

**UND School of Medicine & Health Sciences
Graduate Medical Education Committee
Medical Education Center Room 220 & video and teleconference from distant sites
Meeting Minutes
February 14, 2017**

Topic/Presenter	Discussion	Action/Resolution	ACGME Rqmt
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 January 10, 2017	The minutes of the January 10, 2017, meeting were distributed with meeting materials. A motion was approve the minutes as printed. (Hostetter/Small).	
3. Announcements	a. SMHS bylaws updated with GMEC changes to include membership. (Major affiliates CEO to appoint a non-voting member; Associate/Assistant PD will have voting membership in absence of PD) b. Orientation dates 2017 (Eastern part of state) <ul style="list-style-type: none"> • June 22rd ACLS course • June 23th UND, Photo Session for resident rosters • June 25th Resident Picnic? • June 26th Hospital orientation at Sanford and Altru • June 27th Hospital orientation at Sanford • June 28th All-day Patient Safety event • June 29th Department Orientation 		
4. Recommendations for benefits, support, stipends	a. Review of changes to Resident Contract 2017-2018 (including Statement of Resident Responsibilities). The policy were reviewed by legal counsel, Melanie Hepper, and Jean Altepeter in the Administration offices. Dr. Becker reviewed the proposed changes to reflect ACGME wording in institutional requirements. Dr. Becker would like to add any policy reviewed and approved today. More discussion on the formatting of the contract occurred.	A motion was made to authorize the DIO to approve changes to the contract regarding structure/ annotation of policy within the contract with UND legal and approve the contact with noted changes. (Hostetter/Olson). The motion was passed by the full committee.	

5. Communication with Program Directors			
6. Resident duty hours	Resident duty hours reporting reviewed by Dr. Becker and has been provided for program information.		
7. Resident supervision: Monitor programs supervision of residents			
8. Quality of GME Learning	<ul style="list-style-type: none"> a. Program work environment b. Follow up on prior issues c. Check in from all resident committee members to include program work environment, duty hours, and supervision. – Residents from Psychiatry, FMED Minot, FMED Williston, Internal Medicine, FMED-Bismarck all checked in with no concerns expressed to the committee. 		
9. Curriculum and Evaluation			
10. Resident status: Selection, evaluation, promotion, transfer, discipline, and/or dismissal			
11. Oversight of program accreditation	<ul style="list-style-type: none"> a. Response by PD's to ACGME Letters of Notification <ul style="list-style-type: none"> i. Hettinger LON review – Dr. Hostetter's responded to the accreditation notification. Concerns regarding scholarly activity and resources. Dr. Schmidts is involved with the scholarly activity to help with remediation on an individual bases. ii. Family Medicine Fargo LON – Dr. Walker's had sent a written response to the committee with the agenda. The site visit was 6 weeks after the submission of the 		

	<p>application so many issues had already been resolved prior to the LON. Dr. Walker verbally reviewed the response with the committee. Dr. Walker said she felt that all the concerns were easily addressed.</p> <p>b. Transitional LON – Program commended for no concerns</p> <p>c. Internal Medicine LON-Program commended for no concerns</p>		
12. Institutional accreditation	<p>a. Review of annual reports</p> <p>Peer review of Annual Report: Dr. Olson reporting on Internal Medicine- Highlights- provided in writing and verbally by Dr. Olson: Continued accreditation status, and no citations. Dr. Theige had submitted a progress report earlier this fall regarding program improvement plans in the Critical Care Medicine rotation, Hematology/Oncology rotation and lectures as well as Emergency Medicine didactics</p> <p>Original accreditation date 10/14/1974</p> <p>Three year training program with 8 residents per year. Current Program Director, Dr Theige was appointed July 2004. I reviewed primary and core faculty members showing a good range of veteran and younger teachers. Dr Newman’s 34 yrs of teaching experience being the top. Many specialties within Int Med represented including Endocrine, Hospice/Palliative Care, Infectious Disease and Geriatrics</p> <p>Primary site Sanford health, Fargo</p> <p>Participating site Fargo VA</p> <p>2393 applicants for the 8 positions</p> <p>Graduated 8 residents last year, 3 of which are practicing in North Dakota, 2 entered fellowships of gastroenterology and endocrinology. 5 of 6 most recent graduates took and passed the specialty board certification. In the past 5 yrs, all years of residents who started in the program have finished. No withdraws or dismissals.</p> <p>While overall the program receives excellent financial support, good working space and technology resources, the financial support for subspecialty coordinators is currently lacking and an obstacle in recruiting and retaining faculty in these positions.</p>		
13. Oversight of program changes	<p>a. Approval of Orthopedic Surgery application (original attached). Dr. Piatt responded to letter of notification attached to agenda- The site visit was delayed approximately 7 months because of RRC agendas. Currently felt the start date of residents will be 2018. The first 5 issues are housekeeping issues already corrected. Many items were reviewed but not part of application packet. Some requirements changed between the application submission and the site visit and require updates. Dr. Piatt working on new policy</p>	A motion was made that DIO be authorized to sign off the final document to be submitted to the RRC (Theige/Olson). The motion was approved by the full committee.	

