

**Fellowship Director's Meeting
November 25, 2009, 2009; Auditorium
Meeting Minutes**

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

The meeting started at 12: 15 pm.

Approval of Minutes

Minutes from the July 16, 2009, meeting was approved as written.

Introductions

Dr. Amber Hoffman was introduced as the new Associate Director for Pediatric Residency Program. Lisa Kenslow was introduced as the new Administrative Assistant for GME.

**Fellowship Director's Meeting
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2010-2011 Common Curriculum

The 2010-2011 Common Curriculum topics proposed by the GME Office were handed out to the group. Dr. Knapp would like all topic suggestions to be emailed to her or Ravi Kallur for the 2010-2011 Common Curriculum Series.

2010-2011 Stipend Rates

The 2010-2011 GME approved stipend rates were handed out to the group. It will be posted on the web.

2010-2011 Fellowship Program Expenses

GME has started budget estimates for 2010-2011 academic year. To help come up with proper estimates, Dr. Ravi Kallur has emailed all program director's an excel template asking to complete with proper estimates. The excel template includes items such as stipends, licensing costs, books, recruiting expenses, and board exam fees.

Change in Supervisor and Approvals

All leave request, travel and other fellowship expense approvals should be routed through the GME Office for Ravi Kallur to sign.

American Board of Pediatrics

The American Board of Pediatrics (ABP) recently established a new policy placing a time limit on acceptance for a certifying examination in general pediatrics and its subspecialties. Residents/Fellows will no longer be able to have unlimited time to become certified. Beginning in 2014, the ABP will require applicants to have completed the training required for initial certification in general pediatrics within the previous 7 years. If the required training isn't completed, the applicant must complete an additional period of accredited training in order to apply for certification.

Program Director Retreat

The GME Office would like to report that the 1st Program Director retreat hosted by GME in September 2009 was successful and good feedback from attendees. Dr. Jane Knapp would like the group to email suggested topics to her for the 2nd retreat GME is planning in the near future. Dr. Knapp suggested the "Impaired Physician" topic be re-visited by presenter Dr. Michelle Kilo.

**Fellowship Director's Meeting
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Meeting Minutes**

Interview Statistics

Program Director's were reminded to keep statistics on number of interested candidates who applied for their programs, the number of applicants interviewed, what schools/programs the applicants were coming from, number ranked, what percentage of who ranked were selected and number hired for available positions. After positions are filled please email statistics to Dr. Ravi Kallur and Kerrie Jordan in the GME Office.

New GME Coordinator Positions approved

Administration has approved budget for two more GME Coordinator positions to finalize the centralization of all resident/fellowship program responsibilities to the GME Office area. GME is in the final stages of interviewing for one of the GME Coordinator positions. Space is limited and until GME can obtain office space, the second GME Coordinator recruitment will not take place.

Library Services

The GME Office has had discussions in regards to improving library services for medal staff at CMH. Library services administration will be shifted to GME so as to better coordinate and improve medical journal access to CMH faculty, fellows, and residents.

Rotation Goals & Objectives

Dr. Serkan Toy, Director of Evaluations, provided the group with an example of rotation goals and objectives for Child Abuse fellowship program. Dr. Toy and Dr. Steve Go will meet with each program director to assist with developing such goals and objectives. Dr. Toy also mentioned he is working on common evaluation forms that address core competencies to be used hospital wide for all Residency and fellowship programs. Each evaluation form will have the same grading scale which will make program and hospital wide reporting much easier. He will visit with each Program Director on the matter to implement.

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

Fellowship Director's Meeting
November 25, 2009, 2009; Auditorium
Meeting Minutes

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

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

Each program should be uploading rotation-related Curricular Documents such as Rotation Goals and Objectives to New Innovations. New Innovations will make such goals and objectives available for review via notification to each resident/fellow assigned to such rotation. New Innovations tracks who has viewed such documents and ask the resident/fellow to sign-off on such. Program personnel may confirm that such goals and objectives have been reviewed by running a Confirmation Report. This report displays the individuals assigned to each curricular document and who has or has not confirmed reading it. This report provides documentation that residents/fellows have read and confirmed goals and objectives which is required by the ACGME to document.

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| Announcements/Comments/Questions |
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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.

Lisa Kenslow was introduced as new Administrative Assistant to assist the staff in GME Suite I. Rotator Paperwork & rotator schedule changes must be communicated to the GME Office before rotators will be provided badge access to CMH. Please make sure paperwork is turned into Kerrie Jordan at least 30 days prior to rotations start date.

Pediatric Otolaryngology fellowship program PIF in progress. CMH is seeking accreditation effective July 2011. PIF in final stages of review.

**Fellowship Director's Meeting
November 25, 2009, 2009; Auditorium
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The next PD meeting is scheduled for January 14, 2010, from 12-1PM in Byways.

Meeting adjourned at 1:10pm

Rk12-21-09