

**UND School of Medicine & Health Sciences
Graduate Medical Education Committee
Medical Education Center Room 220 & video and teleconference from distant sites
Meeting Minutes
November 12, 2019**

Topic	Discussion	Action/Resolution	ACGME Require
1. Call to order	Dr. Kim Becker called the meeting to order at 4:07pm. Attendance Sheet is attached.		I.A.5.a)
2. Review of Minutes	The minutes of September 10 and October 29 were reviewed. No items were removed from the consent agenda.	Minutes and consent agenda items were approved by the full committee (Piatt/Hostetter)	I.B.3.b)
3. Announcements			I.B.4.a).(2)
4. Recommendations benefits/support/stipends			I.B.4.b).(2)
5. Communication with GMEC	<p>a. Task force to assist integration of international medical graduates into residency – Dr. Rob Olson, MD, Psychiatry Program Director</p> <ul style="list-style-type: none"> • Dr. Olson explained that there needs to be a more organized way to help international residents adjust to the residency program, including contact after MATCH, orientation materials, and entering support groups. • Goal is to initiate for the 20/21 academic year. • Planning to hold a meeting in the next couple weeks for anyone interested in getting involved. <p>b. UND selected as one of 10 institutions to participate in the ACGME Pursuing</p>		

	<p>Excellence in Clinical Learning Environments Initiative – Hailey Schepp, MPA, Dir. of Medical & Student Ed.</p> <ul style="list-style-type: none"> • 18 month collaboration • First session is December 3, 2019. • Will be presenting at the annual ACGME conference 2021. <p>c. Internal survey disseminated to all residents/fellows with a due date of November 12, 2019. Kim Becker will meet with residents to review results and provide feedback to Program Directors.</p>	<p>Approved by consent agenda by the full committee</p>	
6. Resident duty hours	<p>a. MedHub Duty Hours Institutional Summary: August 2019 and September 2019 were reviewed by the committee.</p>	<p>Approved by consent agenda by the full committee</p>	III.B.5
7. Quality of GME Learning	<p>a. Follow up on prior issues: Paid time off, Sick leave for pets—Melissa Arnold, Associate Director of Human Resources, UND SMHS</p> <ul style="list-style-type: none"> • Dr. Becker read a statement from Melissa Arnold stating that combining sick leave and annual leave stating that it is the policy of UND to keep sick leave and annual leave separate for all employees as dictated by the legislature of the state. • Dr. Theige asked that the statement be sent out to GMEC members – Dr. Becker stated that she would send it out. • Dr. Olson asked if legislation would need to change in order to combine residents' sick and annual leave time – Dr. Becker stated that was her understanding. 		I.B.4.a).(2)

	<ul style="list-style-type: none"> • Dr. Becker noted also that pets are not included in the definition of family members for sick leave. • Dr. Heitkamp commented that residents are not typically considered benefitted employees of the state, as they do not have the same benefits package or accrue sick time as other state employees. <ul style="list-style-type: none"> ○ Dr. Becker replied that according to Melissa Arnold, residents are considered state employees for the purposes of sick and annual leave. Dr. Becker stated that Dr. Heitkamp is welcome to discuss the issue with Melissa Arnold for clarification. • Dr. Heitkamp also suggested that GMEC has the authority to make a proposal to the legislature to change or make an exception to the rule. • Dr. Piatt asked if attending physicians were employed by UND – Dr. Hostetter replied that different levels of faculty have different rules. • Dr. Johnson stated that it was also important to consider Boards requirements for clinical weeks per year. • Dr. Heitkamp stated that the need for vacations and breaks for the well-being of residents warrants the consideration of combining sick and annual leave. 		
<p>8. Curriculum and Evaluation</p>			<p>I.B.4.a).(4)</p>

