

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

**October 13, 2020
Meeting Minutes**

Topic	Discussion	Action/Resolution	ACGME Require
1. Call to order	The meeting was called to order at 4:17PM A motion was made to approve the consent agenda (Hostetter/Raum)	Motion approved by the full committee.	I.A.5.a)
2. Review of Minutes	a. Approval of September 8, 2020 minutes	Approved via consent agenda	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			I.B.4.b).(2)
6. Communication with GMEC	<p>a. Discussion regarding training of Program Coordinators. Program Directors, how are your programs training Program Coordinators? Do Program Directors bring their Program Coordinators to their national meetings for training opportunities? Should there be a regular program coordinator group within UND to share ideas and help each other?</p> <p>The consensus of the discussion was that Program Coordinators were an important part of the GME system and the majority of the specialties have national meetings for PCs to attend and network. Some suggestions:</p> <ul style="list-style-type: none"> • AHME. Coordinators have a council called COPEC. National meeting has 		

	<p>sections specifically for coordinators with an annual boot camp for new coordinators.</p> <ul style="list-style-type: none"> • FMED – Residency Program Solutions March 4-6, 2021 • IMED – National meeting has meetings for coordinators. • Surgery – Concurrent coordinators meeting with the PDs at the national meeting. • Psychiatry – PD and PC all attend the national meeting. • Group set up in Teams. <ul style="list-style-type: none"> ○ Resident Coordinator manual is on teams. <p>b. 9/8/20 GMEC Unfinished Business--Guidelines regarding informational meetings with medical students who are interested in residency positions: Programs can follow their usual practice in this regard except that any such meetings should be by Zoom because there is no reason to do them in person.</p> <p>c. Reminder: Resident completion of AMA modules were due on August 31. The GME Office will continue to send email reminder notices that the AMA modules are overdue.</p> <p>d. Reminder: Kim Becker will be on maternity leave. From approximately October 12-26, 2020, she will not be checking phone or email messages. Contact her support staff for assistance.</p>	<p>Agenda items 6b-d were approved via consent agenda.</p>	
<p>7. Resident duty hours</p>	<p>a. MedHub Duty Hours Institutional Summary: August 2020 (See Attachment 2)</p>	<p>Approved via consent agenda</p>	<p>III.B.5</p>
<p>8. Curriculum and Evaluation</p>			<p>I.B.4.a).(4)</p>

<p>9. Oversight of program accreditation: Review of accreditation letters, monitoring of action plans for correction of citations and areas of noncompliance.</p>	<p>a. ACGME application for new program: Hematology and Medical Oncology Dr.Tinguely reviewed the Hem/Onc. Fellowship Program application to ACGME. (See Attachment 3)</p> <ul style="list-style-type: none"> • Combine Hematology/Oncology • Matthew Tinguely, Program Director • Andrea Ludwig, Program Coordinator • Rotations at Fargo Sanford, one rotation at U of M (bone marrow transplant). • Funding through Sanford Health • Accreditation through UNDSMHS2 Fellows per year • First Class July 1, 2022. 	<p>A motion was made to approve the Hematology/Oncology Fellowship application (Theige/Hostetter). The full committee passed the motion.</p>	<p>I.A.3.</p>
<p>10. Institutional Accreditation</p>			<p>I.B.4.b).(6)</p>
<p>11. Annual Institutional Review</p>			
<p>12. Oversight of programs changes</p>			
<p>13. Establishment of Policy and Procedures</p>	<p>a. Unfinished Business: Continued discussion regarding UND SMHS Step 3 policy (See Attachment 4 [original policy] and Attachment 5 [Dr. Rob Olson’s proposed policy]) - The Step 3 policy was discussed by the full committee. There was additional discussion about timing and completion of Step 3.</p> <p>b. Unfinished Business: Review of UND GMEC Social Media Policy and discussion regarding training of residents/fellows (See Attachment 6)</p> <p>c. Unfinished Business: Review of UND Consensual Relationships Policy (See Attachment 7) – Notice sent to all residents and fellows on 9/8/20</p>	<p>Dr. Becker will compile the comments suggested, send it out to the GMEC and then forward it to legal counsel for review. After legal review, Dr. Becker will forward to Dr. Basson for review with the Dean.</p> <p>Agenda items 13b-d were deferred due to time constraints.</p>	<p>I.B.4.b).(1)</p>

	<p>d. Revising Concerns and Complaints Process related to LCME requirements (See Attachment 8)</p> <p>e. UND SMHS Policy on Policy revised on August 10, 2020. Full policy located at: https://med.und.edu/policies/_files/docs/1.3-policy-on-promulgation.pdf Specific to GMEC: Graduate Medical Education: The GMEC is responsible for establishing, approving, managing and annually reviewing GME-wide policies and procedures applicable across all SMHS GME programs. GMEC will make GME-wide policies and procedures available to GME faculty, staff and residents/fellows. Individual residency/fellowship program faculty, in accordance with their faculty governance structures, are responsible for establishing, approving, and managing their own policies and procedures. All individual residency/fellowship program policies and procedures must be consistent with overall GME-wide policies and procedures and made available to their faculty, staff and residents/fellows.</p>	Approved via consent agenda.	
14. Oversight of reductions and closures			IV.N.
15. Vendor interactions			IV.K
Adjournment	Meeting Adjourned at 5:03PM.		
Future meeting schedules	<p>2020-2021 Academic Year Meeting dates VIA ZOOM 4:00-5:00PM GMEC 5:00-5:30PM Institutional Resident Forum (Residents ONLY)</p> <p>November 10, 2020-no meeting December 8, 2020-no meeting</p>		

	January 12, 2021 February 9, 2021 March 9, 2021-no meeting April 13, 2021 May 11, 2021 June 8, 2021		
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Minutes taken by Kristi Hofer, GME

Karen Rude, FM Minot	Program Coordinator (Minot)			X	X								
Beth Ambrosio, IM	Program Coordinator		X										
Ashley Jochim, TY Year	Program Coordinator		X										
Debra Walker, Psych	Manager and PC		X	X	X								
Cecilia Hospidales, FM Fargo	Program Coordinator (Fargo)		X	X									
Sara King, Orthopedics	Program Coordinator (Fargo)		X	X									
Tammy Hruby, FM Hettinger	Site Coordinator (Hettinger)			X									
Greta Loritz, FM	Program Coordinator (Bismarck)		X		X								
Yesenia Chacon (Elizabeth), Program Coordinator	Site Coordinator (Williston)												
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								
Jennifer Fournier	GME & Neurology		X	X									
Guests													
Dinesh Bande, MD, Internal Med	Chair, IM												
Susan Zelewski, MD, NW Campus	Campus Dean, Clinical Curriculum			X									
David Schmitz, MD, Family Med	Chair, Family Medicine		X	X	X								
Lisa Jorissen, Neurology	Program Coordinator (no residents)		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								
Lisa Steinbrink	Surgery			x									
Laura Block	Administration/Finance				X								