

**UND School of Medicine & Health Sciences
Graduate Medical Education Committee
Via Zoom
February 14, 2023**

Meeting Minutes

Topic	Discussion	Action/Resolution	ACGME Requirement
1) Call to order	The meeting was called to order at 4:00PM. A motion was made to approve the consent agenda (Hostetter/Sandroni)	Motion to approve consent agenda (Hostetter/Sandroni). The motion was passed by the full committee.	N/A
2) Review of Minutes	a. Approval of GMEC meeting minutes.	2 a) The meeting minutes of December 13, 2022 were approved via consent agenda	I.B.3.b)
3) Announcements			I.B.3.b)
4) Stipends and position allocation review and recommendations	a. Guest Presenter: Namil Choi – Associate Dean for Admin & Finance/COO. – See 5a. Mr. Choi reviewed a PowerPoint presentation with proposed 23/24 resident stipends and benefits.	A motion was made to approve the recommendation as presented by Mr. Choi if approved by the legislature. (Hostetter/Theige). The motion was not approved during the meeting because of a lack of quorum. The presentation was sent for e-vote the following day with an amendment to approve the proposed stipends, as	I.B.4.b).(3)

		presented at the meeting. The motion was approved by the majority of the voting members.	
5) Communication with GMEC	<p>a. 2023-2024 Resident/Fellow contract (See Attachments 7A and 7B) – Stipends have not been finalized. You may send out the contracts with current year stipends or you may wait and send out with approved stipends for this academic year. Dr. Becker reviewed all the suggested changes for the new academic year contract for residents and fellows.</p> <p>b. Reminder to follow procedure to request approval for graduation ceremonies that was outlined in email dated 1/26/23 from Kim Becker to PD's and Program Coordinators.</p>		
6) Resident duty hours	<p>a. MedHub Duty Hours Institutional Summaries: 11/1/2022-11/31/2022 for all programs except FM Fargo, Internal Medicine, and Transitional Year, which are 10/31/2022-11/27/2022; FM Minot and FM Williston, which are 10/24/2022-11/20/2022; and FM Bismarck, which is 10/17/2022-11/13/2022. (See Attachment 2)</p>	Approved via consent agenda	III.B.5.a).(1)
7) Quality of GME Learning and Working Environment	<p>b. Request from Resident Forum: Move Resident Forums from occurring after GMEC meetings to the first Wednesday of each month at 6:00pm via Zoom. - The residents have asked to move the resident forum to the first Wednesday of each month at 6:00PM via zoom. The residents will oversee the meeting will notify their colleagues of the meetings. The residents will set up the zoom link. The GME office will receive a copy of the link and will forward the yearly schedule with a copy of the link.</p> <p>c. 2020-2021 ACGME Resident Survey item that met the threshold for GMEC review: <i>Satisfied with process for dealing confidentially with problems and concerns.</i> (See Attachment 4) - Dr. Becker reviewed question with the committee. Dr. Alberto's program and Dr. Piatt's program both received 100 percent on this survey point. Dr. Alberto reviewed what he does with the Transitional Year residents.</p>		I.B.4.a).(2)
8) Curriculum and Evaluation			I.B.4.a).(4)
9) Oversight of program accreditation: Review of accreditation letters, monitoring of action plans for correction of	<p>a. Monitoring of 4/8/22 ACGME LON Surgery – Dr. Johnson (See Attachment 10) – Deferred to the next meeting</p> <p>b. Monitoring of 6/22/22 FM-Minot Special Review – Dr. Sandroni (See Attachments 11 and 12) – Deferred to the next meeting</p> <p>c. Monitoring of 11/9/22 ACGME LON Pediatrics – Dr. Tiongson (See Attachment 13) – Deferred to the next meeting</p> <p>d. GMEC approval of Neurology Special Review Report (See Attachment 3)</p>	9d-k) Approved via consent agenda	I.B.4.a).(1)