	<p>required by the RRC. The remaining issue is the geography of the program and oversight plan to include supervision and synced conference schedules.</p> <p>Updates are due to the RRC by March 30, 2017.</p>		
14. Establish and implement policies and procedures	<p>a. Vendor policy- Dr. Hostetter reviewed the proposed vendor policy updates. Dr. Hostetter combined the GMEC and SMHS policies. The dollar amount changed to reflect the consensus of the group to the UND per diem allowance with the verbiage per diem vs a stated dollar amount to avoid the need for correcting the policy \$ amounts.</p> <p>b. Dr. Alberto review of the following student policies</p> <ol style="list-style-type: none"> i. Inhibiting Conditions for Health Sciences and Medical Students – applicable to the residency programs. Recommend adaption for residents/fellow. ii. Student Social Media Policy- applicable to the residency programs. Recommend adaption for residents/fellow. iii. Student Bloodborne & Biological pathogen Exposure Management – Not applicable iv. Student Grievance Policy– Not applicable v. Technical Standards for Matriculation, Progression, and Graduation– Not applicable – There was some discussion over this program’s relevance if a prospective resident with a severe disability and qualifications to complete the program. Some examples discussed. It was noted that our GME has a policy on accommodations for residents with disabilities. That policy will be reviewed. <p>Dr. Aberto asked that the above policy referenced for adaption (Social Media Policy and inhibiting Conditions) reference residents/fellows and Dr. Becker update.</p>	<p>A motion was made approve the policy as proposed by Dr. Hostetter (Olson/Gokey)</p> <p>An amendment to the policy - wording will reference residents and fellows.</p> <p>The motion was approved by the full committee.</p> <p>A motion was made to approve the Inhibiting Conditions for Health Sciences and Medical Students Policy changing resident/fellows to the policy where currently states students (Olson/Theige). The motion was approved by the full committee.</p> <p>A motion was made to adopt the Student Social Media Policy replacing resident/fellows to the policy where it currently says students. (Theige/Olson). The motion was approved by the full committee.</p>	
15. Experimentation and innovation			
16. Oversight of reductions and closures			

17. Vendor interactions			
18. Adjournment	The meeting was adjourned at 5:00PM		

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

Mahammed Khan Suheb, MD, Internal Medicine	Resident Member		X	X		X		X		
Mark Hightower, MD, Surgery	Resident Member		X							
JJ Germscheid, MD*, Surgery	Resident Member		X							
Rachel Wanzek, MD, FMed - Bsmk	Resident Member		X	X	X	X			X	
Brittany Bearstail, MD, FMed -Bsmk*	Resident Member					X		X		
Umesh Narayanan, MD (PG2), FMed -Minot	Resident Member		X		X	X		X	X	
Renu Malhi, MD (PG1) , FMed -Minot*	Resident Member			X						
J. Bruning, MD, FMed-Hettinger	Resident Member			X	X	X		X		
Nadir Bauch, MD, FMed - Williston*	Resident Member		X							
Kevin Sullivan, MD, Williston RTT	Resident Member				X				X	
P. Mariani, DEO, VAMC	Appointed by major affiliate	X	X							
Advisory Members (non-voting)										
D. Walker, Psychiatry	Coordinator		X		X	X	X	X	X	
L. Anderson, Surgery	Coordinator		X	X	X	X	X			
G. Loritz, FMed-Bismarck	Coordinator		X		X		X	X	X	
E. Safratowich, FMed -Hettinger	Coordinator			X	X	X		X		
R. Hertel, Internal Medicine	Manager, IM Dept			X		X	X	X		

W. Small, MD , FMED-Williston	Appointed by major affiliate		x	x
B. Piatt, MD, Orthopedics (program start 2018)	Program Director			x
R. Hoovestol, MD	Hospitalist program	x		