

**SMHS Dean's Quality Improvement Panel (DQIP) Meeting
March 2, 2022 1:00-3:00 PM (Zoom)**

Attending: Steve Tinguely, Sheila Bosh, Dean Wynne, Pat Carr, Ken Ruit, Ryan Norris (MS4), Bryon Grove, Marc Basson, Ken Ruit, Rick Van Eck.
Jim Porter, Judy Solberg, Namil Choi

Absent: Susan Zelewski

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
Call meeting to order	Meeting was called to order by Dr. Stephen Tinguely, Committee Chair.	
Review of Minutes	December 22, 2021 & January 19, 2022 meeting minutes were reviewed. Minutes are posted on Blackboard. It was noted that the committee met on February 14 th to review the LCME debriefing notes and recommendations. Formal minutes were not taken for this meeting.	Minutes approved.
Committee Member Update	Namil Choi, the new Associate Dean for Administration & Finance has joined the committee.	
Tracking Individual Professionalism and Mistreatment Over Time	Dr. Ruit reported that a data base solution is in progress.	
LCME Prep	Dr. Tinguely and Sheila Bosh met with Dr. Hash (LCME Team Secretary) this morning. Discussed the visit schedule and how to submit appended documents. Updates: The LCME no longer meets with the Dean Sunday evening. That session now occurs in the morning of day 1. Noted that we'll need to add another resident from Grand Forks to the resident session at the recommendation of Dr. Hash to ensure full representation. Discussed assigning a point person for each session. Senior leadership session will be near the end of the final day. Noted this will be a Q & A session, not a debriefing session. Also added a	

	<p>campus deans' session. Combined the basic science chair session with the clinical science chair session. Dr. Hash informed us that no findings will be presented during the visit. The Dean will receive a letter a week or so after the visit.</p> <p>The Dean recommends a practice session with Dr. Colin Combs and the clinical chairs to think through what the common questions might be, "obviously one of the questions is going to be on longitudinal issues."</p> <p>He also recommended a practice session on the diversity of the student experience. This should include Dr. Carr, the clinical chairs and Dr. Warne and the newly selected person who is responsible for the management of diversity throughout the curriculum and who is also on UMEC. Dr. Wynne suggested the response could include "we are limited by demographics of ND, this is what we're doing to address this in each of these phases: Preclerkship, Clerkship and Elective."</p> <p>Sheila Bosh informed the committee that there is also an LCME prep session scheduled for March 14th to discuss the point person, responsibilities, prep documents, etc. Invites have been sent.</p> <p>It's noted that documents are due to the LCME no later than March 25. Dr. Tinguely asked those who are working on those documents to have them ready prior to our next meeting on March 16th so we have a chance to review and provide feedback prior to submission.</p> <p>Discussed the relationship between clinical affiliates and campus deans. Discussion was led by Dr. Solberg. It was noted in the debriefing session that the administrators commented that it would be beneficial to have a closer working relationship with the campus deans. Both Dr. Wynne and Dr. Basson commented they are in favor of this. Dr. Basson has asked each of the campus deans to reach out to their local regional hospitals and identify a point of contact (not necessarily the CEO) with 1:1's as needed.</p>	
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ISA 2 Updates	Dr Van Eck shared and explained the three documents that were posted to Blackboard. These were compiled by the graduate student who reviewed all the ISA2 data. Document 1 is the quantitative report. Document 2 is the coded response summary and Document 3 is the comments and themes. For Document 3, she compiled comments by question number and linked them into themes. This was then pulled by question number into a summary document. Dr. Van Eck noted that the spreadsheet can be sorted according to theme, class year, etc. Currently the spreadsheet cannot be sorted by location. Dr. Wynne pointed out that the percentage of dissatisfied and the serious nature of the comments will determine the priority. He suggested a 10% threshold. Sheila Bosh commented that she agreed with the dean and encouraged consistency as we've used that threshold in our review of previous survey's and to aid in determining our monitoring elements.	
Frequency of DQIP Meetings Post Survey Visit and Composition of Membership	Dr. Tinguely asked the committee to think about our future work. He anticipates that we may meet monthly post visit rather than every 2 weeks as we have done for the past 2 years. He also commented that our work will shift more to CQI rather than LCME prep. It is noted that Ryan Norris will be graduating. The Dean commented that he likes the idea of a broader representation, however, if the group becomes too large it may not be as effective. It was concluded that further discussion will be needed.	Add to April Agenda
Mock Visit Recommendations	Finished the review of the debriefing notes and recommendations. Dr. Tinguely added notes/comments to the existing document. No formal notes were taken for that portion of the meeting.	
Document Proposal to Executive Committee (Central Repository) (Committee Discussion re password protected docs)	Ongoing agenda item	Add to April agenda
Announcements/Next Meeting	March 16, 2022	

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Submitted by Sheila Bosh, RN, Accreditation Manager

Approved by Dr. Stephen Tinguely, Chief Accreditation Officer