

**UND School of Medicine & Health Sciences  
Graduate Medical Education Committee  
Via Zoom  
December 12, 2023**

**Meeting Minutes**

<b>Topic</b>	<b>Discussion</b>	<b>Action/Resolution</b>	<b>ACGME Requirement</b>
1) Call to order	The meeting was called to order at 4:00PM. A motion was made to approve the consent agenda.	<b>Motion to approve consent agenda (Lunde/Sandroni). The motion was passed by the full committee.</b>	N/A
2) Review of Minutes	a. Approval of GMEC meeting minutes of October 10, 2023.	<b>The meeting minutes of October 10, 2023, were approved via consent agenda.</b>	I.B.3.b)
3) Communication with GMEC	<p>a. Discussion with GMEC regarding appropriate communication related to couples matches – Dr. Johnson wanted to open a discussion on the NRMP and couples Match. The committee members discussed how they figured ranking, but the bigger picture was invites to interviews. This discussion was meant to raise the level of awareness in invites; discuss ranking candidates by individual merits and confirm policy for the match.</p> <p>b. Discussion regarding graduation diplomas and 1-year certificates.</p> <ul style="list-style-type: none"> <li>i. Do we want the Registrar’s Office to continue printing hard copy diplomas, or would programs prefer an editable template and print their own?</li> <li>ii. Due to software changes, a need exists to condense language used across programs if the Registrar continues to print.</li> <li>iii. Preliminary discussion regarding how to standardize template, which Kim will bring back to Registrar to determine feasibility: <ul style="list-style-type: none"> <li>1. <b><u>Graduation Diploma:</u></b> “NAME has successfully fulfilled all requirements for completion of residency [or fellowship] training in [insert specialty/subspecialty] If applicable: including x year(s) as:</li> </ul> </li> </ul>	<b>For member information</b>	I.B.3.b)

	<p>a. Chief Resident  b. Administrative Chief  c. Administrative Chief Resident</p> <p>for the [x months (length of residency training) ending on [insert date].</p> <p>2. <b><u>One Year Certificate:</u></b>  NAME has successfully completed x year(s) of training in [insert specialty] residency [or internship]" [insert start and end date]</p> <p>OR</p> <p>NAME has successfully completed x year(s) of a x year(s) [insert specialty] residency [or internship]"</p> <p>Comments included:</p> <ul style="list-style-type: none"> <li>• Olson - Getting them printed by the Registrar would seem to get the high-quality ink that lasts longer.</li> <li>• Schmitz – Diplomas are a big deal and should be quality.</li> <li>• First year certificates are required for licensing.</li> <li>• Additional feedback should be sent to Kim Becker.</li> </ul> <p>c. ACGME Letter regarding 2024 Accreditation and Application Fees 2024 (See Attachment 4)</p>		
<p>4) Stipends and position allocation review and recommendations</p>			<p>I.B.4.b).(3)</p>
<p>5) Resident duty hours</p>	<p>a. MedHub Duty Hours Institutional Summaries (See Attachment 2):</p> <p>i. FM Hettinger, Geriatrics, Hematology and Medical Oncology, Neurology, Orthopedic Surgery, Psychiatry, and Surgery:</p> <ol style="list-style-type: none"> <li>1. 9/1/23-9/30/23</li> <li>2. 10/1/23-10/31/23</li> </ol> <p>ii. FM Bismarck:</p> <ol style="list-style-type: none"> <li>1. 7/24/23-8/20/23</li> <li>2. 8/21/23-9/17/23</li> <li>3. 9/18/23-10/15/23</li> </ol> <p>iii. FM Minot and FM Williston:</p> <ol style="list-style-type: none"> <li>1. 7/31/23-8/27/23</li> <li>2. 8/28/23-9/24/23</li> <li>3. 9/25/23-10/22/23</li> </ol>	<p><b>Duty Hours reviews were approved via consent agenda.</b></p>	<p>III.B.5.a).(1)</p>

	<p>iv. FM Fargo, Internal Medicine, and Transitional Year:</p> <ol style="list-style-type: none"> <li>1. 8/7/23-9/3/23</li> <li>2. 9/4/23-10/1/23</li> <li>3. 10/2/23-10/29/23</li> </ol>		
6) Quality of GME Learning and Working Environment	<p>a. Check in with resident/fellow committee members –</p> <ul style="list-style-type: none"> <li>• Dr. Townsend asked that during the process of residents making decisions on insurance plans that additional information be provided to better explain coverage prior to signing policy.</li> <li>• Beth Ambrosio said a more simplified comparison table on covered and non-covered items may help.</li> <li>• Dr. Becker indicated that informational sessions were offered for residents to attend to learn more about the plans and ask questions. She asked the committee for feedback about what would be helpful.</li> </ul>	FYI	I.B.4.a).(2)
7) Curriculum and Evaluation			I.B.4.a).(4)
8) Oversight of program accreditation: Review of accreditation letters, monitoring of action plans for correction of citations and areas of noncompliance.	<ol style="list-style-type: none"> <li>a. Final report on status of recommendations from the 3-9-22 Internal Medicine Special Review (See Attachment 6) – Deferred</li> <li>b. Monitoring of 11/9/22 ACGME LON Pediatrics – Dr. Tiongson (See Attachment 7) Dr. Tiongson provided a verbal and written report on program updates. Dr. Tiongson also said the program just completed interviews for their first group of residents for the new Pediatric program.</li> <li>c. Monitoring of 2/6/23 ACGME LON FM-Minot LON – Dr. Sandroni (See Attachment 8) - Dr. Sandroni provided the committee with a written and verbal update on the program's areas of improvement/concerning trends.</li> <li>d. Monitoring of 5/16/23 ACGME LON Forensic Pathology – Dr. Sens (See Attachment 9) Dr. Sens provided the committee with a written and verbal update on the forensic pathology program.</li> <li>e. 10/5/23 ACGME Letter: Surgery. FIT Approval (See Attachment 3).</li> <li>f. 10/9/23 ACGME Letter: Family Medicine Fargo. The Review Committee determined that a site visit of the program must be conducted before an accreditation decision can be made. Approximate next site visit is 1/1/24.</li> <li>g. 10/12/23 ACGME LON: Hematology and Medical Oncology. Continued Accreditation. The Review Committee commended the program for its</li> </ol>	<p><b>8 b-d. Reports provided.</b></p> <p><b>8d-h. Information provided to the committee</b></p>	I.B.4.a).(1)

