

**UND School of Medicine & Health Sciences
Graduate Medical Education Committee
Via Zoom**

**January, 2021
Meeting Minutes**

Topic	Discussion	Action/Resolution	ACGME Require
1. Call to order	The meeting was called to order at 4:04PM A motion was made to approve the consent agenda	Motion approved by the full committee.	I.A.5.a)
2. Review of Minutes			I.B.3.b)
3. Announcements			I.B.4.a).(2)
4. Quality of GME Learning			I.B.4.a).(2)
5. Stipends and position allocation review and recommendations	a) 2021-2022 Resident/Fellow contract– under review with Admin and Finance – Dr. Becker said that Admin/Finance hopeful for 1.5 % stipend increase for residents. The contract for the next academic year was reviewed with the committee. –	A motion was made to recommend a 1.5% stipend increase for residents (Sandroni/Raum). Discussion about historical increases. Motion approved by the full committee. A motion was made to approve the contract (Piatt/Jurivich). Motion approved by the full committee	I.B.4.b).(2)
6. Communication with GMEC	a) ACGME approved emergency status for all UND SMHS residency and fellowship programs from 11/25/2020-12/24/20 with a 30 day renewal granted from 12/25/20-1/23/21. (See Attachment 2) b) E: vote: Annual Institutional Review and Executive Summary approved December 31, 2020. One correction was made to	Approved via consent agenda	

	<p>the number of Psychiatry graduates practicing out of state. Final AIR and Executive Summary with correction (See Attachments 3 and 4) was made and forwarded to Judy Solberg to facilitate submission to the State Board of Higher Education.</p> <p>c) Jennifer Fournier’s last date of employment was 1/5/2021. Please re-direct any questions/work tasks that would go to her to Kim Becker.</p>	Approved via consent agenda	
7. Resident duty hours	a) MedHub Duty Hours Institutional Summary: September 2020-November 2020 (See Attachment 6)	Approved via consent agenda	III.B.5
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 citations and areas of noncompliance.	<p>a) 11/20/20 ACGME LON Neurology (See Attachment 5)</p> <p>b) Monitoring of 5/26/20 ACGME LON Family Medicine-Minot – Dr. Sandroni (See Attachment 7) – Dr. Sandroni reviewed updates for the Minot program.</p> <p>c) Final Report out on Family Medicine– Minot Special Review Recommendations – Dr. Sandroni (See Attachment 8) – Dr. Sandroni reviewed updates for the Minot program. The special review was held March 4, 2020. Dr. Sandroni provided a written report.</p> <p>d) Final Report out on Family Medicine– Williston RTT Special Review Recommendations – Dr. Sandroni (See</p>	<p>Approved via consent agenda</p> <p>Dr. Sandroni will come back next quarter for an update.</p> <p>This was Dr. Sandroni’s final report out on Special Review reports.</p>	I.A.3.

	<p>Attachment 9) A program action plan was reviewed by Dr. Sandroni.</p> <p>e) Monitoring of Fargo Family Medicine 4/13/20 ACGME LON – Dr. Myrmoe (Report forthcoming) Dr. Myrmoe provided a verbal update to the citations in LON.</p> <p>Updates included.</p> <ul style="list-style-type: none"> i) Duty hours – continued monitoring in Med Hub. ii) Call room – some concerns on OB floor currently under construction ETA 2 months. iii) Chief residents attend faculty mtg. iv) Supervision – standardized schedules w/precepting. v) Faculty w/ interest resident edu – Core faculty will attend journal club. vi) Core faculty 1 noon conference per month. vii) Encounters pts – challenge. Changes implemented prior to Covid had us on track. Marketing and referrals. Direct observation to see faculty patients. Extension clinic at YWCA. (1) Still some issues with filling clinic viii) Scholarly activity – QI counsel has started/ group projects. ix) Scholarly activity – Dr. Parmar has been active and Dr. Parmar working on curriculum for point of care for ultrasound. Additional activities under review. x) Anonymous/Confidential evaluation – educate residents about # of evaluations received prior to release of data. 	<p>Dr. Myrmoe will come back again in a quarter for additional updates.</p>	
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	<p>xi) Clinical demands – improve scheduling of clinic days</p> <p>xii) Transition Care – AMA module complete and algorithm distributed with information for transition of care and fatigue.</p> <p>Dr. Raum discussed ½ day afternoon conferences to elevate academics.</p> <p>Dr. Myrmoe has also provided ½ day conferences with different venues.</p>		
10. Institutional Accreditation			I.B.4.b).(6)
11. Annual Institutional Review			
12. Oversight of programs changes			
13. Establishment of Policy and Procedures	<p>a) Unfinished Business: UND SMHS Licensure and USMLE Steps 1, 2, 3, COMLEX Series Policy–under review with Legal</p> <p>b) Unfinished Business: Review of UND GMEC Social Media Policy and discussion regarding training of residents/fellows (See Attachment 10) – Dr. Becker reviewed the policy and reminded all of the policy. GME would like some sort of training on social media policy and to be aware of those policy at</p>		I.B.4.b).(1)

