

**UND School of Medicine & Health Sciences
Graduate Medical Education Committee
Medical Education Center Room 220 & video and teleconference from distant sites
February 11, 2020**

Meeting Minutes

| Topic | Discussion | Action/Resolution | ACGME Require |
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| 1. Call to order | Dr. Kim Becker called the meeting to order at 4:10 pm. Attendance sheet is attached. | | I.A.5.a) |
| 2. Review of Minutes | The minutes of December 10, 2019, and January 14, 2020, were reviewed. No items were removed from the consent agenda. | Minutes and consent agenda items were approved by the full committee (Heitkamp/Theige) | I.B.3.b) |
| 3. Announcements | | | I.B.4.a).(2) |
| 4. Stipends and position allocation review and recommendations | <p>a. Annual recommendation to the Sponsoring Institution's administration regarding stipends and benefits for 2020-2021. – Resident stipends and benefits were reviewed by the full committee. Residents will receive a 1percent raise during the next academic year. The committee reviewed the AAMC survey of resident benefits.</p> <p>b. Contract for 2020-2021. – The contract reviewed by the committee. Legal and Administration and Finance had reviewed and approved the contract.</p> <p>1. Contract start date for eastern North Dakota programs: June 19, 2020</p> <p>2. Contract start date for western North Dakota programs: July 1, 2020</p> | <p>A motion was made to recommend the proposed stipend and benefits to provide a 1 percent raise during the next academic year. (Anderson/Heitkamp). The full committee approved the motion.</p> <p>A motion was made to approve the resident/fellow contract for the 2020-2021 academic year. (Heitkamp/Hostetter). The full committee approved the motion.</p> | I.B.4.b).(2) |

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| | <p>If a resident/fellow will start off-cycle, please inform Kim Becker as soon as possible.</p> | | |
| <p>5. Communication with GMEC</p> | <p>a. New Resident/Fellow Orientation dates scheduled as follows. Orientation is required for all new residents and fellows in the Fargo-based programs:</p> <ul style="list-style-type: none"> • June 18-ACLS (if certification is not current) • June 19-UND Orientation • June 22-Sanford Orientation • June 23-Sanford Orientation • June 24-Sanford Orientation <p>b. Bill Mulcahy has resigned as MedHub CSM for UND. Kelly Napolitano is resuming her role as UND's CSM.</p> <p>c. GME Office exit survey in MedHub for alumni. – If program coordinators have other exit surveys that the residents already fill out, we can work to merge to obtain information without making the residents fill out additional forms.</p> <p>d. Program Coordinator Training hosted by UND SMHS Administration and Finance on March 3, 2020 in GF and via videoconference. Is this date/location going to work for Program Coordinators – The dates were discussed. We will work on dates off line.</p> | <p>Dr. Dubert Guerrero A new faculty member hired to help review IRB paperwork. Contract 2/9/2020. This will be available to all residents in all specialties. He can be contacted at Dubert.Guerrero@SanfordHealth.org</p> | |

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| | <p>e. ACGME annual program fee – Programs received notification of ACGME fees. Fees were passed on to departments without notice.</p> <p>f. Common Program Requirements.</p> <p>a. See Sections I-V subject to citation July 1, 2020 (See Attachment) – Common Program Requirements with track changes – Dr. Becker reviewed new requirements with dates of implementation. – Dr. Becker asked departments to check in on implementation. There has been discussion at Sanford to discuss implementation as a group vs each inventing the wheel.</p> | | |
| 6. Resident duty hours | a. MedHub Duty Hours Institutional Summary: November 2019-December 2019 | | III.B.5 |
| 7. Quality of GME Learning | <p>PTO Proposal</p> <p>a. Survey Results:</p> <p>a. Program Directors: 7/8 PD's responded</p> <p>i. 5 voted against moving the proposal forward (71%)</p> <p>ii. 2 voted in favor of moving the proposal forward (29%)</p> <p>iii. One comment</p> <p>b. Residents: 86/154 (56%) residents responded.</p> | <p>A motion was made to table the PTO discussion until the next meeting.</p> <p>Additional discussions of payment for resident time at sites were discussed.</p> <p>Dr. Hostetter will see if there is additional information from Noridian.</p> <p>Dr. Heitkamp will get additional information on other programs contracts with VA medical centers and Medicare reimbursement in a PTO system.</p> | I.B.4.a).(2) |

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| | <p>i. 52 voted in favor (60.5%) ii. 34 voted against (39.5%)</p> <p>This item was discussed. Dr. Heitkamp asked about resident responses to the vote.</p> <p>With significant interest from the residents, some of the PDs asked if it is brought back to legal and HR.</p> <p>Dr. Basson suggested that all do it or nobody does it. PDs should discuss among yourselves and come up with unanimous consent or descent.</p> | | |
| 8. Curriculum and Evaluation | a. All UND SMHS Interns and Fellows (except for one) completed all required AMA modules, including all assigned Residents as Teachers modules. The aforementioned fellow who did not complete the AMA modules started off-cycle in October 2019 and resigned effective January 17, 2020. | FYI | 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. | <p>a. Review of Annual program evaluation reports submitted to the GME Office. – Programs submitted reports to the GME Office. No changes were noted.</p> <p>b. Monitoring of LON 11/8/19 – Geriatrics Fargo – Continued Accreditation. AFI: Evaluations. – Dr. Don Jurivich – Dr. Jurivich reviewed possible changes made to the Geriatrics program with the committee.</p> <p>c. Monitoring of LON 6/3/19 – Family Medicine (Fargo)– Dr. Deb Walker – Dr. Walker reported back to the committee.</p> | <p>A motion was made to approve the annual program evaluation reports submitted to GMEC. (Theige/Hostetter). The motion was approved by the full committee.</p> <p>A motion was made to approve Dr. Jurivich proposed changes in response to the Geriatrics ACGME LON. The Committee feels the concerns have been corrected and will not have to report updates again on this subject. (Heitkamp/Theige).</p> | I.A.3. |

