

Minutes of the February 2010 Faculty Council Meeting
Tuesday, February 2, 2010, 5 PM
Hugh Hill Conference Room

Officers Present:

President - David Kays
Past President - Richard Neiberger
Secretary - Leslie Gonzalez-Rothi

President Elect - Frank Bova
Vice President - Regina Bussing
Treasurer - David Quillen

Department Representatives Present:

Todd Manini - Aging
Eric Sobel - Medicine
Jean Cibula - Neurology
Shireen Madani - OBGYN
John Harwick - Otolaryngology
James Byrd - Psychiatry
Philip Dahm - Urology

Caprice Knapp - E&HPR
Shouguang Jin - MGM
Steven Blackband - Neuroscience
Sonal Tuli - Ophthalmology
Carolyn Carter - Pediatrics
Robert Zlotecki (proxy) - Radiation Oncology

Guests:

Michael Good, MD, Dean COM
Marvin Dewar, MD, JD Associate Dean for CME, Associate Professor-Department of CHFM and Interim Sr. Associate Dean & CEO for FGP
Susan Blair, Health Science Center Privacy Office
Everall Peele, Health Science Center Privacy Office
Louise Brophy, COM, Administrative Affairs - Immigration & Licensure

1. President Kays called the meeting to order at approximately 5:05 pm.

2. Announcements, Reports, and Old Business:

a. Approval of the January minutes - Dr. Kays

Motion to approve minutes was made, seconded, and approved unanimously.

b. COM Volunteer Program & Privacy Issues - Susan Blair, Everall Peele, Louise Brophy

There are three different volunteer programs; observing patient care (pre-med student, or someone who has expressed an interest in pre-med) this is for 21 days or less, a volunteer program which runs for 22 days up to a year, and the third group is a volunteer program through Shands Health Care (candy strippers). These programs are for individuals who are not formally enrolled at the university.

Anyone who is formally enrolled at the university can come and observe patient care, but there are a couple of things that are required. The non-negotiable items are:

1. Complete the HIPAA training.
2. Complete the Confidentiality Statement.
3. Have a formal sponsor relationship with someone who will be accountable for them while they are visiting the hospital, particularly in patient care areas.
4. Must be 14 years or older.

There is an age recommendation of 18 that was accepted several years ago by the then COM Dean, Dr Tisher, which came out of the Self-Insurance Office. This allows the volunteer/observer to sign a contract and be held by that contract

because they are of legal age. In conversations with Dean Good he kept age 18 in place. The FC could recommend or negotiate an age adjustment through Dean Good. What is not negotiable, through the university perspective and university rules, is anyone under the age of 14 cannot volunteer/observe.

Currently individuals volunteering/observing through the COM are not required to have immunizations. If an individual were to volunteer through Shands Health Care they would be required to complete a health record, provide certification of immunizations, and if they are unable to do so they would be required to get immunizations. Similarly, the College of Dentistry requires immunizations for its volunteer program. COM concerns have been raised about volunteers/observers who have not received their immunizations or missing immunizations. This could cause risk to patients and/or the volunteer/observer.

Ms. Blair asked the FC to give them a set of recommendations on age, length of time, immunizations, etc. Dr. Kays suggested that a subcommittee be formed to evaluate and propose changes to the volunteer/observer programs.

[Observing Patient Care Information](#) (link to HSC Privacy Office)
[Volunteer Workers Information](#) (link to COM Administrative Affairs)
[Shands Volunteer Information](#) (link to Shands)

c. Bylaws Report - Dr. Bova

The latest draft version is available online. Ms. Collingwood has reviewed the draft and sees no legal issues. Please remember that this draft is for the Gainesville COM campus only.

The FC agreed to preliminarily accept the draft in its current state. The FC reps were asked to present the bylaws to their colleagues and to forward feedback to the FC. A vote to ratify the bylaws will potentially be taken next month.

d. Epic: Reports, Review & Discussion - Drs. Dewar, Kays, Quillen

LabCorp goes live next week; Quest will most likely go live in several weeks. It looks like Shands will adopt Epic mid 2011. Dr. Dewar hired two new people last week to help build/modify Epic. Dr. Dewar will train "mini-builders" to work with departments who have employees assigned to help modify EPIC on a departmental level. The phased roll out for Epic was done to help with correcting issues as they arose.

Dr. Dewar has worked with the compliance office and they relaxed the student roll in Epic. Student roll will become completely functional in March; they will be able to view all documentation in the Epic. They will be able to do everything except send off orders.

Getting physician engagement before implementing Epic in a department/clinic is a great help. There are several universities that have been using Epic for a couple of years and the departments here at the COM might find their counterparts at those universities willing to pass on helpful tips on their implementation steps and work flow.

Dr. Quillen handed out an article with regards to the [Epic implementation at the University of Iowa Hospital and Clinics](#). (link to article)

e. Associate Dean Positions - Dean Good

The leading candidate for the Senior Associate for Educational Affairs position has been back for a third visit. The COM is very close to announcing an appointment.

Dean Good would like to know how he should go about filling the Senior Associate Dean for Clinical Affairs and Senior Associate Dean for Faculty Group Practice positions. Both positions are currently filled by interims, Dr. Timothy Flynn and Dr. Marvin Dewar. Should there be a national or internal search or would the FC approve an appointment without a search (all options are covered in the COM constitution). Dean Good would like to appoint Dr. Timothy Flynn to Senior Associate Dean for Clinical Affairs and Dr. Marvin Dewar to Senior Associate Dean for Faculty Group Practice. The FC would like for there to be an interview/vetting process before appointing Drs. Flynn and Dewar to the Senior Associate Dean positions. The possibility of having Drs. Flynn and Dewar attend a future FC meeting to share their vision and answer questions was discussed.

f. FC Dues & FEO - Dr. Quillen

Remind your department faculty to pay their dues before the Research Day Dinner. Dues collected at the door will be \$30.

Spring FEO is underway – COM deadline is the middle of February.

g. Research Day Report - Dr. Bussing (this report was emailed to the FC due to time)

The website to submit abstracts for poster day will open within the next few days and will remain open for two weeks or until 180 abstracts have been submitted, whichever come first. The website will feature links to the announcement, to submission information and thematic groupings of submissions.

RSVP invitations to the dinner are forthcoming – if all works as planned you will be able to accept the invitation into your Outlook calendar and it will check whether council dues were paid (and if not, connect you to the Foundation website to pay).

Monday, April 19th will be the poster event, 5:30-9:00pm at the Hilton, with a heavy hors d'oeuvres and wine reception.

Tuesday, April 20th will feature Medical Guild Competition 8:00-10:30am, followed by refreshments and Medical Guild awards.

The featured speaker is Dr. Rex Chisholm “On the way to personalized medicine: Electronic Health Records, biobanks and genomics” from 11:00-noon.

Dinner is at the Hilton, 6:30-9:00pm, with cash bar 6:30-7:00pm, followed by dinner, awards and a talk by the Lifetime Achievement Award winner.

Please share this information with your faculty colleagues and encourage them to submit abstracts and pay their council dues.

3. Future Topics:

- a. Graduation Attendance Initiatives: William Patrick Duff, MD (scheduled for the March meeting)

4. The meeting was adjourned at approximately 6:40 pm.

The next Faculty Council meeting will be held Tuesday, March 2, 2010 @ 5PM in the Hugh Hill Conference Room

*Minutes recorded by Rachel L. Dotson, Office Assistant
Edited by Leslie Gonzalez-Rothi, FC Secretary*