	<p>the hospital sites. Consider PDs review this policy with residents.</p> <p>Comments related:</p> <ul style="list-style-type: none"> • Myrmoe – Great idea. Possibly more than residents need this. • Sandroni – violations of this can elevate quickly. Good idea. • Olson – Core faculty can also review. <p>AFMRD – Dr. Myrmoe will ask if any colleagues have created that we can build on.</p> <p>Dr. Myrmoe will follow-up with Dr. Becker.</p> <p>c) Unfinished Business: Review of UND Consensual Relationships Policy (See Attachment 11) – Notice sent to all residents and fellows on 9/8/20 - Policy reviewed with committee. Residents agree to this in their contract. Meant to protect the resident vs be punitive.</p> <p>d) Unfinished Business: Revising Concerns and Complaints Process related to LCME requirements (See Attachment 12) – <i>Deferred.</i></p>		
14. Oversight of reductions and closures			IV.N.
15. Vendor interactions			IV.K
Adjournment			
Future meeting schedules	<p>2020-2021 Academic Year Meeting dates VIA ZOOM 4:00-5:00PM GMEC</p>		

	<p>5:00-5:30PM Institutional Resident Forum (Residents ONLY)</p> <p>November 10, 2020-no meeting December 8, 2020-no meeting January 12, 2021 February 9, 2021 March 9, 2021-no meeting April 13, 2021 May 11, 2021 June 8, 2021</p>		
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Minutes taken by Kristi Hofer, GME

Priya Vora, MD, R1, FM	Alternate Resident member		X											
Voting Members - Williston														
Peter Sandroni, MD, FM	Program Director		X	X	X									
Afaq Shariff, MD, R3 FM	Resident member							X						
Amit Babra, MD, R2, FM	Alternate Resident member							X						
Voting Members - Bismarck														
Jeff Hostetter, MD, FM	Program Director		X		X									
Nicole Careen, MD, R3, FM	Resident member		X		X			X						
Travis Anderson, MD, R3, FM	Alternate Resident member		X	X	X			X						
Voting Members - Hettinger														
Jeff Hostetter, MD, FM	Program Director			X	X									
Janak Patel, MD, FM	Resident representative			x				X						
Michael Luckow, MD, FM	Alternate Resident member													
Advisory Members		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
* (Assoc/Asst PD become voting when PD is Absent)														
Marc Basson, MD, PhD, MBA	Senior Assoc. Dean of Medicine & Research		X	X	X			X						
Robert Sticca, MD, Surgery	Assoc. Program Director* (Fargo)													
Cathy Houle, MD, FM	Site Director Hettinger							X						
James Roerig, Pharm.D., Psych	Assistant PD, Clerkship Director*													
Hailey Schepp, MPA	Sanford Health representative		X	X				X						
Paul Mariani, MD, VA Medical Center	Designated Educational Official VA GMEC Appointee													
Curtis Small, MD, Site Director, FM Rural	CHI St. Alexius Health, Williston GMEC Appointee			x	X			X						
Angie Flesberg, Surgery	Program Coordinator (Fargo)		X					X						
Carla Moser, IM	Manager and Clerkship (Fargo)		X	X	X			X						

Karen Rude, FM Minot	Program Coordinator (Minot)			X	X			X					
Beth Ambrosio, IM	Program Coordinator		X					X					
Ashley Jochim, TY Year	Program Coordinator		X		X			X					
Debra Walker, Psych	Manager and PC			X				X					
Cecilia Hospidales, FM Fargo	Program Coordinator (Fargo)		X	X				X					
Sara King, Orthopedics	Program Coordinator (Fargo)		X	X				X					
Tammy Hruby, FM Hettinger	Site Coordinator (Hettinger)			X									
Greta Loritz, FM	Program Coordinator (Bismarck)		X		X			X					
Britney Mayo, Program Coordinator	Site Coordinator (Williston)							X					
Meghan Jeanotte, Geriatrics	Assistant (GF)												
Gunjan Manocha, Geriatrics Fargo	Program Coordinator (GF)			x									
Kristi Hofer, GME Office	Admin Officer, GME & SE Campus		X	X	x			X					
Jennifer Fournier	GME & Neurology		X	X									
Guests													
Dinesh Bande, MD, Internal Med	Chair, IM												
Susan Zelewski, MD, NW Campus	Campus Dean, Clinical Curriculum			X				X					
David Schmitz, MD, Family Med	Chair, Family Medicine		X	X	x			X					
Lisa Jorissen, Neurology	Program Coordinator (no residents)		X	X				X					
Jau-Shin Lou, MD, Neurology	Program Director (no residents)				x								
Andrea Ludwig, HemOnc	PC future HemOnc fellowship		X										
Matthew Tinguely, MD, HemOnc	PD future HemOnc fellowship			X	x			X					
Lisa Steinbrink	Surgery			x									
Laura Block	Admin/Finance				X								