

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

**Meeting Minutes
October 12, 2021**

Topic	Discussion	Action/Resolution	ACGME Require
1. Call to order	The meeting called to order at 4:00PM.	A motion was made to approve the consent agenda (Dr. Johnson/Dr. Lou). The full committee approved the motion.	I.A.5.a)
2. Review of Minutes	a) Approval of September 14, 2021 minutes.	Approved via consent agenda	I.B.3.b)
3. Announcements			I.B.4.a).(2)
4. Stipends and position allocation review and recommendations			I.B.4.b).(2)
5. Communication with GMEC	<p>a) Dubert Guerrero attended the meeting to explain his role as GME Research Associate Director – Dr. Guerrero provided a PowerPoint presentation and highlighted the following:</p> <ul style="list-style-type: none"> a. He is available to answer question re: protocols for IRB approvals b. Is available and would like to review the forms to be submitted so there are not delays c. He does not have say in approval of forms from the IRB but can assist with the submission process. d. Will help coordinate IRB applications with UND and respective hospitals/institutions e. Will provide assistance to possible additional resources. 		

	<p>There were some questions about approvals needed and reliance agreements. Dr. Basson suggested that any reliance agreement should be in writing for documentation purposes.</p> <p>There were some discussions about possible grants and resource availability.</p> <p>Becker clarified limits for Guerrero's help. He is contracted to work with 35 residents. It's a first come first serve basis for residents.</p> <p>b) Becker – Reminder that Residents have GMEC Resident meeting following the meeting</p> <p>c) Annual Reports are due today A template was sent out at an earlier meeting.</p>		
6. Resident duty hours	a) MedHub Duty Hours Institutional Summary: August-September 2021. (See Attachment 6).	6a. Approved via consent agenda	III.B.5
7. Quality of GME Learning and Working Environment	a) Dr. Becker reminded resident members that resident forum meets directly after GMEC meeting; advises residents to stay and meet.	No issues mentioned by resident members.	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 citations and areas of noncompliance.			I.A.3.

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) Leave Policy for Residents/Fellows Review –Dr. Becker reviewed the proposed Leave policy and said this policy has been reviewed by legal and HR with no concerns from them.</p> <p>Some language has been changed to be more precise.</p> <p>The faculty had some questions that were discussed. Dr. Becker reminded all programs that they should have a program policy re: Leave and reaffirmed that paragraph #8 provided them some autonomy</p> <p>b) Residents as Teachers Policy – extensive changes made. Policy will have to get vetted upwards. Will get pushed to UMEC committee after we approve. Policy will not be officially submitted until vetted Dr. Zelewski – Suggests addition to language: “and pertinent educational documents.” Dr. Basson – Comments that it would be hard to make specific. Suggests adding: “including the students supervision policy, learner mistreatment policy and the learning objective fellowship and have graduated from a UND SMHS....”</p> <p>c) Event Notification Policy Review – Dr. Becker reviewed the updated policy. She said some wording had been added wording for clarification and to reflect in the policy what is current procedures.</p>	<p>13a) Dr. Raum moved to approve Leave Policy / Dr. Hostetter seconds motion to approve Leave Policy.</p> <p>There was some additional discussion.</p> <p>The Leave Policy was approved by the full committee.</p> <p>13b) Dr. Hostetter moves to approve the Residents as Teachers Policy / Dr. Raum seconds motion to approve Leave Policy contingent on adjusting wording suggested by Dr. Zelewski and Dr. Basson re: listing specific policies.</p> <p>This policy will then go to UMEC.</p> <p>13c). After further discussion this policy was tabled to review wording from the ND BOM and bring back to the committee. Dr. Olson will provide the BOM materials to Dr. Becker.</p> <p>13d). Dr. Raum moved to approve Policy on Resident/Fellow</p>	<p>I.B.4.b).(1)</p> <p>Leave Policy revisions approved</p>

	<p>Discussion included:</p> <ul style="list-style-type: none"> a. Should letters of reprimand be included? (Dr. Hostetter) b. Wordsmith similar to the ND Board of Medicine. d) Policy on Resident/Fellow Transfers – adjust wording and policy specifications. Dr. Basson – Comments on the way current students have to comply with GMEC. Requests adding a statement for residents teaching students. 	<p>Transfers / Dr. Olson seconds motion to approve Policy on Resident/Fellow Transfers.</p> <p>The motion was approved by the full committee.</p>	
14. Oversight of reductions and closures			IV.N.
15. Vendor interactions			IV.K
Adjournment			
Future meeting schedules	The next meeting will be in December 2021		

Minutes taken by Ashley Anderson, GME

Matthew Tinquely, MD, HemOc	PD future HemOnc fellowship												
Kayla Burchill, MD, Surgery	Assistant PD, Surgery												
Mentor Ahmeti, MD, Surgery	Assistant PD, Surgery			X	x								
Chris Tiongson, MD, Pediatrics	Pediatric Residency PD (pending submission/approval)				x								