MINUTES
COLLEGE OF MEDICINE JACKSONVILLE EXECUTIVE COMMITTEE
May 27, 2015
3:00 P.M.
Shands Jacksonville Boardroom

The meeting of the College of Medicine Jacksonville Executive Committee was called to order by Daniel R. Wilson, M.D., Ph.D., on Wednesday, May 27, 2015, at 3:00 p.m., in the Shands Jacksonville Boardroom.

ATTENDING


Staff: Tina Bottini, Gretchen Kuntz, Maryann Palmeter, Robert Pelaia, Nancy Stover, Cheryl Webber

Approval of Minutes: The minutes of the April 29, 2015, meeting of the College of Medicine Jacksonville Executive Committee were approved.

Dean’s Report: Dr. Wilson stated that there was an event on May 20 to introduce The Power of Together, our new strategic plan. The event was recorded and is available on-line. He stated that our strategic plan will be added soon. Dr. Pearson will be visiting with some of the active researchers in Jacksonville to elicit experiences, observations and opportunities as it relates to research. Specifically, Dr. Pearson would like to identify ways to strengthen collaborations between Gainesville and Jacksonville. Dr. Wilson stated that Dr. Berger is stepping down as associate dean for research and expressed his gratitude to Dr. Berger for his leadership for the past 8 years. Dr. Wilson stated that the academic year is ending on a positive note. There will be a special session of the legislature at which time hospital funding will be deliberated. Operations on the north campus are successful. He stated that there is no official word about the LCME accreditation visit, but indications are quite positive.

UF Health Jacksonville CEO Report: No report.

Faculty Council President’s Report: Dr. Williams stated the newly elected Faculty Senators are Dr. Ashley Norse and Dr. Elisa Sottile. He stated that the Faculty Council has made nominations for Faculty Council President-Elect and Treasurer and additional nominations are being solicited from the faculty. The election of officers will occur in June. Also, department representatives whose terms expire in 2015 will be elected or re-appointed. Dr. Williams stated that the Faculty Council is also investigating some issues that could be a disadvantage to our faculty in promotion and tenure.

Quality/Safety: Dr. Vukich reported in Dr. Gray-Eurom’s absence. Faculty are reminded that orders must be appropriate and correct, practice hand hygiene, cover head and facial hair in
procedure rooms, stop and pay attention during time-outs, and handwritten documents must be dated and signed.

**Compliance Update:** Mrs. Palmeter reviewed the document that was sent electronically concerning practical guidance for health care governing boards on compliance oversight.

**HIPAA Update:** Mrs. Webber stated that there have been no significant data breaches or regulatory updates to report.

**Faculty Affairs Update:** Dr. Benrubí stated that the promotion and tenure mentor program has started. An evaluation form has been developed to get input from the mentors and the mentees to evaluate the usefulness of the mentoring program.

**GME Update:** Dr. Edwards stated that resident and fellow graduation is June 10 at 3:00 p.m. Chairs and/or their designees will present certificates to the graduates. A reception will be held after the ceremony. She stated that a CLER site review is anticipated by the end of this calendar year. Some changes have been reviewed with the residents concerning supervision guidelines. There are indications that there will be visits to the operating rooms and the clinics. Letters from the ACGME have been received for continued accreditation in anesthesiology, emergency medicine, diagnostic radiology, orthopaedics, surgery critical care, and blood banking and transfusion medicine. Any citations have been resolved. Neurology received unofficial notification of continued accreditation. The Head and Neck Oncologic Surgery & Microvascular Reconstruction fellowship has been approved and will be retroactive so the current fellow will receive credit for board certification. Dr. Edwards stated that employee health provides a report of bloodborne exposure of residents and faculty. The information is also available for the chairs. Dr. Edwards stated that the potential GME funding expansion will be discussed at a later time.

**UGME Update:** Dr. Genuardi stated that there is an opening for a Jacksonville representative on the curriculum committee and that he is willing to coordinate the process. Dr. Genuardi will e-mail the faculty and the chairs will be notified of interested faculty in their departments. Dr. Genuardi stated that College of Medicine has grants of $5,000 for small educational projects. The deadline to apply is June 22. The graduation class of the College of Medicine awarded the “Golden Apple” award for the best teaching class to the Department of Pediatrics.

**Research Update:** Ms. Bottini stated that Research Day was May 21. Dr. James Scott’s keynote speech on “Medical literature, the pearls and pitfalls”, was well-received. Dr. Phyllis Hendry received the 2015 Robert C. Nuss Researcher/Scholar Award. Ms. Bottini stated that she is open to suggestions to increase attendance. The Dean’s Fund grant application deadline is July 24. Phase I of the UFIRST electronic system was implemented in April. The UFJHI staff now have access to the system. Phase II, scheduled for the Fall, is for those who submit to federal sponsors. Also, IRB03 will be integrated into the software package that is used in Gainesville.

Dr. Williams will ask the Faculty Council for input regarding increasing attendance on Research Day.
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Administrative Update: Mr. Conde stated that the University’s position is that the chair does not have to grant comp time to faculty, with the exception of the four holidays in December. The chair can have an internal policy for comp time as long as it is applied consistently. Mr. Conde stated that adjunct faculty are hired for no longer than one year. Notice of renewals for the adjunct faculty will be sent to the chairs to decide on their re-appointment. There is no non-renewal provision, unless terminated for cause, for adjunct faculty. There is an option to hire adjunct faculty for six months. Mr. Conde stated that a list of courtesy faculty will be sent to the chairs to review. If a courtesy appointment is not to be renewed, a letter will be sent stating that the appointment will be terminated effective June 30. Courtesy faculty must follow UF regulations relative to outside activities. Mr. Conde stated that OPS employees at .075 FTE are eligible for State benefits. If they do not elect State benefits and are then hired as faculty, they must wait until open enrollment to get State benefits.

Borland Library: Mrs. Kuntz stated that there is nothing new to report.

Development Update: No report.

ICD Training: Dr. Wilson stated that faculty will be required to take ICD 10 training again as a refresher.

There being no further business, the meeting adjourned at 3:50 p.m.

Daniel R. Wilson, M.D., Ph.D.