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| | <p>Recommendations from the special review have been incorporated into the program.</p> <ul style="list-style-type: none"> a. Duty Hours – MedHub hours are viewed and discussed with the residents. b. Sufficient supervision on surgery rotation. Dr. Walker met with Dr. Johnson and has told the residents to contact her if they have any concerns. c. Goals and objectives in MedHub. d. Environment of Inquiry – Area approved. ½ day didactics added. e. Evaluations are confidential and holding back some evaluations until a certain number is obtained. f. Chief residents participate in faculty meetings. g. Resident forum w/ PD h. Educational content – all residents completed sleep and fatigue module. All residents signed a statement on completion. i. QI – QI bootcamp has started with Y2 and Y3 projects. j. All residents will have taken the Sanford program. k. Resources – Designated call room. <p>d. Monitoring of Special Review of Family Medicine (Fargo)– Dr. Deb Walker</p> <p>e. 12/20/2019 ACGME LON Surgery: Self-Study Due Date: 5/31/2020. Planned date for the Program’s Frist 10-year Site Visit: To be determined on</p> | <p>The motion was approved by the full committee.</p> <p>A motion was made approve the response from Dr. Walker with follow up in June on the current letter and any additional letters received. (Heitkamp/Axelsson). The motion was approved by the full committee.</p> | |
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a date between 5/1/2022 and 11/1/2022.

- f. 1/14/2020 ACGME LON Transitional Year: Continued accreditation for a maximum number of 8 residents. Effective date: 12/8/2019. The Review Committee commended the program for its demonstrated substantial compliance with the ACGME's Program Requirements and/or Institutional Requirements without any new citations.
- g. 2/3/2020 ACGME LON Neurology: Site visit has been scheduled for 3/17/2020.
- h. 2/4/20 ACGME- Meeting Decision-Family Medicine (Williston): Site visit requested. A detailed letter of notification will be provided within 60 days.
- i. 2/4/20 ACGME- Meeting Decision-Family Medicine (Fargo): Continued Accreditation with Warning. A detailed letter of notification will be provided within 60 days
- j. Waive Dr. Willis' second report to GMEC on status of Geriatrics Fellowship Special Review Recommendations due to voluntary withdrawal accreditation and resignation of sole fellow effective January 17, 2020.
- k. Dr. Johnson has requested to postpone GMEC report regarding the status of Surgery's action plan to address the ACGME citation as described in the January 2019 ACGME letter of notification from February 2020 until April 2020

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| 10. Institutional Accreditation | | | I.B.4.b).(6) |
| 11. Annual Institutional Review | a. In January 2019, GMEC approved a motion for Kim Becker to send the AIR to participating hospital executives with names being provided by Program Directors. This was reviewed with GMEC again in August 2019. If PD's wish for Kim to do this, please forward her names. At this point, she has not forwarded the AIR to any hospital executives. | | |
| 12. Oversight of programs changes | a. | | |
| 13. Establishment of Policy and Procedures | a. Special Review policy and protocol.- Dr. Becker reviewed possible changes to the special review protocol. | A motion was made to approve the proposed changes to the policy/protocol (Theige/Heitkamp). The full committee approved the motion. | I.B.4.b).(1) |
| 14. Oversight of reductions and closures | a. In ADS, ACGME only allows for voluntary withdrawal of accreditation to occur on June 30th of a given year. In the DIO narrative in ADS, I indicated the actual ending date of the Geriatrics Fellowship (Bismarck) approved at GMEC, that the PD is resigning and that there is no replacement available. Nonetheless, on the official record of ACGME, the program is ending on 6/30/20. | | IV.N. |
| 15. Vendor interactions | | | IV.K |
| Adjournment | The meeting adjourned at 5:00PM. | | |

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| Future meeting schedules | 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) <ul style="list-style-type: none">• March 10, 2020-no meeting• April 14, 2020• May 12, 2020• June 9, 2020 | | |
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Minutes taken by Kristi Hofer, GME

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| Greta Loritz, Fmed | Program Coordinator (Bismarck) | X | | | | X | X | | | | | |
| Yesenia Chacon (Elizabeth), Program Coordinator | Site Coordinator (Williston) | | | | | | | | | | | |
| Meghan Jeanotte, Geriatrics | Assistant (GF) | | | | | | | | | | | |
| Gunjan Manocha, Geriatrics Fargo | Program Coordinator (GF) | X | | | | | | X | | | | |
| Kristi Hofer, GME | Admin Officer, SE Campus & GME | X | | | | | X | X | | | | |
| Errin Jordan, GME Grand Forks | GME & Neurology | | | | | X | | | | | | |
| Guests present see below | | | | | | | | | | | | |
| Dr. Bande, IntMed | | | | | | | | | | | | |
| Dr. Zelewski, NW Campus | | X | | | | | X | X | | | | |
| Dr. Schmitz, Fmed | | X | | | | | X | | | | | |
| Lisa Jorisson, Neurology | Program Coordinator (Fargo) | | | | | | X | | | | | |
| Dr. Jau-Shin Lou, Neurology | Program Director | | | | | | X | | | | | |
| Dr. Warne | Guest speaker | | | | | | X | | | | | |