

EFFECTIVE MEETINGS



AGENDA

ATTENDEES

KEEP ON TIME

NOTES

FOLLOW UP

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CCC

ACGME Mandated
more info at acgme.org

- Appointed by PD
- 3 core faculty + Chair
- no residents
- non physicians encouraged
- consistent attendance
- Review evaluations
- milestone levels for each resident semi-annually and report to ACGME
- Advise PD on:
 - promotion
 - remediation
 - dismissal
- Pre-meet and collect/organize data from various sources
- Present to members for discussion
- Meet at least semiannually
- Can have Sub-CCC if large program

PEC

ACGME Mandated
more info at acgme.org

- Appointed by PD
- 2 faculty + 1 resident minimum
- Planning, developing, implementing, and evaluating educational activities
- Review/Recommend curriculum G + O
- Address ACGME non-compliance
- Review program annually using evals of faculty, residents, other
 - plan of action, initiatives and PI
 - ratified by faculty
- Document systematically in APE
 - progress on previous years
 - part of ongoing PI
 - 10 y cycle culminates in selfstudy and then SITE VISIT

EDUCATION

- chaired by PD
- structure varies by institution
- Monthly meetings with faculty to supplement CCC
- Solicit ideas for improvement and present initiatives
- include chief residents and non-physician
- brings together all divisions that deal with educational activities
- encourage attendance by junior faculty to get them involved in department

Other Suggested Meetings

Weekly meetings with Directors and Chiefs

Monthly Research meetings

VIRTUAL

PRO:

- Engage broader pool
- allows more flexibility
- consistent attendance

CON:

- lose connectivity with group
- need a techie
- can be distracting

Google hangouts / Skype

- Free and easy to use
- multiple users

GoToMeeting

Conference Call

- institutional license or free version
- easy to setup/use
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OTHER/MISC

Establish rules of meeting upfront

- post at front for all to see
- show up early, test computer etc
- keep on time, end early, sum up

Consider visiting expert role

- Director of GME
- Off-service rotation reps
- faculty education opportunity

Give everyone a chance to talk

- quiet members need prompting
- re-direct and control discussion
- keep on time, park ideas

Get commitments in public to close loop on tasks and always followup with email