

**Minutes- approved at AGMEC meeting of June 3, 2013**

**Advisory Graduate Medical Education Council (AGMEC)**

**Monday, April 15, 2013 at 1PM;**

**Room 1302, Clinical Academic Building, 125 Paterson Street, New Brunswick, NJ**

**Voting Members Present:**

Marie Trontell, MD, Chair, designee of the President of UMDNJ

Deborah Briggs, Interim President New Jersey Council of Teaching Hospitals

Jeffrey Levine, MD, Director Division of Academic Affairs, Atlantic Health System

Elizabeth A. Ryan, Esq, President and CEO, New Jersey Hospital Association (via telephone)

Rick Scott, MD, Past President of the Medical Society of New Jersey (via telephone)

Susan Volpicella-Levy, DO, Past President of the NJ Assoc of Osteopathic Physicians and Surgeons (via telephone)

**Non-Voting Members Present:**

Mr. Glenn Lang, Acting Executive Director, Commission on Higher Education (via telephone)

**AGMEC Counsel Present:**

Ms. Farha Ahmed, Deputy Attorney General

**Absent/Excused AGMEC members:** Emmanuel Ashong, MD; Alex Blanco, PD; Robert Johnson, MD; John Sensakovic, MD; Edward Lifshutz, MD

**Members of the Public Present:**

Mr. Anthony LaBue, Esq, Decotiis, FitzPatrick & Cole, LLP; St George's University School of Medicine

**I. Call to order:**

Marie Trontell, MD, AGMEC Chair, called the meeting to order at 1:05pm. There was a quorum of six voting members present, either in person or via teleconferencing.

Marie Trontell, MD, announced that notice of the meeting was provided in accordance with the provisions of Chapter 231 of the Open Public Meetings Act of 1975. Notice was filed with the Secretary of State, was faxed to several newspapers and radio stations throughout the state, and was posted on the website of the New Jersey Commission on Higher Education. The Council resolved to convene the public meeting as described by 18A: 64H-1.

Members and non members were introduced.

**II. Minutes- Review of minutes of February 11, 2013 AGMEC meeting**

The minutes of the February 11, 2013 meeting were distributed electronically for review.

Correction to Item 7: A motion was made and approved for Council members to volunteer to be members of the subcommittee (Designation of a Rule-making Committee). The following Council members volunteered to be on this subcommittee: Drs. Trontell, Volpicella-Levy, Levine, and Sensakovic. Correction: should be Dr. Rick Scott instead of Dr. Sensakovic .

A motion was made and seconded to approve the minutes as corrected. The Minutes were approved unanimously.

**III. Old Business:**

**A. Required Annual and Biennial Reports discussed at last meeting.** There is no new information to report.

**B. AGMEC update – committee membership**

The efforts to fill vacancies on the Council have not yet been successful.

**C. Recommendation from sub-committee on renewal of time-limited hospital clerkship approvals:**

The subcommittee was composed of Marie Trontell, MD (Chair); Deborah Briggs, RN; and John Sensakovic, MD. The subcommittee report, which was sent to the Council prior to the meeting, is attached (Attachment A). At the February 11, 2013, Council meeting, the 2010 two- year approval of SGUSOM third year clerkships at Hackensack University Medical Center was extended pending AGMEC approval of a renewal process.

The subcommittee recommended that:

The AGMEC Chair shall review the annual reports submitted since the last relevant AGMEC decision and the Chair should submit a written report of the results of their review to AGMEC, with their recommendations.

The review of those reports should include, but not be limited to, the following items which are required by the resolution to be included in the annual report:

1. The Board Certification status of the relevant officials, the current Directors of Graduate Medical Education, the Department Chairs of the departments involved in student rotations, Clerkships Directors and the Faculty members. If there have any changes in the persons in those positions, the CV and board certification status of the new individuals should be submitted to AGMEC.

