

**UND School of Medicine & Health Sciences
Graduate Medical Education Committee
Medical Education Center Room 220 & video and teleconference from distant sites
Meeting Minutes
January 10, 2017**

Topic/Presenter	Discussion	Action/Resolution	ACGME Requirement
1) Call to order	The meeting was called to order at 04:02PM by Dr. Kim Becker, DIO. The attendance sheet is attached.		
2) Review of Minutes	Approval of minutes of December 13, 2016.	The minutes of the December 13, 2016, meeting were distributed with meeting materials. A motion was made to approve the minutes as printed (Hostetter/Bearstail).	
3) Announcements			
4) Establishment of Policy	<p>1. Review of Student Affairs Policy</p> <p>a. Dr. Theige</p> <p>i. Conflict of Interest Policy – Highly Relevant. Should consider adaption. Defines conflict of interest and involvement with the faculty. Need to clean up the language to reflect resident. <i>Dr. Becker will update.</i></p> <p>ii. Conflict of Interest Policy – Standing Committee- FAC policy exists. Nothing further needs to be done. Just acknowledge existence.</p> <p>iii. Criminal History Background Check – Student – Relevant. Residents are required to get the background check on the</p>		

employment level. The policy can be extended to mention residents if required. This may be more pertinent to residents vs. the employee criminal background check. *Dr. Becker will update.*

iv. **Cultural Diversity Tuition Waiver – Not applicable.**

v. **Drug and Alcohol Screening and Education Program.** – Highly relevant to residency programs as committee to read policy and have a group discussion at a future meeting.

2. Dr. Hostetter

a. **Criminal History Background Check Policy – Employee** – Employee policy has a clause that says, regular employee receiving retirement. Since some of these not all included it may be better to change the “student policy”.

b. **Interactions with Vendors/Sales Representatives. Relevant.**– Current value at SOM is \$5; GME is \$15. Dr. Basson suggested any policy less restrictive should be sent through Dr. Wynne. *Dr. Hostetter will volunteer to rewrite the policy after getting feedback from other PD’s.* Another suggestion is the per diem.. Other discussion included Sales Rep without supervision of faculty. Consider voluntary appointment to the department of family medicine for the pharmacists.

c. **Policy on the Promulgation of SMHS Academic and Research Policies.** – Not relevant.

d. **Records Retention and Disposition Policy – Not relevant.** We have additional requirements for resident files and our own policy.

<p>5) Recommendations for benefits/support/tipends</p>			
<p>6) Communication with Program Directors</p>	<p>e. Visa guest speakers: Shannon Mikula, Academic Affairs Officer and Casey N. Hoffman, Administrative Associate for Academic Affairs, Office of the Provost & VPAA – The Office of Academic Affairs taking over processing H1B visas if you don't have a lawyer available to process. There was discussions of H1B costs and responsibility. Basic costs would be \$1000 processing fee (employer paid) \$460-470 \$500 anti-fraud \$1225 premium processing fee (can be divided) Additional information on the Provost website.</p> <p>Dr. Theige said that he felt the premium processing fee was necessary to get the resident's here on time.</p> <p>f. Retreat discussion – Surveys said 77% wanted the retreat. Retreat ideas included:</p> <ul style="list-style-type: none"> i. Visioning, ii. Coordinators to discuss Evaluate; iii. PD Feedback to difficult residents. iv. Other possible items include implementation of common program requirements and how it will be carried out. v. Learning from peers of what has worked well with evaluations. vi. CCC policy and nuts and bolt of each others meetings how each program handles. Possibly a 10 presentation from each PD. <p>g. Social groups statewide for residents' spouses/significant others/partners – Dr. Becker would like to contact resident</p>		

	to see if residents/spouses significant would like to head up a group for social events. Dr. Schmitz discussed past activities he was involved with in Boise. Dr. Becker will contact the residents.		
7) Resident duty hours	a. Updated Duty Hour report – Duty hour compliance has improved. We appreciate program’s discussions with residents.		
8) Resident supervision: Monitor programs supervision of residents			
9) Quality of GME Learning			
10) Curriculum/Evaluation			
11) Resident status: Selection, evaluation, promotion, transfer, discipline, and/or dismissal			
12) Oversight of Program accreditation	a. Response by PD’s to ACGME Letters of Notification <ul style="list-style-type: none"> • Hettinger LON review – Dr. Hostetter’s response • Family Medicine Fargo LON – Dr. Walker’s response • Williston LON – Dr. Stripe’s response 		
13) Institutional Accreditation	a. Review of annual reports <ul style="list-style-type: none"> • Peer review of Annual Report: <ul style="list-style-type: none"> • Dr. Olson reporting on Internal Medicine. • Dr. Stripe reporting on Family Medicine 		

