

UNIVERSITY HEALTH CARE
HOSPITALS AND CLINICS

GRADUATE MEDICAL EDUCATION

HOUSESTAFF POLICIES AND PROCEDURES

SCHOOL OF MEDICINE PROCEDURES FOR RECORDING AND REPORTING
COMMITTEE ACTIONS

Section 7 No. 6.5 Rev. 0
23, 1992
Chapter: Other

Review Date: July 2007

Revision Date: January

I. PURPOSE:

The School of Medicine has committees that are charged with responsibility for reviewing the work and progress of students, houseofficers, staff, and faculty. It has been a longstanding practice of the School of Medicine that proceedings conducted by these committees may be recorded by electronic or other means. This assures the accuracy of the final report of the proceedings and actions taken. In its efforts to ensure fairness to all interested parties, the School of Medicine through its various policies often allows for multiple levels of review of academic and disciplinary actions.

II. PROCEDURE:

Each person who is subject to review by a committee at the School of Medicine has the opportunity of participating in committee meetings by providing information to the committee and receiving a report of the committee's actions. The right to participate does not include participating in closed session where the committee performs its deliberative function. The right to a report of the committee's action does not include a tape recording or verbatim transcript of the proceedings except that the individual, at his or her own initiative and expense, may record portions of the proceedings in which he/she participates. If a recording is made in this instance, a like recording should be made and retained by the School of Medicine.

1. Reports of committee proceedings should be prepared so that only one person who is the subject of the proceedings is discussed in the report. If at a committee meeting there are several agenda items relating to several individuals, there should be prepared a report on each of the individuals to avoid improper disclosure of private information to others.
2. The report should include the name of the committee, identification of the chair and other committee members participating, the name of the person who is the subject of the committee meeting and the issues addressed by the committee, the names of all persons appearing before the committee to provide information, a general description of documents and verbal information received and a report of the committee action. The report of committee action should generally be sufficient to allow the person who is the subject of the hearing know what issues and claims were reviewed and the committee's decisions with respect to each of those issues and claims. The chairman should review, approve and sign the written report of the committee proceedings.

3. In order to assist the chair in preparation of the report, a stenographer or reporter should be present. The stenographer may use shorthand notes or tape recordings to assist in preparation of the committee report. Once the committee report has been prepared and approved by the committee chair, the stenographer's notes and any tape recordings will normally be destroyed.
4. According to School of Medicine policies, the person who is the subject of the hearing and that person's department or administrative unit should be provided with a copy of the committee's decision together with information concerning additional appeals or reviews which may be available.
5. Questions concerning the foregoing should be referred to the Office of the Dean for additional clarification.

Approval body: Graduate Medical Education Committee

Approval date: 1/92

Policy Owner: Graduate Medical Education

Historical Information:

Review dates: 8/05, 7/06, 7/07

Revision dates:

Approval dates: