

**Fellowship Director's Meeting
January 14, 2010; Byways
Meeting Minutes**

Present:	<p>Anderst, James ~ Child Abuse Program Director Blowey, Doug ~ Nephrology Program Director Bohaty, Brenda ~ Pediatric Dentistry Program Director Cernich, Joe ~ Pediatric Endocrinology Associate Program Director Daniel, James ~ Gastroenterology Program Director Dowling, Paul ~ Allergy/Immunology Program Director Fickenscher, Kristen ~ Rehabilitation Medicine Assistant Fellowship Director Flournoy, Teresa ~ Graduate Medical Education Fellowship Program Coordinator Garrison, Carol ~ Developmental and Behavioral Pediatrics Jordan, Kerrie ~ Graduate Medical Education Senior Coordinator Kallur, Ravi ~ Graduate Medical Education Administrative Director Kennedy, Chris ~ Pediatric Emergency Medicine Program Director Knapp, Jane ~ Graduate Medical Education Medical Director Laurent, Kelly ~ Graduate Medical Education Fellowship Program Coordinator Lewing, Karen ~ Hematology/Oncology Associate Program Director Myers, Angela ~ Pediatric Infectious Diseases Associate Program Director Okah, Felix ~ Neonatal-Prenatal Medicine Fellowship Program Director Radhi, Mohamed ~ Pediatric Hematology/Oncology Associate Program Director Rinaldi, Robert ~ Pediatric Rehabilitation Medicine Program Director Roge, Desiree ~ Pediatric Rehabilitation Associate Program Director Singh, Vivekanand ~ Pediatric Pathology Program Director Spector, Lisa ~ Child Abuse & Neglect representative Tieves, Kelly ~ Pediatric Critical Care Fellowship Program Director</p>
Not Present:	<p>Bratcher, Denise ~ Pediatric Residency Program Director Holcomb, George ~ Pediatric Surgery Program Director Hoffman, Amber ~ Pediatric Residency Associate Program Director Graf, William ~ Child Neurology Program Director Jackson, Mary Anne ~ Infectious Diseases Program Director Jacobson, Jill ~ Endocrinology Program Director Kearns, Greg ~ Clinical Pharmacology Program Director Lachica, Charisse ~ Neonatology Associate Program Director LePichon, Jean-Baptiste ~ Child Neurology "Acting" Associate Fellowship PD Nicklaus, Pamela ~ Pediatric Otolaryngology Fellowship Program Director Nopper, Amy Jo ~ Pediatric Dermatology Program Director Olitsky, Scott ~ Pediatric Ophthalmology Program Director Ostlie, Daniel ~ Surgical Critical Care Program Director Toy, Serkan ~ Director of Evaluations for Graduate Medical Education Woods, Gerald ~ Pediatric Hematology/Oncology Program Director Vandeven, Andrea ~ Child Abuse & Neglect (CARE Clinic)</p>

The meeting started at 12: 10 pm.

Approval of Minutes

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Minutes from the November 25, 2009, meeting was approved as written.

Introductions

Dr. Mohamed Radhi was introduced as the new Associate Program Director for Pediatric Hematology/Oncology Fellowship. Dr. Desiree Roge was introduced as the new Associate Program Director for Pediatric Rehabilitation Fellowship. Teresa Flournoy was introduced as the new Graduate Medical Education Coordinator for Allergy/Immunology, Child Abuse & Neglect, Neonatology, Pediatric Nephrology, Pediatric Pathology and Pediatric Radiology. Recruitment for the second approved fellowship program coordinator will take place in the near future.

Pediatric Residency Program Director Updates

The Pediatric Residency Program is doing well. Residents have a 91% board pass rate. Dr. Knapp feels strongly that all fellows should pass pediatric boards as well.

Library Transition

Library services administration has been shifted to GME so as to better coordinate and improve medical journal access to CMH faculty, fellows, and residents. This includes the Kramer Family Resources Center and the Health Sciences Library. Discussions are taking place to make the on access to UMKC only Journals more accessible and friendly for CMH faculty to logon. The GME Office is also in discussions to improve library services for medical staff by working with the University of Kansas Medical Center to get access to KU's online library.

2010-2011 Fellow Common Curriculum Planning

The 2010-2011 Common Curriculum topics proposed by the GME Office are in discussions. Dr. Knapp is forming a committee with Dr. Greg Kearns and Dr. Serkan Toy to review the topics and survey the attendees over the last two years to see how effective the conference have been for fellows and if meeting their expectations/needs. This committee welcomes ideas and topic suggestions.

2010-2011 Stipend Rates

The 2010-2011 GME approved stipend rates have been approved by Administration and the GMEC. Stipends have increased 2% from last year and CMH rates are in the top 25% in the country according to the AAMC national survey. All current fellows must have a signed advancement letter on file in the GME Office before they will be awarded the 2010-2011 stipend increase.