<p>9. Oversight of programs accreditation</p>	<ul style="list-style-type: none"> a. 9/20/19 ACGME LON: Family Medicine – Hettinger. Approved for a permanent increase from 3 to 6 positions. b. 9/26/19 ACGME LON: Family Medicine – Fargo. A full site visit scheduled for 11/1/2019 (approximate). “Based upon information from the most recent annual data, the Committee was not able to determine substantial compliance with the requirements, and has requested that a full site visit occur to be reviewed during the January 2020 RC-FM meeting. There was significant concern over the results from the most recent Resident Survey, with a zero compliance rating in areas in Faculty, Evaluation Educational Content and Resources (zero percent compliance noted in the ‘Residents can raise concerns without fear’ in particular.” c. 10/8/19 ACGME LON: Family Medicine – Fargo. Accreditation Site Visit scheduled for 11/5/19. d. 10/25/19 ACGME LON: Internal Medicine. Self-Study date for the program has changed to 5/1/2024. e. 10/25/19 ACGME LON: Transitional Year. Self-Study date for the program has changed to 11/1/2023. f. Merge Fargo Family Medicine PD reporting to GMEC on ACGME 6/3/19 LON to align with the 10/2/19 Special Review Fargo FM reporting dates (Feb 2020 and April, May, or June 2020). Special Review recommendations address the concerns outlined in the ACGME 6/3/19 LON. 	<p>Approved by consent agenda by the full committee</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>a. January 2019 GMEC: Dr. Hostetter made a motion that the AIR be sent to participating hospital executives with names being provided by Program Directors to Dr. Becker. No PD has provided names to Dr. Becker yet. PD's, do you want this done for the 2017-2018 AIR? 2018-2019 AIR?</p>	<p>Program Directors will update Dr. Becker with names and clarified they want the 2018-2019 AIR report submitted.</p>	
<p>12. Oversight of programs changes</p>	<p>a. New application for Forensic Pathology Fellowship—Mary Ann Sens, MD, PhD, Professor and Chair of Pathology, UND SMHS.</p> <ul style="list-style-type: none"> • Shortage in medicine for forensic pathologists. 1800-2000 to serve the needs of the country, but currently there are only 500-700 practitioners. • No fellowship in geographical area. Hennepin and Wisconsin programs are the only ones in the Midwest. • One year fellowship. • Going to confer with ACGME to see if there is a possibility of a one educational year, one working year fellowship program. • Bismarck supports this fellowship – Bismarck and Grand Forks can cover the 500 case requirement. • MPH would be needed for the fellowship. • Application has been sent but there are two things still in progress – milestones and evaluations. Dr. Sens will send along. • Questions – Dr. Johnson brought up lack of homicide cases in the state of North Dakota. Dr. Sens stated that ACGME had dropped the homicide requirements of the fellowship. • Dr. Piatt asked how this program would be funded. Dr. Sens stated that it would 	<p>Motion to approve the application moving forward, allowing Dr. Becker to edit individual items in the application as needed approved by the full committee (Olson/Johnson)</p>	

	be an addition in the legislative funding – Dr. Becker noted that there have been funding concerns in the past and that she defers to Dr. Basson on this issue.		
13. Establishment of Policy and Procedures			I.B.4.b).(1)
14. Oversight of reductions and closures			IV.N.
15. Vendor interactions			IV.K
Adjournment	The meeting adjourned at 4:49PM.		
Future meeting schedules	<p>2019-2020 GMEC Schedule: GMEC Meeting Dates for 2019-2020 4:00-5:00PM Full committee to include resident members 5:00-5:30PM Institutional Resident Forum (Residents ONLY)</p> <ul style="list-style-type: none"> • September 10, 2019 • October 8, 2019-no meeting • November 12, 2019 • December 10, 2019 • January 14, 2020-no meeting • February 11, 2020 • March 10, 2020-no meeting • April 14, 2020 • May 12, 2020 • June 9, 2020 		

Jeff Hostetter, MD, Fmed	Program Director	X			X					
Ernesto Bogarin, MD, Fmed	Resident member									
Sohail Shariff, MD, FMed	Alternate Resident member	X								
Voting Members - Bismarck										
Jeff Hostetter, MD, FMed	Program Director	X			X					
Karin Willis, MD, Geriatrics	Program Director									
Nicole Careen, MD, Fmed	Resident member	X			X					
Travis Anderson, MD, FMed	Alternate Resident member									
Voting Members - Hettinger										
Annie Hara, MD, FMed	Resident representative	X								
Janak Patel, MD, Fmed	Alternate Resident member									
Advisory Members										
* (Assoc/Asst PD become voting when PD is Absent)										
Marc Basson, MD , PhD, MBA	Senior Assoc. Dean of Med & Research									
Robert Sticca, MD, Surgery	Assoc. Program Director* (Fargo)									
Cathy Houle, MD, FMed	Site Director	X			X					
James Roerig, Pharm.D., Psychiatry	Associate PD, Clerkship Director*									
Hailey Schepp, MPA	Sanford Health representative				X					
Paul Mariani, MD, VA Medical Center	Designated Educational Official VA GMEC Appointee									
Curtis Small, MD, Site Director, FMED Rural	CHI St. Alexius Health, Williston GMEC Appointee	X								
Angie Flesberg, Surgery	Program Coordinator (Fargo)				X					
Renee Sluke, Internal Med	Manager and Coordinator									
Karen Rude, Fmed Minot	Program Coordinator (Minot)				X					
Beth Ambrosio, Internal Med	Program Coordinator	X			X					
Ashley Jochim, TY	Program Coordinator	X			X					
Debra Walker, Psychiatry	Manager and Program Coordinator	X			X					
Cecilia Hospidales, Fmed Fargo	Program Coordinator (Fargo)				X					
Sara King, Orthopedics	Program Coordinator (Fargo)	X			X					
Eve Safratowich, Fmed Hettinger	Site Coordinator (Hettinger)	X			X					