	demonstrated substantial compliance with the Program Requirements without any new citations. h. 11/14/23 ACGME Letter: Family Medicine Fargo. In-person site visit scheduled for 1/23/24		
9) Institutional Accreditation			I.A.3.
10) Annual Institutional Review			I.B.5.
11) Oversight of programs changes	a. Review and GMEC appointment of Dr. Sheryl Sahr as Program Director of upcoming surgical critical care fellowship (See Attachment 5) i. Dr. Sahr present to introduce herself prior to GMEC vote. Dr. Sahr introduced herself and presented her vision for the surgery critical care fellowship. ii. Dr. Sahr was excused while the committee voted on her approval.	<b>A motion was made to approve Dr. Sahr as Program Director of the surgical critical care fellowship effective 12/12/23. (Theige/Johnson) The motion was approved by the full committee.</b>	I.B.4.b)(4)-(9)
12) Establishment of Policy and Procedures			I.B.4.b).(1)
13) Oversight of reductions and closures			IV.O.
14) Vendor interactions			IV.L.
Adjournment	The meeting was adjourned at 5:00PM		
Future meeting schedules	The next meeting will be February 13, 2024.		

Minutes taken by Kristi Hofer, GME

2023-2024		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Graduate Medical Education Committee</b>													
**Need 14 votes for majority (one resident vote of those required)													
<b>Voting Members - Fargo/or Grand Forks sites</b>													
<a href="#">Kim Becker, DIO</a>	DIO, Committee Chair		X		X		X						
<a href="#">David Theige, MD</a>	Quality Improvement/Safety Officer Sanford		X				X						
<a href="#">Jennifer Raum, MD, Internal Medicine</a>	Program Director		X										
<a href="#">Robert Olson, MD, Psychiatry</a>	Program Director		X				X						
<a href="#">Neville Alberto, MD, Transitional Year</a>	Program Director		X										
<a href="#">Stefan Johnson, MD, Surgery</a>	Program Director		X		X		X						
<a href="#">Bruce Piatt, MD, Orthopedics</a>	Program Director		X		X								
<a href="#">Lindsey Dahl, MD, Geriatrics</a>	Program Director		X				X						
<a href="#">Matthew Tinguely, MD, Hematology Oncology fellowship</a>	Program Director				X								
<a href="#">Lara Lunde, MD, Fargo FM</a>	Program Director		X		X		X						
<a href="#">Jau-Shin Lou, MD, Neurology</a>	Program Director		X		X								
David Townsend, MD, Internal Medicine	Resident member		X				X						
Dre Steinwehr, MD, Internal Medicine	Alternate representative		X		X								
Amanda Stadem, MD, Psychiatry	Resident member		X										
Jeremy Jones, MD, Psychiatry	Alternate Resident member				X		X						
<a href="#">Joshua Blotter, MD, Neurology</a>	Alternate Resident member				X		X						
<a href="#">Sean Montgomery, MD, Neurology</a>	Resident member												

No meeting this month

No meeting this month

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<a href="#">Gunjan Manocha, Geriatrics</a>	Program Coordinator											
<a href="#">Lisa Jorissen, Neurology</a>	Program Coordinator		X		X		X					
<a href="#">Sadie Braseth, Hem/Onc coordinator Fargo</a>	Program Coordinator						X					
<a href="#">Xan-Marie Kofstad, Graduate Medical Education</a>	Program Coordinator GME & Neurology		X				X					
<a href="#">Kristi Hofer</a>	Admin Officer, SE Campus		X				X					
Incoming Programs/Members attending GMEC (non-voting) PD becomes voting when resident/fellows join program.												
Christopher Tiongson, MD, Pediatrics	Program Director		X		X							
Sarah Julsrud, Pediatrics	Program Coordinator		X		X							
MaryAnn Sens, MD, Pathology	Program Director		X				X					
Karen Cisek, Pathology	Program Coordinator											
Guests	Non-Voting											
<a href="#">Dinesh Bande, MD, IMed</a>	Chair, Internal Medicine						X					
<a href="#">David Schmitz, MD, FMED</a>	Chair, FMED		X				X					
Kayla Burchill, MD, Surgery	Assistant PD, Surgery											
Mentor Ahmeti, MD, Surgery	Assistant PD, Surgery											
Cornelius Dyke, MD, Surgery	Chair, Surgery											
Lisa Schock, MD, Psychiatry	Assistant PD, Psychiatry											
Erica Johnson	SMHS Library Director						X					
Lauren Blake							X					