ACGME Program Survey

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The ACGME's Resident/Fellow survey has been released to some programs. This survey is an additional method to monitor graduate medical education and to provide early warning of potential non compliance with ACGME accreditation standards. Currently, all core specialty programs (regardless of size) and subspecialty programs (with 4 or more fellows) are surveyed every year between January and June. Aggregate reports will be made available to programs with 4 or more residents if a 70% response rate is reached. The ACGME will notify programs directly via email when their participation is required and also notify when a report is available.

UMKC Duty Hour Survey

The University of Missouri-Kansas City emailed a survey to those residents/fellows currently participating in a UMKC sponsored training program. This survey compiles data to be shared with the Graduate Medical Education Council members regarding compliance with the 80 hour work week requirements.

Common Evaluations Forms and Goals & Objectives

The group was provided common evaluation forms suggested to be used by all residency/fellowship training programs at CMH. The common evaluation forms address core competencies to be used hospital wide for all Residency and fellowship programs. Each evaluation form has the same grading scale which will make program and hospital wide reporting much easier. The group was also provided with an example of rotation goals and objectives for Child Abuse fellowship program. Dr. Toy and Dr. Steve Go are meeting with each program director to assist with developing such goals and objectives.

Affiliation and Program Letter of Agreements

The group was reminded that the ACGME requires an Affiliation Agreement between institutions when programs are sending and/or accepting residents/fellows for rotation. The ACGME also requires Program Letter of Agreements (PLA) for each program and participating site if the assignment is for one month or longer. Please follow these guidelines when preparing your PLA:

- A current PLA (completely signed) must be in place before sending residents/fellows to the participating site.
- A complete faculty listing and rotation dates listing must be attached, and
- Goals and objectives of the rotation must incorporate the ACGME competencies

To verify if an agreement is in place contact Kerrie Jordan in the GME Office.

Annual Program Reviews

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All program Annual Reviews will be requested of GME in early March. These reports will be due to GME no later May 2010. An example will be provided to the group at the next Program Director meeting.

Policy & Procedure Manual

The ACGME requires all training programs define specific program requirements and policy. GME encourages each program to develop a Policy and Procedure Manual or Fellows/Resident handbook to post on the Web or have readily available to all trainees in each program. The GME Office will be finalizing a GME Policy and Procedure Manual in the near future. Each program can adapt policy and benefit information from the GME Manual if the same. If you would like assistance in developing please contact GME.

Fellowship Program Web Page

Adam Hay, from IT is helping GME develop better fellowship websites and to make it a priority in the next few months. All fellowships are encouraged to follow the same theme and menu items as the Pediatric Residency web page. GME has requested Adam to work with each program to structure the web site in a similar way as the Pediatric Residency web page. Program Director's are encouraged to schedule a photographer to come to their section to take pictures for web posting, please contact Shawn Arni in community relations to have this arranged.. Once you have your pictures on the CD you can visit with Adam Hay to have them integrated with the text. In the mean time, Kerrie Jordan can assist with implementation and basic updates. If you would like to work with Adam please email him at ahay@cmh.edu.

All minor and/or text fellowship webpage updates can be emailed to Kerrie Jordan in the GME. If directors are seeking more professional assistance with your webpage then directors can contact Adam Hay in IT

New Innovations Feedback ...Duty Hours & Goals and Objectives

The ACGME has a zero tolerance policy for Duty Hour violations. All residents/fellows must be logging duty hours at least on a monthly basis in New Innovations. Kerrie Jordan from the GME Office is monitoring and running monthly duty hour reports and updating each Program Director. If residents/fellows have any concerns or need assistance logging properly they can contact Kerrie Jordan at 56487 in the GME Office.

The GME Office surveyed 400 faculty with a 54% response rate regarding use of New Innovations and effectiveness. Among those who responded 88% reported to use the system to evaluate residents, fellows or students. Those surveyed would like to know more about the ILP, case logs and curriculum modules. Dr. Serkan Toy and Kerrie Jordan are working with New Innovations to urge enhancements to fit the needs of faculty members based on the survey results.

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Announcements/Comments/Questions

The 2010 Awards Luncheon will be in the Auditorium on Monday, June 7, 2010, at 12:00 p.m.

2010 Graduation will be at the Westin Crown Center on Friday, June 11, 2010. More details and "Save the Date" cards will be sent out to each section in a few months.

The next PD meeting is tentatively scheduled for March 9, 2010, from 12-1PM in Byways.

Meeting adjourned at 12:57pm

Approved by JFK and agreed upon at PD meeting 3/9/10