SCHOOL OF MEDICINE FACULTY COUNCIL
Wade Smith, MD, PhD, Chair

Minutes
May 23, 2005

Guests: Michael Blum, MD (Associate Clinical Professor, Department of Information Technology)
         Charles Taylor (Director of Financial Analysis, Budget and Resource Management)

The School of Medicine Faculty Council convened at 3:36 p.m. on Monday, May 23, 2005 in Room S-30. A quorum was present.

Approval of Minutes

The minutes of the meeting of March 28, 2005 were approved with no changes.

Chair’s Report

Chair Smith introduced and welcomed the new Clinical representative to the Medicine Faculty Council, Richard Coughlin, MD. Dr. Coughlin is in the Department of Orthopedics at San Francisco General Hospital and will serve the remainder of H. Chen’s term, which expires on August 31, 2005.

Chair Smith reminded the Faculty Council of the Call for Nominations that went out in May 2005 and asked that members submit nominations for the open Senate at-large, Adjunct representative and Clinical representative seats by June 6, 2005. Chair Smith also requested that members submit e-mail nominations for new Council leadership for the 2005-2006 academic year.

Dean’s Report

None.

UCPB Report

P. Robertson reported that the University Committee on Planning and Budget (UCPB) is currently considering a proposal on graduate student education tailored to attract more international students. The proposal was put forward in an expedited manner and requires further analysis by the Academic Council.

GME Report

None.
**Proposed Policy on the Posthumous Award of Degrees**

The Council voted unanimously to approve the revised Policy on the Posthumous Award of Degrees. Senate staff will submit a request to the Committee on Rules and Jurisdiction that the School of Medicine Faculty Council bylaws be amended to include the new policy.

**Improvements to Electronic Medical Record Systems**

**Michael Blum, MD**

Michael Blum, MD, Associate Clinical Professor in the Department of Information Technology (IT), provided the Faculty Council with an overview of the status of implementing a single electronic medical record (EMR) system at UCSF. UCSF is about 15 years behind peer institutions in utilizing existing EMR technology in its clinical enterprise.

UCSF has purchased a software suite known as UCare, and the implementation of an EMR in acute care will unfold in three phases, beginning in July 2005. UCare will replace STOR, and eventually integrate the perioperative system. The goal is to have a broad, integrated system in a single EMR that will optimize access to patient records and charts. Currently, IT has completed a workflow redesign, prototyping and testing. A hardware roll-out, pilot activation and a full roll-out are to follow. Ambulatory implementation is also anticipated in the plan, and the timing of such will be developed upon the successful roll-out of UCare in acute care.

M. Blum stated he is available to take suggestions on EMR implementation or to provide additional information. He can be reached by e-mail at michael.blum@ucsfmedctr.org or by telephone at 353-9120.

**Cost Sharing and Program Income Policy**

**Charles Taylor**

Charles Taylor, Director of Financial Analysis in the Department of Budget and Resource Management, gave a dual presentation on UCSF Cost Sharing and Program Income policies. Director Taylor also circulated a handout summarizing these policies.

Cost sharing occurs when a Primary Investigator (PI) shifts funding for committed effort or materials on an award to another source but does not formally reduce the commitment with the sponsor. It is important that UCSF focus on this issue now because cost sharing and effort reporting are major compliance issues and high audit priorities for the Department of Health and Human Services, Office of the Inspector General. In addition, major legal settlements related to effort reporting violations at Harvard, Johns Hopkins and Northwestern University have totaled over $10 million in the past few years.

Program Income is gross income earned by the University that is directly generated by a sponsored project or earned as the result of a sponsored project. New UCSF policies require that program income be correctly accounted for, used and reported. This is important to comply with federal regulations and the terms and conditions of the sponsored agreement, as well as to avoid audits and sanctions by the National Institutes of Health.

The Department of Budget and Resource Management recently finalized its Cost Sharing and Program Income polices and is currently conducting departmental trainings to educate the campus about these issues.
Budget and Resource Management will also develop clear directives for identifying, utilizing and reporting cost sharing. Charles Taylor can be contacted by email at ctaylor@finance.ucsf.edu or by telephone at 502-1065 for more information.

**Old Business**

None.

**New Business**

None.

*The meeting adjourned at 5:02 p.m.*

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