

**UND School of Medicine & Health Sciences
Graduate Medical Education Committee
Medical Education Center Room 220 & video and teleconference from distant sites
Meeting Minutes
October 11, 2016**

| Topic/Presenter | Discussion | Action/Resolution | ACGME Requirement |
|----------------------|---|--|-------------------|
| 1) Call to order | The meeting was called to order at 04:11PM by Dr. Kim Becker, DIO. The attendance sheet is attached. | | |
| 2) Review of Minutes | Approval of minutes of September 13, 2016. | The minutes of the September 13, 2016, meeting were distributed with meeting materials. A motion was made to approve the minutes as printed (Hostetter/Stripe). | |
| 3) Announcements | <ul style="list-style-type: none"> a. Due date for annual residency reports to GMEC was September 30, 2016. Program directors should remember to schedule their reporting of assigned program peer review. b. Dr. Becker asked that the committee save April 4, 2017, for the Graduate Medical Education Committee retreat. The retreat will be held in Fargo tentatively. Video conference will be considered if possible. c. There will be HR training for residency programs. The training will be November 8, 2016 @2:00PM. The expected audience will be program coordinators and those designated by program directors to participate. Those receiving the invitation, please try to attend. Those physician administrations, the invitation was sent as a courtesy. | FYI | |

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| <p>4) Establishment of Policy</p> | <p>a. Review of existing policies:</p> <p>a. Accommodation of Residents with Disabilities (attached) – This is a policy review because the last reviewed in 2009. Donna smith is the Affirmative Action Officer designated in the policy.</p> <p>Minot has had some experience in the past and minor adjustments were made to accommodate the resident.</p> <p>b. Alcohol and Drugs (attached) – The policy was reviewed by the committee. Some points were directly discussed. Impairment was defined on page 4 of the policy. This is the current policy for university employees, and currently the policy for the residents. Dr. Olson brought up that we should specifically define what happens in Fargo. Dr. Theige said that easy access to HR staff to help with UND policy would be helpful.</p> | <p>The committee reviewed the Accommodation of Residents with Disabilities policy. Review date 10/2016.</p> <p>The committee reviewed the Alcohol and Drugs policy. No further action was taken. Review date 10/2016.</p> | |
| <p>5) Recommendations for benefits/support/tipends</p> | | | |
| <p>6) Communication with Program Directors</p> | <p>a. GME website revision discussion Send feedback to Dr. Becker by October 31, 2016</p> <p>Dr. Becker asked for feedback on how the programs feel about the GME website. – Dr. Sticca said that the website is a primary recruiting tool for the programs. The changes surgery has tried to make have been turned down by offices within the medical school. The programs would like the site to be more user friendly. Dr. Sticca stated he and has taken Dr. Basson’s advice and hired a student from the computer technology school to work on revising the surgery</p> | <p>Please send feedback to Dr. Becker by October 31, 2016, on possible improvements and needed changes.</p> <p>Residents, what would have been helpful when recruiting for you to see?</p> | |

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| | <p>residency program's website. The student started work yesterday. Dr. Sticca will let the committee know how the changes go with the student employee.</p> <p>The group feels like it is imperative to use the website for recruitment, and for communication with current residents.</p> <p>Previously when programs have requested changes, authorizing bodies/offices have turned down the request because it was felt the entire website needs to be standardized.</p> <p>To utilize the website for recruitment and communication may mean that programs should have some flexibility.</p> <p>b. PDs and PCs – how are your applications coming in? How many do you plan to interview this season? –</p> | | |
| 7) Resident duty hours | | | |
| 8) Resident supervision: Monitor programs supervision of residents | | | |
| 9) Quality of GME Learning | | | |
| 10) Curriculum/Evaluation | | | |
| 11) Resident status: Selection, evaluation, | | | |

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| <p>promotion, transfer, discipline, and/or dismissal</p> | | | |
| <p>12) Oversight of Program accreditation</p> | <p>a. ACGME Letter of Notification i. Internal Medicine LON (Dr. Theige) - Dr. Theige submitted a written report with agenda items. Dr. Theige reviewed the responses to concerns from past graduates on clinical experiences in critical care, hematology, oncology, and emergency medicine. Dr. Theige has met with critical care faculty, and residents to discuss increase delegation of care and responsibilities to residents. Clinical/didactic experience in hematology and oncology and EM – The residents had more inpatient vs outpatient experience. An education coordinator was named (Dr. Matthew Tinguely) and an outpatient experience developed. Early reports are positive. Dr. Tinguely also working to develop conferences in hematology and oncology.</p> <p>The written report is available with the minutes for review.</p> <p>b. Geriatrics fellowship –initial electronic notification of accreditation. Official letter will follow. – We have received initial accreditation notice for 2 fellows.</p> | <p>Dr. Theige provided written and verbal responses to LON concerns.</p> | |
| <p>13) Institutional Accreditation</p> | <p>a. Statement of Institutional Commitment (attached) – The statement has been updated and will be placed on the website.</p> | | |
| <p>14) Oversight of program changes</p> | | | |
| <p>15) Experimentation/Innovation</p> | | | |

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| 16) Oversight of reductions and closures | | | |
| 17) Vendor interactions | | | |
| 18) 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 | <ul style="list-style-type: none"> a. DIO meetings with residents only (to be discussed at future meeting) b. Guest Speaker: Michelle Montgomery, Wellness Advocate, UND SMHS Department of Psychiatry and Behavioral Science – Michelle discussed her new role. The advocate position created to deal with stress, burnout, and wellness of medical students but will also visit with residents on wellness. Can be a triage point to direct the resident to resources within communities. <p>Dr. Theige said that the need is also great among residents. Michelle would be happy to visit with programs on their need for wellness among the residents.</p> <p>Other questions on confidentiality; mandatory reporting were discussed.</p> <p>Michelle’s position would be an additional resource for residents along with the resident advocate and the employee assistance program provided to the residents.</p> <ul style="list-style-type: none"> c. Follow up on prior issues d. Check in from all resident committee members <ul style="list-style-type: none"> i. program work environment ii. duty hours iii. supervision <p>The residents present at the meeting reported no issues or concerns.</p> | | |
| 19) Adjournment | The meeting was adjourned at 5:10PM | | |

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| Mark Hightower, MD, Surgery | Resident Member | | X | | | | | | | | | | |
| JJ Germscheid, MD*, Surgery | Resident Member | | X | | | | | | | | | | |
| R. Wanzek, Family Med- Bsmk | Resident Member | | X | X | X | | | | | | | | |
| Brittany Bearstail, Family Med-Bsmk* | Resident Member | | | | | | | | | | | | |
| Umesh Narayanan, MD (PG2), Family Med-Minot | Resident Member | | X | | X | | | | | | | | |
| Renu Malhi, MD (PG1) , Family Med-Minot* | Resident Member | | | X | | | | | | | | | |
| J. Bruning, Hettinger RTT | Resident Member | | | 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 | | | | | | | | |
| L. Anderson, Surgery | Coordinator | | X | X | X | | | | | | | | |
| G. Loritz FM-Bismarck | Coordinator | | X | | X | | | | | | | | |
| E. Safratowich, Hettinger | Coordinator | | | X | X | | | | | | | | |
| R. Hertel, Internal Medicine | Manager IM Dept | | | X | | | | | | | | | |
| K. Rude, FM-Minot | Coordinator | | X | X | X | | | | | | | | |