	Bismarck/Hettinger.		
14) Oversight of program changes	<p>a. Geriatrics Bismarck ACGME application review and discussion (Dr. Tangedahl)- Currently missing MP from St. A's and one correction of PLA changing wording from resident to fellow. St. Alexius now CHI St. Alexius and parent organization legal asked for correction.</p> <p>Dr. Olson asked about the block design. He was somewhat concerned about agreeing to prove the psychiatry requirement as shown on the grid. Possibly may be a longitudinal design. This will be worked out directly with Dr. Olson. Research block may also be edited. Dr. Basson said possibly an * to the block design may be reconfigured.</p>	<p>A motion was made for approval of the application for Geriatrics Bismarck fellowship application submission to ACGME contingent on revision of PLA and corrections to the block designs of research and psychiatry rotation details with the DIO reviewing and approving the changes prior to the submission (Theige/Olson) The motion was approved by the full committee.</p>	
14) Experimentation/Innovation			
15) Oversight of reductions and closures			
16) Vendor interactions			
17) Program Work Environment to include: <ul style="list-style-type: none"> a. work environment b. duty hours c. supervision d. other concerns or follow-up concerns 	<p>a. Check in from all resident committee members</p>		
18) Adjournment	The meeting was adjourned at 5:10PM		

Mahammed Khan Suheb, MD, Internal Medicine	Resident Member		X	X		X		X					
Mark Hightower, MD, Surgery	Resident Member		X										
JJ Germscheid, MD*, Surgery	Resident Member		X										
R. Wanzek, Family Med-Bsmk	Resident Member		X	X	X	X							
Brittany Bearstail, Family Med-Bsmk*	Resident Member					X		X					
Umesh Narayanan, MD (PG2), Family Med-Minot	Resident Member		X		X	X		X					
Renu Malhi, MD (PG1), Family Med-Minot*	Resident Member			X									
J. Bruning, Hettinger RTT	Resident Member			X	X	X		X					
Nadir Bauch, MD, Williston RTT *	Resident Member		X										
Kevin Sullivan, MD, Williston RTT	Resident Member				X								
P. Mariani, DEO, VAMC	Designated Ed. Official-VAMC	X	X										
Advisory Members (non-voting)													
D. Walker, Psychiatry	Coordinator		X		X	X	X	X					
L. Anderson, Surgery	Coordinator		X	X	X	X	X						
G. Loritz FM-Bismarck	Coordinator		X		X		X	X					
E. Safratowich, Hettinger	Coordinator			X	X	X		X					
R. Hertel, Internal Medicine	Manager IM Dept			X		X	X	X					

K. Rude, FM-Minot	Coordinator		X	X	X	X	X	X					
T. Richardson, Williston	Coordinator		X		X		X						
B. Ambrosio, Internal Medicine &Transitional Year	Coordinator		X		X	X		X					
J. Roggensack, Sanford North	Mgr Sanford Education		X	X	X	X	X	X					
C. Hospidales, Fgo FMED	Coordinator							X					
K. Hofer, GME Office	Admin Officer	X	X	X	X	X	X	X					
J. Wynne, Dean	Dean												
R. Eken, Admin. & Finance	Assoc. Dean												
R. Szlabick, Surgery	Assoc. PD		X					X					
J. Roerig, Psychiatry	Assistant Director							X	X				
M. Basson, Administration	Assoc Dean, Med.		X	X	E	X	X	X					
S. Zelewski, NE Campus	Assist. Dean			X	X	X							
D. Schmitz	Family Med Chair							X	X				
G. Tangedahl	Geriatrics - Bismarck								X				
D. Jurovich, Geriatrics fellowship	Chair and PD								X				
W. Small	Williston							X					
R. Hoovestol	Hospitalist program						X						

