

MINUTES
JABSOM Executive Committee Meeting
February 15, 2013
MEB 202

Agenda Item/Speaker	Discussion	Action
GMEC Bylaws Change Draft – Lauren Kwak	<p>PowerPoint attached</p> <p>Current bylaws need to be updated to reflect current role of the Graduate Medical Education Committee and the Designated Institutional Official at JABSOM. Future bylaws will further define two key functions of the GMEC including the establishment of policies and to meet or exceed the standards of the ACGME. Updating the Bylaws is important for consistency with the recently amended GME agreement between UH & HRP. As the amended GME agreement is an institutional document, it supersedes the JABSOM Bylaws (currently mute on GME). Thus modification of the Bylaws need not occur prior to the upcoming ACGME site visit.</p>	<p>This draft will be emailed to the Executive Committee and also taken to Faculty Senate before going to a General Faculty Meeting for final approval.</p>
Office of Research Compliance – Zoe Hammatt	<p>PowerPoint attached</p> <p>The Office of Research Compliance opens a satellite office on 2/15/13 in 212-L, and will address four areas of compliance: Research Integrity, Human Studies, Animal Welfare and Biosafety, and Animal and Veterinary Services.</p>	<p>Posted hours Monday through Friday, with a staff member to address each area of compliance addressed on a specific day.</p>
Chair's Designated Signing Authority – Coco Seymour and Kathy Matsumoto	<p>PowerPoint attached</p> <p>Prior to 7/1/12, all original forms were submitted via hard copy, and this new delegation notification process is intended to allow the forms to be submitted online, where it will then be submitted electronically to all offices affected by the notice. The form is to be used when a chair or approving authority goes on Leave/travel/etc. This form does not replace the Out of Office memo sent to supervisors.</p> <p>The form will be a one-time submission and used through the end of the fiscal year, 6/30/13, and resubmitted (with any appropriate revisions) on an annual basis.</p>	<p>Each fiscal year, a new delegation form will need to be resubmitted.</p> <p>All existing forms will remain in process; this will apply to new delegations from this point forward.</p>
Announcement – Dean Jerris Hedges	<p>Welcome to Dr. Alan Schiller, new Chair in Pathology Department. He has a strong relationship with the Pathology community in Hawaii and has been to Hawaii many times as a consultant.</p>	

	<p>Congratulations to Dr. Bill Haning for his recent appointment as Director with the American Society of Addiction Medicine.</p>	
<p>Pathways Program for High School Educators</p>	<p>PowerPoint attached Rachel Boulay described how the Molecular Biology Professional Development program enriches the lives of high school educators who are able to pair with scientists and develop cardiovascular skills. Online instructional modules are provided prior to the in-the-lab aspect of the program, followed by 10 days of intensive hands-on laboratory training.</p> <p>They have involved 55% of Hawaii's public high schools so far, including some neighbor island schools.</p> <p>They also distribute badly needed equipment that might have been discarded.</p>	<p>The department is always looking for equipment donations for their program. Please contact Rachel if you might be able to help.</p>
<p>Update Business/Branding for UH Med Now Spotlight - Tina Shelton, Communications</p>	<p>Tina will work with you if you wish to use the UH/JABSOM banner display. Contact her if you are interested.</p> <p>If you have been involved with a conference on campus, please also contact her. She is working with UH Manoa on promoting JABSOM and its faculty members.</p> <p>She will be distributing forms for the Spotlight section of the UH Med Now site to highlight faculty members who have been recognized for significant achievements.</p>	<p>Please let her know if you can contribute any information for future Spotlight articles. It is a great way for the community and JABSOM know more about their colleagues.</p>
<p>HIPAA Policy-First Read – Roy Magnusson, Henry Glaspie</p>	<p>PowerPoint attached Dr. Magnusson reviewed a revised policy on personal health information at JABSOM in draft form.</p>	<p>This is the first reading and departments are asked to review and comment. In addition, JABSOM executive committee members were asked to consider areas within their department that might manage Personal Health Information (PHI) and provide this information to Hank Glaspie so that we can include these in our planning and assessment.</p>
<p>Adjourned:</p>	<p>10:15 am</p>	