

**UND School of Medicine & Health Sciences
 Graduate Medical Education Committee
 Medical Education Center Room 220 & video and teleconference from distant sites
 Meeting Minutes
 November08, 2016**

Topic/Presenter	Discussion	Action/Resolution	ACGME Requirement
1) Call to order	The meeting was called to order at 04:02PM by Dr. Kim Becker, DIO. The attendance sheet is attached.		
2) Review of Minutes	Approval of minutes of October 11, 2016.	The minutes of the October 11, 2016., meeting were distributed with meeting materials. A motion was made to approve the minutes as printed (Stripe/Hostetter).	
3) Announcements	<p>a. GMEC Annual Report submitted 10/31/16 for FAC – The Annual report was submitted and reviewed at FAC. Bylaws committee will review changes to GMEC bylaws to include:</p> <ul style="list-style-type: none"> • Add ACGME fellowship programs to GMEC • Assistant/Associate PD can vote on behalf of PD in their absence • Representative of major participating site moved to non-voting • GMEC -will submit an annual report but not sending policies thru FAC • GMEC will continue to report to FAC on medical student issues, such as residents as teachers. <p>b. ACGME changes to common program requirements –</p> <p>i) Dr. Theige has reviewed the changes and section 6 formalize CLER as part of the common program requirements. Those elements will be subject to those</p>		

	<p>elements.</p> <p>ii) Dr. Sticca reported a relaxation of work hour requirements, especially for interns. If those changes are approved there would likely be some changes in work hours.</p> <p>c). The March GMEC meeting will be cancelled due to a very busy week with the match.</p>		
4) Establishment of Policy	<p>a. UND SMHS Student Affairs' policies and School-wide policies- There was some general discussion about the need to review student SMHS policies. Since some of resident policies used to be covered by students policies, it was decided to review these to see if we have a need to incorporate.</p> <p>b. Clarification of sponsorship (Basson) – The School of Medicine & Health Sciences is the sponsoring institution. The governing authority is the state board of higher education.</p>	Dr. Becker will send each Program Director a few policy each and they should report back to GMEC their opinion of adopting policies.	
5) Recommendations for benefits/support/s tipends			
6) Communication with Program Directors	<p>a. Report on GME Coordinator Conference Sept 2016, Minneapolis – Deb Walker attended a regional conference at U of M of regional coordinators involved in residency program. The presentation of topics and professional development were offered.</p> <p>b. Blackout dates for CLER site visits – Provide Dr. Becker any blackout dates that programs know would not work for a CLER site visit. Currently the clear program is completing the</p>		

	<p>second cycle of visits. Per Dr. Theige, it is unlikely that the CLER program will not visit any other sites other than Sanford in the current system.</p> <p>c. Peer review of Program Annual reports. – Possibly consider adding information to peer review. Maybe add more of an educational component such as: How many residents are in the program, and possibly some additional concrete information so program administration has a basic understanding of other programs to report on if asked by the public. More discussion of the peer review process included reasoning, advantages, value, etc.</p> <p>Dr. Theige explained the process as institutional responsibility of oversight. The annual report is a mechanism of oversight. Peer review of the reports to make sure the reports are accurate and GMEC is responsible for oversight of each program.</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, promotion,			

transfer, discipline, and/or dismissal			
12) Oversight of Program accreditation			
13) Institutional Accreditation	<p>a. Annual Institutional Review-discussion of what information GMEC members want AIR to contain and when to complete this year and in the future. Draft AIR attached to begin conversation. (See: ACGME Institutional Requirements I.B.5 – I.B.5.c attached)- Attached is a draft document to consider. ACGME requires the following:</p> <ul style="list-style-type: none"> a. results of most recent institutional self-study visit b. results of most recent resident survey c. results of most recent faculty survey d. notification of each program accreditation status and self-study visits. e. monitoring and action plans resulting from the review. <p>Dr. Theige said we have attempted to combine the reports with the required FAC report. The smaller executive summary would just be required to go higher education board.</p>	<p>Programs should confirm that numbers submitted regarding recruitment are correct.</p> <p>At the next meeting, Dr. Becker will complete a summary to be submitted to the Higher Education Board.</p>	
14) Oversight of program changes			
15) Experimentation/ Innovation			
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. Follow up on prior issues <ul style="list-style-type: none"> a. DIO meetings with residents only – Dr. Becker has been meeting with residents after sending out a survey. Dr. Becker has had good meetings with residents. b. Appointed Campus Resident Advocates (attached letter given to residents) – Dr. Gomez at Altru joins us as the NE Campus Resident Advocate. b. Check in from all resident committee members <ul style="list-style-type: none"> i. program work environment ii. duty hours iii. supervision <p style="text-align: center;">The residents present at the meeting reported no issues or concerns.</p> 		
19) Adjournment	The meeting was adjourned at 5:10PM		

Voting Members	Position	7/8	8/9	9/13	10/11	11/08	12/13	1/10	2/14	3/14	4/11	5/9	6/13
K. Becker, DIO, Chair	DIO and Chair	x	x	x	x	x							
D. Theige, Internal Medicine	Program Director		x	x	x	x							
R. Olson, Psychiatry	Program Director	x	x	x	x	x							
R. Sticca, Surgery	Program Director	x			x	x							
S. Stripe, Center for Family Medicine Minot and Williston Rural FM	Program Director	x	x	x	x	x							
J. Hostetter, Center for Family Medicine Bismarck	Program Director		x	x	x	x							
N. Alberto, Transitional Year	Program Director	x			x	x							
C. Houle, MD, FM-Hettinger	Site Director	x		x	x	x							
Joel Erickson, Psychiatry	Resident Member	x		x	x	x							
Mustafa Abdulhusein, Psychiatry*	Resident Member	x											
Rob Gokey, MD, Transitional Year	Resident Member			x	x								
DeVries, Haschke, Tauck, and Willoughby, MD, Transitional Year*	Resident Member												
Christina Harmon, MD, Internal Medicine	Resident Member												
Mahammed Khan Suheb, MD, Internal Medicine	Resident Member		x	x		x							

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

T. Richardson, Williston	Coordinator		X		X								
B. Ambrosio, Internal Medicine &Transitional Year	Coordinator		X		X	X							
J. Roggensack, Sanford North	Mgr Sanford Education		X	X	X	X							
K. Hofer, GME Office	Admin Officer	X	X	X	X	X							
J. Wynne, Dean	Dean												
R. Eken, Admin. & Finance	Assoc. Dean												
R. Szlabick, Surgery	Assoc. PD		X										
J. Roerig, Psychiatry	Assistant Director												
M. Basson, Administration	Assoc Dean, Med.		X	X	E	X							
S. Zelewski, NE Campus	Assist. Dean			X	X	X							
R. Hoovestol	Hospitalist program					X							