COMMITTEE ON CLINICAL AFFAIRS
Kenneth Fye, MD, Chair

Minutes
Wednesday, September 27, 2006

Present: K. Fye (Chair), Q. Cheng, D. Cox, T. De Marco, B. Hare, S. Kayser, J. Maa, C. MacDougall, S. Thyne, G. Yokoyama


Guests: David Morgan, Executive Director, Ambulatory Services, UCSF Medical Center

Chair Fye called the meeting to order at 4:05 p.m. in Room S-30. A quorum was present.

Approval of the Minutes of the Meeting of July 26, 2006 (Attachment I)
The minutes of the meeting of July 26, 2006 were approved by the Committee as written.

Committee Member Introductions and Orientation
The Committee Members present introduced themselves.

Chair’s Report and Announcements
Chair Fye gave an overview of the Clinical Affairs Committee (CAC), its history and current issues. CAC was formed in response to the problems which arose from the attempted UCSF-Stanford merger. CAC functions as an advisory board for the Academic Senate Leadership at UCSF. For the 2006-07 year, CAC will focus its efforts on creating an exit interview process for departing faculty.

Physician’s Advisory Group Report – K. Fye
Chair Fye serves as the Committee’s liaison to the Physician’s Advisory Group (PAG). Throughout the year, he will report to the Committee on issues and concerns discussed at PAG meetings.

Exit Interviews for Clinical Faculty Separating from UCSF – K. Fye (Attachment II)
To better understand the needs of clinical faculty and to determine how to best retain clinical faculty, CAC has undertaken the task to create an exit interview process. The Committee discussed at length the creation of an exit interview for departing clinical faculty. Some suggested ideas included:

Content and Design
- Determine the primary and secondary reasons for leaving UCSF.
- Determine the kinds of positions chosen upon leaving UCSF.
- Determine if a faculty member has been asked to leave or if they have chosen to leave.
• Include a question about hierarchical pressure.
• Collect demographic data while maintaining anonymity.
• Collect both quantitative and qualitative data.
  o Include scalable questions and an open comments section.
  o Consider using Liekert Scales to collect quantitative data.
• Determine what resources are available at UCSF to help write and design the questionnaire.
  o Seek advice from UCSF faculty and staff who have expertise in crafting surveys.
    ▪ Possible resources include: AIDS Research Institute, Sociology and Public Health.
  o Review exit interviews from other institutions including medical centers, teaching hospitals and industry.

Implementation
Associate Vice Chancellor Sally Marshall’s office will implement the surveys and collect the data.
• Distribute the initial round of surveys to current clinical faculty, as well as those who left in the last year or last five years.
• Distribute subsequent surveys to departing clinical faculty as they leave UCSF.
• Design the process to elicit the greatest number of responses.
• Determine if the exit interview can be linked to the Human Resources departure process.
• Determine if the survey can be implemented via the internet.

Analysis
• Evaluate the data collected from the surveys by Associate Vice Chancellor Marshall’s office.
• Determine supplemental sources of data.
  o Human Resources
    ▪ Data is available on turnover rates that can be linked to the survey data to identify problematic departments.
  o Deans’ Offices
    ▪ Chair Fye will contact the Deans offices to learn more about the data available.

New Business
The recommendations from the Kurt Salmon Associates (KSA) report on Ambulatory Care are ready for review by the Clinical Affairs Committee. David Morgan, Executive Director, Ambulatory Services will present the recommendations at the next CAC meeting, to be held on October 25, 2006.

Adjournment
There being no further business, Chair Fye adjourned the meeting at 5:28 P.M.
## Committee on Clinical Affairs Attendance Record 2005-2006

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