and early summer, in order to smooth the transition from the current committee to the 2008-9 leadership. Dr. Manochakian encouraged Program Directors to have their representatives present at meetings.</p>		
	<p>Ethics Curriculum: Dr. Alan Lockwood, Neurology Program Director Dr. Lockwood reviewed performance measures, such as inservice exam scores, and identified Ethics as an opportunity for improvement in his program. He developed an Ethics Curriculum containing 3 modules: general ethics, end-of-life issues, and research ethics. After implementation of the Ethics Curriculum, his residents scored in the 84th percentile, compared to their peers, nationally. Dr. Lockwood is happy to share the full set of slides with interested Program Directors, have others "audit" his presentations, or be a guest lecturer for other departments. He highly recommends the book "Resolving Ethical Dilemmas: A Guide for Clinicians" by Bernard Lo as a starting point for Ethics curriculum development.</p>	<p>Presentation is available on the GME website (www.smbs.buffalo.edu/GME). Program Directors who wish to receive a copy via email should request it from Susan Orrange at sorange@buffalo.edu</p>	
	<p>Adjournment</p>	<p>Motion to adjourn at 5:45 pm was seconded and passed.</p>	<p>5/6/08</p>

¹ **Regarding Program Director Responsibilities** (ACGME Common Program Requirements section II.A.) Effective 7-1-07

1. There must be a single program director with authority and accountability for the operation of the program. The sponsoring institution's GMEC must approve a change in program director. After approval, the program director must submit this change to the ACGME via the ADS.
2. The program director should continue in his or her position for a length of time adequate to maintain continuity of leadership and program stability.
4. The program director must administer and maintain an educational environment conducive to educating the residents in each of the ACGME competency areas. The program director must:
 - a) oversee and ensure the quality of didactic and clinical education in all sites that participate in the program;
 - b) approve a local director at each participating site who is accountable for resident education;
 - c) approve the selection of program faculty as appropriate;
 - d) evaluate program faculty and approve the continued participation of program faculty based on evaluation;
 - e) monitor resident supervision at all participating sites;
 - f) prepare and submit all information required and requested by the ACGME, including but not limited to the program information forms and annual program resident updates to the ADS, and ensure that the information submitted is accurate and complete;
 - g) provide each resident with documented semiannual evaluation of performance with feedback;
 - h) ensure compliance with grievance and due process procedures as set forth in the Institutional Requirements and implemented by the sponsoring institution;
 - i) provide verification of residency education for all residents, including those who leave the program prior to completion;
 - j) implement policies and procedures consistent with the institutional and program requirements for resident duty hours and the working environment, including moonlighting, and, to that end, must:
 - (1) distribute these policies and procedures to the residents and faculty;
 - (2) monitor resident duty hours, according to sponsoring institutional policies, with a frequency sufficient to ensure compliance with ACGME requirements;
 - (3) adjust schedules as necessary to mitigate excessive service demands and/or fatigue; and,
 - (4) if applicable, monitor the demands of at-home call and adjust schedules as necessary to mitigate excessive service demands and/or fatigue.
 - k) monitor the need for and ensure the provision of back up support systems when patient care responsibilities are unusually difficult or prolonged;
 - l) comply with the sponsoring institution's written policies and procedures, including those specified in the Institutional Requirements, for selection, evaluation and promotion of residents, disciplinary action, and supervision of residents;
 - m) be familiar with and comply with ACGME and Review Committee policies and procedures as outlined in the ACGME Manual of Policies and Procedures;
 - n) obtain review and approval of the sponsoring institution's GMEC/DIO before submitting to the ACGME information or requests for the following:
 - (1) all applications for ACGME accreditation of new programs;
 - (2) changes in resident complement;
 - (3) major changes in program structure or length of training;
 - (4) progress reports requested by the Review Committee;
 - (5) responses to all proposed adverse actions;
 - (6) requests for increases or any change to resident duty hours;
 - (7) voluntary withdrawals of ACGME-accredited programs;
 - (8) requests for appeal of an adverse action;
 - (9) appeal presentations to a Board of Appeal or the ACGME; and,
 - (10) proposals to ACGME for approval of innovative educational approaches.
 - o) obtain DIO review and co-signature on all program information forms, as well as any correspondence or document submitted to the ACGME that addresses:
 - (1) program citations, and/or
 - (2) request for changes in the program that would have significant impact, including financial, on the program or institution.