

Meeting Minutes (amended and approved at April 15, 2013 meeting)

Advisory Graduate Medical Education Council (AGMEC)

Monday, February 11, 2013

1:00 PM

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

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)

John Sensakovic, PhD, representing Brian Shulman, PhD, Seton Hall Univ. School of Health and Medical Sciences (via telephone)

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

Jeffrey Levine, MD, Director Division of Academic Affairs, Atlantic Health System (via telephone)

Non-Voting Members Present:

Edward Lifshitz, MD, FACP, Medical Director and Designee of Commissioner of Health

Glenn Lang, Acting Executive Director, Commission on Higher Education

AGMEC Counsel Present:

Ms. Melissa Dutton, Deputy Attorney General

Ms. Farah Ahmed, Deputy Attorney General

Members of the Public Present:

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

1. Call to order:

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

Dr. Trontell 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.

Members and non members were introduced

2. Review of minutes of May 11, 2011

The minutes of the May 11, 2011 meeting, which had been distributed in advance of the meeting, were reviewed. A motion was made and seconded to approve the minutes as presented. The Minutes were approved unanimously.

A motion was made by Dr Trontell to distribute the minutes electronically after each meeting, rather than wait for the subsequent meeting. The draft of the minutes would be emailed to the Council members for review and comment; they would then be considered at the next AGMEC meeting. The motion was unanimously approved.

3. Annual Reports required by AGMEC resolutions

The AGMEC Resolutions which described the required annual reports were distributed. The July 2010 Resolution described the Annual Report required to be submitted by St George University School of Medicine (SGUSOM) regarding third year clerkships at Hackensack University Medical Center (HUMC). The May 2011 Resolution described the Annual Report required to be submitted by SGUSOM regarding the fourth year rotations at HUMC. Copies of the reports and related correspondence were sent to the Council in advance of the meeting.

The 2011 and 2012 SGUSOM Annual Reports on the third year clerkships at HUMC were reviewed by the AGMEC Chair; correspondence has been exchanged regarding items requiring clarification or additional information. This correspondence was sent to the council for their information. There were no questions, comments or suggestions.

The first Annual SGUSOM Report on the fourth year rotations at HUMC has been received and is still under review.

- 4.** SGUSOM submitted to AGMEC the 2012 Biennial Report required of them by the NJ Board of Medical Examiners (BME) in 1984, when BME approved SGUSOM to have affiliations with New Jersey hospitals. The BME no longer considers these reports and AGMEC was asked if AGMEC should receive them. The chair's reply, which was sent to the Council members, noted that the proposal was reasonable but that AGMEC needed to obtain background documents and information in order to review the Biennial Report as originally intended.
- 5.** The council reviewed legislation describing its charge and membership. It was noted that the council was to have 15 members; it has lost 2 of the original 12 voting members and there is no

currently appointed resident member. The chair will discuss this situation with legal counsel and update the members on how the unfilled positions can/should be filled.

The Council unanimously passed a resolution to move to a closed session to obtain legal advice from counsel concerning AGMEC membership. The resolution provides that the minutes of the closed session would be available to the public when the need for confidentiality no longer exists.

Following the closed session, Dr. Trontell addressed the need of the Council for designated support staff; the paperwork and organizational duties of this committee are growing fast and there is currently no one designated to provide assistance. DAG Dutton will investigate options and report to the Council chair.

6. Interim process for renewing previously approved rotations/schools/hospitals.

The Resolution from 2010 in regards to SGUSOM's 3rd year rotations at HUMC granted approval for 2 years, without describing a mechanism for reassessment or renewal. This term has now expired. A Resolution was made and approved to temporarily extend the existing approval of these rotations pending the design and approval of a process by which such decisions could be made.

Deborah Briggs and John Sensakovic volunteered to help Dr. Trontell draft a Resolution describing a renewal process that could be considered by this Council.

7. Designation of a Rule-making Committee.

A motion was made and approved to create a subcommittee to work on the regulations describing the following issues:

A. How new non LCME-approved medical schools could have an affiliation agreement and be eligible to have clerkships in New Jersey hospitals

B. How hospitals could be approved to be a clinical site for 3rd or 4th clinical rotations for students from a non-LCME approved medical school

3. How such hospital - medical school relationships should be monitored and reassessed on an ongoing basis

A motion was made and approved for Council members to volunteer to be members of the subcommittee. The following Council members volunteered to be on this subcommittee: Drs. Trontell, Volpicella-Levy, Levine, and Scott.

8. **Old Business:** None

9. **New Business:**

On January 31, 2013, the Council received an application from SGUSOM for approval of 3rd and 4th year clerkships at St. Peters University Hospital (SPUH). The Council has 90 days to review the

request, consider the data provided, and request/determine any additional information needed. A motion was made and approved to appoint a subcommittee of the Council to review the data that was provided and gather additional data if needed. Dr. Trontell requested volunteers for this subcommittee. The Council unanimously passed a resolution to move to a closed session to obtain legal advice from counsel concerning reasons that would require a member to recuse him/herself from this process. The resolution provides that the minutes of the closed session would be available to the public when the need for confidentiality no longer exists.

Following the closed session, it was announced that the subcommittee that will review the application of SGUSOM to affiliate with SPUH for 3rd and 4th year clinical clerkships will consist of Drs. Edward Lipshitz, Rick Scott, and Susan Volpicella-Levy. (MCT note 4.15.2013: Dr Jeffrey Levine was subsequently added.) Dr. Trontell volunteered to be involved if review of the regulations shows that there is no perceived conflict for her. The subcommittee will begin the review to meet the 90 day deadline (May 3, 2013).

10. Public Comment: None

A motion to adjourn the meeting was made and approved at 2:15PM