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# University of Missouri - Columbia



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SCHOOL OF MEDICINE  
Office of the Dean

Telephone  
314 442-5111 Ext. 611

March 18, 1971

Dear

With our forthcoming meeting we will have a unique opportunity to plan ahead. Almost all Regions are now on the anniversary application system; staff informs me that our April meeting will have fifteen anniversary applications and only seven supplemental applications to review. Site visits will have been made to eight Regions. It's been a long time coming and I know you have shared with me a frustration about the workload and rushed meetings.

As a starter toward improvement, here are a few changes we are initiating during the current review cycle; I'm certain you'll have other suggestions.

1. The basic membership of a site visit team will consist of a Committee member, Council member, an RMP coordinator and a practicing physician. Special consultants and representatives of the allied health professions will be added as necessary to balance the composition of the team. Staff will include RMPs representatives knowledgeable about the individual RMPs or particular program aspects and Regional Office representatives.
2. To enable all Committee members to be aware of site visit recommendations, a brief one-page resume of the major findings and recommendations will be mailed to you before the meeting if the complete report is not available.
3. One member of the team, in addition to the Committee member and excluding the Council member, of course, will be asked to attend the Committee meeting to help in the presentation of the team's findings. This will most certainly relieve each of us from solo responsibility for presenting the rationale for the team's recommendations. Even more important, it will make a number of key people more knowledgeable about our review processes.

March 18, 1971  
Page two

The guests will be non-voting and a Review Committee member, non-site visitor, will still be asked to be secondary reviewer.

4. Staff will be encouraged to present pertinent information about the Region, policy or particular program areas during the Committee meeting. To assure this, I will specifically ask for staff comments before asking for a vote on recommendations.

5. At the end of the meeting, I will ask Committee to review briefly its recommendations on all anniversary applications. Since our views sometimes change over the two-day period, this will provide an opportunity to spot inconsistencies in actions.

I am looking forward to seeing you again on April 13-14. I would appreciate very much if you would make your travel arrangements to insure your presence at the meeting until 5:00 p.m. on April 14. Your review materials, I understand, will be mailed about March 25. I am attaching a list of the Regions to be reviewed as a preview.

Sincerely yours,

William D. Mayer, M.D.  
Chairman, Review Committee

Attachment