

**Fellowship Director's Meeting  
March 9, 2010; Byways  
Meeting Minutes**

<b>Present:</b>	<p>Blowey, Doug ~ Nephrology Program Director          Bohaty, Brenda ~ Pediatric Dentistry Program Director          Bratcher, Denise ~ Pediatric Residency Program Director          Cernich, Joe ~ Pediatric Endocrinology Associate Program Director          Delurgio, Steve ~ Senior Biostatistician          Dowling, Paul ~ Allergy/Immunology Program Director          Flournoy, Teresa ~ Graduate Medical Education Fellowship Program Coordinator          Graf, William ~ Child Neurology Program Director          Hoffman, Amber ~ Pediatric Residency Associate Program Director          Jacobson, Jill ~ Endocrinology Program Director          Jordan, Kerrie ~ Graduate Medical Education Senior Coordinator          Kennedy, Chris ~ Pediatric Emergency Medicine Program Director          Knapp, Jane ~ Graduate Medical Education Medical Director          Laurent, Kelly ~ Graduate Medical Education Fellowship Program Coordinator          LePichon, Jean-Baptiste ~ Child Neurology "Acting" Associate Fellowship PD          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          Tieves, Kelly ~ Pediatric Critical Care Fellowship Program Director          Toy, Serkan ~ Director of Evaluations for Graduate Medical Education</p>
<b>Not Present:</b>	<p>Anderst, James ~ Child Abuse Program Director          Daniel, James ~ Gastroenterology Program Director          Fickenscher, Kristen ~ Rehabilitation Medicine Assistant Fellowship Director          Holcomb, George ~ Pediatric Surgery Program Director          Garrison, Carol ~ Developmental and Behavioral Pediatrics          Jackson, Mary Anne ~ Infectious Diseases Program Director          Kallur, Ravi ~ Graduate Medical Education Administrative Director          Kearns, Greg ~ Clinical Pharmacology Program Director          Lachica, Charisse ~ Neonatology Associate Program Director          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          Roge, Desiree ~ Pediatric Rehabilitation Associate Program Director          Singh, Vivekanand ~ Pediatric Pathology Program Director          Woods, Gerald ~ Pediatric Hematology/Oncology Program Director          Vandeven, Andrea ~ Child Abuse &amp; Neglect (CARE Clinic)</p>

The meeting started at 12: 03 pm.

<b>Approval of Minutes</b>
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Minutes from the January 14, 2010, meeting was approved as written.

**Introductions**

Teresa Flournoy was introduced as the new Graduate Medical Education Coordinator for fellowship. . Steve DeLurgio was introduced as the Senior Biostatistician working with fellowships to create courses /curriculum to fit the needs of fellows.

**Medical Education Changes**

The Medical Education Department, consisting of Graduate Medical Education (GME), Continuing Medical Education (CME) and Medical Student Education is in the process of interviewing for another fellowship coordinator position to transition all programs to the GME department. The administrative assistant III position recently open due to Joy Rhoads leaving the department has been filled and the new administrative assistant Anna Hazen will start on March 22, 2010.

**Pediatric Residency Program Director Updates**

The Pediatric Residency Program has completed interviews for the 2010 class. Match day is March 18<sup>th</sup> and results will be announced in the housestaff classroom from noon-1:30pm at a Match Day Luncheon. Residents now have the option to take additional rotations in the PICU with Dr. Bruce Banwart's approval. This additional PICU rotation will be limited to 3<sup>rd</sup> year residents and the residents must have taken PICU and ED rotations previously. This will be effective July 1, 2010.

**Biostatistics Course**

Daisy Dai, Serkan Toy, Ashley Sherman, Steve DeLurgio and Greg Kearns are designing a Biostatistics course. This course is designed for CMH fellows who are interested in learning statistical principles and research methodologies that are commonly applied in medical studies. Emphasis will be placed on descriptive statistics, summary table and statistical graphics, probability theory, hypothesis testing and research ethics. The course will be carried out in a practical way with numerous medical case studies. Participants will gain hands on experience about using SPSS software.

**Quality Curriculum**

Drs. DeLurgio, Blowey, Toy, Mann and Rinaldi have formed a committee to look over and evaluate the core curriculum topics in place. This committee will evaluate current topics and practices in place throughout the hospital and meet the ACGME competency and guidelines. This committee will provide reflection and identify strengths along with areas for improvement for all fellowships to incorporate into the Core Curriculum series topics

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**Scholarship Oversight Committee**

Drs. Lewing, Anderst, Myers, Kennedy, and Okah have formed a committee to review and identify scholarship oversight committee practices amongst training programs at CMH. The committee will review practices/procedures, strengths and areas for improvement and meet the requirements set by the ACGME. The goal of such committee is to create standard guidelines for all CMH training programs to follow when forming scholarship oversight committee and requirements for research. The committee also discussed barriers for research for fellows such as funding. The committee suggested a hospital-wide research conference take place directed towards fellows focusing on research guidelines and requirements of the ACGME.

**2010-2011 Fellow Common Curriculum Planning & the Common Curriculum Survey**

The 2010-2011 Common Curriculum topics proposed by the GME Office are in discussions. Dr. Knapp has formed 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.

Serkan Toy conducted a survey to evaluate the fellows and program directors perception of common curriculum conference topics, attendance and feedback regarding such topics covered over the past few years. Fellows reported non-attendance mainly due to clinic obligations or had attended such conference topic previously. Fellows felt that some of the topics would be better addressed in a 2 to 3 hour workshop instead of a 1 hour conference format. Additional topics were suggested such as "Research Methods" or "Working with Difficult People." Program Directors reported most of their fellows frequently attended conferences. Program Directors reported that non-attendance was due to vacation, schedule conflict or that the fellow already met the attendance requirement. Program Directors suggested all programs block such time and require attendance making the conference mandatory and increasing interactivity amongst fellows. Most Program Directors agree that the current common curriculum conference topics meet the needs of their program as required by the ACGME common requirements. More than half the Program Directors felt the need to add more lectures in the second year of fellowship. Program Directors suggested a combination of 2 to 3 different topic workshops be provided throughout the day at the same time so fellows will have an option to attend which topic best fits their needs and schedule. Also, it was suggested more interactions amongst fellows and simulation workshops.

**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 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.

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**ACGME Program Survey**

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. GME will also notify and email all Program Directors when reports are available.

**UMKC Duty Hour Survey Results**

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. The survey results were provided to each Program Director via email from UMKC and also were provided to group in the meeting packets.

**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.

**Annual Program Reviews**

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 needed. If you would like assistance in developing these please contact GME.

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**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](mailto: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.

**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 Grant Writing seminar will also be on Friday June 11, 2010.

The next PD meeting is tentatively scheduled for Tuesday May 19, 2010 from 12-1PM in Byways.

Meeting adjourned at 1:07pm

Rk 5-10-10