2. Accreditation Council for Graduate Medical Education (ACGME) accreditation status reports for all the graduate medical education programs at the hospital in areas where student rotations have been approved.
3. Certification that all students have passed USMLE step 1 and confirmation of their criminal background check (before they start their clerkship).
4. A table that would show monthly totals for the following for each clerkship: Number of students from the relevant school; number of students from all other medical schools identifying each school and number of residents in that specialty at the hospital.
5. A narrative describing the events surrounding the removal of any student or faculty member from a clinical rotation.
6. The USMLE Step II passage rates for the students who have done clerkship rotations at that hospital.
7. The total and average daily patient census for each of the specific approved clinical clerkship programs.

The AGMEC Chair may recommend to AGMEC one of the following 4 items.

1. Renew approval for the same number of years as initially granted;
2. Renew approval for a greater number of years as initially granted;
3. Grant probationary renewal for a specified period of time, pending receipt of evidence of remediation of specific deficiencies;
4. Deny renewal.

The applicant will have 90 days to provide evidence of remediation. If the applicant fails to submit the remediation within 90 days or if AGMEC determines that the submitted evidence does not cure the specific deficiencies, AGMEC will resolve to either:

1. Deny the renewal and allow the applicant to continue the program until the end of the probationary period;
2. Provide the applicant with an additional opportunity to cure the deficiencies.

If AGMEC resolves to deny renewal, it shall notify the applicant, in writing, the notice of the denial.

The Motion was approved by all six voting members present and the resolution was passed. The Motion is attached (Attachment B)

**D. Updates from rule-making subcommittee** - no report.

**D. Request of SGUSOM for approval of clerkships at St. Peters University Hospital (SPUH)**

At its February 11, 2013 meeting, AGMEC created a subcommittee to review SGUSOM's application for third and fourth year clerkships at SPUH. Members of the subcommittee were: Susan Volpicella-Levy, DO, Chair; Jeffrey Levine, PhD; and Richard Scott, MD. Dr Levine was added to the subcommittee after the Feb 11 meeting.

Dr. Volpicella-Levy thanked Drs. Jeff Levine and Rick Scott and DAG Farha Ahmed. The Report of the sub-committee is attached (attachment C). The subcommittee reviewed the application and clinical training manual that St. Georges provided; they made a site visit to SPUH, and met with the Chairs, Directors of Medical Education, Clerkship Directors, and Chief Residents for each field that was requested. The Clerkship Director for Surgery spoke by phone with Dr. Levine.

After review and deliberation, the subcommittee made the following recommendations to the Council with regard to the request for third year rotations:

- 1) Two year approval for a maximum of five (5) SGUSOM students per 12 week Internal Medicine Clerkship
- 2) Two year approval for a maximum of five (5) SGUSOM students per 12 week rotation in Surgery
- 3) Two year approval for a maximum of three (3) SGUSOM students per 6 week rotation in Pediatrics
- 4) Probationary two year approval for a maximum of three (3) SGUSOM students in Obstetrics-Gynecology per six week rotation. The applicant must submit a report after the next ACGME inspection with documentation of a continued ACGME approved residency program.

The subcommittee made the following recommendation to the Council with regard to the request for fourth year rotations:

The Subcommittee requests additional information for the 4th year medical students, including but not limited to: the specialties into which these students will be going; who their preceptors would be; and credentials of the individuals who would be precepting.

The Council considered the report and resolution. Prior to the vote on this resolution, the Council voted to adjourn into executive session. Upon returning to public session, it was reported that only Dr Trontell needed to recuse herself from voting on the resolution. The resolution was amended to request an immediate update be sent to AGMEC if there are any changes in residency programs at SPUH that affect their accreditation or the number of residents for which they are approved. The amended resolution was approved by all five of the non-recused voting members present.

**IV. New Business: None**

**V. Public Comment:**

Mr. Anthony LaBue, Esq, Decotiis, FitzPatrick & Cole, LLP; St George's University School of Medicine thanked the AGMEC committee for their hard work and dedication.

A motion to adjourn the meeting was made and approved at 2:00pm