<p>citations and areas of noncompliance.</p>	<p>e. Institutional ACGME LON dated 1/11/23. Continued accreditation effective 1/3/23. The Review Committee commended the institution for its demonstrated substantial compliance with the ACGME's Program Requirements and/or Institutional Requirements without any new citations.</p> <p>f. Hematology and Medical Oncology ACGME letter dated 1/20/23 ACGME letter-site visit scheduled for 2/28/23.</p> <p>g. Family Medicine - Hettinger ACGME LON dated 2/6/23-Continued Accreditation effective 1/25/2023. The Review Committee commended the program for its demonstrated substantial compliance with the ACGME's Program Requirements and/or Institutional Requirements any new citations.</p> <p>h. Family Medicine - Fargo ACGME LON dated 2/6/23- Continued Accreditation effective 1/25/2023. The Review Committee commended the program for its demonstrated substantial compliance with the ACGME's Program Requirements and/or Institutional Requirements without any new citations.</p> <p>i. Family Medicine - Williston ACGME LON dated 2/6/23-Continued Accreditation effective 1/25/2023. The Review Committee commended the program for its demonstrated substantial compliance with the ACGME's Program Requirements and/or Institutional Requirements without any new citations.</p> <p>j. Family Medicine - Minot ACGME LON dated 2/6/23-Continued Accreditation effective 1/25/2023. The Review Committee determined the program is in substantial compliance with the ACGME's Program Requirements and/or Institutional Requirements and did not issue any new citations. Two areas for improvement and/or concerning trends in the following: 1) Board Passage Rate, and 2) Faculty Supervision and Teaching.</p> <p>k. Family Medicine - Bismarck ACGME LON dated 2/7/23-Continued Accreditation effective 1/25/2023. The Review Committee determined the program is in substantial compliance with the ACGME's Program Requirements and/or Institutional Requirements and did not issue any new citations. One area for improvement and/or concerning trend in Clinical Experience.</p>		
<p>10) Institutional Accreditation</p>			<p>I.A.3.</p>
<p>11) Annual Institutional Review</p>	<p>a. 2022-2023 Annual Institutional Review (See Attachment 5) and Executive Summary (See Attachment 6) - The executive summary will go to the state board of higher education.</p>	<p>A motion was made to approve the documents (Hostetter/Theige). The motion was passed by committee.</p>	<p>I.B.5.</p>
<p>12) Oversight of programs changes</p>			<p>I.B.4.b)(4)-(9)</p>

13) Establishment of Policy and Procedures	<p>a. Resident/Fellow Grievance and Appeal Policy (draft policy provided to GMEC via email prior to meeting)</p> <p>i) Update from Dean's review and another legal review- Dr. Becker reviewed the Resident/Fellow Grievance and Appeal Policy. The changes made came from the legal department or were simple edits/punctuation. Additional definitions were added per legal. Legal recommended effective date be 7/1/2023.</p>	<p>A motion was made to approve the Resident/Fellow Grievance and Appeal Policy as reviewed (Theige/Johnson). The motion passed by the majority with 1 no vote.</p>	I.B.4.b).(1)
14) Oversight of reductions and closures			IV.O.
15) Vendor interactions			IV.L.
Adjournment	The meeting closed at approximately 5:18		
Future meeting schedules	The next meeting will be in April 2023.		

Minutes taken by Kristi Hofer, GME

2022-2023		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Graduate Medical Education Committee													
**Need 12 votes for majority (one resident vote of those required)													
Voting Members - Fargo/or Grand Forks sites													
Kim Becker, DIO	DIO, Committee Chair		X		X	X	X		X				
David Theige, MD	Quality Improvement/Safety Officer Sanford				X		X		X				
Jennifer Raum, MD, Internal Medicine	Program Director		X		X	X	X		X				
Robert Olson, MD, Psychiatry	Program Director		X		X	X	X		X				
Neville Alberto, MD, Transitional Year	Program Director		X		X	X			X				
Stefan Johnson, MD, Surgery	Program Director		X			X	X		X				
Bruce Piatt, MD, Orthopedics	Program Director		X		X								
Lindsey Dahl, MD, Geriatrics	Program Director		X			X			X				
Matthew Tinguely, MD, Hematology Oncology fellowship	Program Director		X		X	X	X		X				
Lara Lunde, MD, Fargo FM	Program Director		X		X								
Jau-Shin Lou, MD, Neurology	Program Director		X		X	X			X				
Nikitha Sathish Kumar, MD, Internal Medicine	Resident member												
Logan Schmaltz, MD, Internal Medicine	Alternate representative												
Trisha Nelson, MD, Psychiatry	Resident member		X		X	X	X		X				
Amanda Stadem (Byers), MD, Psychiatry	Alternate Resident member		X		X	X							
Joyce Jimenez Zambrano, MD, Neurology	Alternate Resident member		X		X		X						
Praneeth Thadi, MD, Neurology	Resident member					X							
Dana Nielsen, MD, General Surgery	Resident member		X		X	X	X						
Conor Roche, MD, General Surgery	Alternate Resident member												
Mark Wiche, MD, Transitional Year	Alternate Resident member		X			X							
Austin Promersberger, MD, Transitional Year	Resident member		X			X			X				
Christopher Grenz, MD, Fargo FMED	Resident member				X	X			X				
Heather Bruggeman, ME, Fargo FMED	Alternate Resident member		X				X						

No meeting this month

No meeting this month

No meeting this month

No meeting this month

No meeting this month

2022-2023		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Lisa Schock, MD, Psychiatry	Assistant PD, Psychiatry					X							