

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

**Tuesday, February 9, 2021
Meeting Minutes**

Topic	Discussion	Action/Resolution	ACGME Require
1. Call to order	The meeting was called to order at 4:00PM	A motion was made to approve the consent agenda (Hostetter/Piatt) Motion approved by the full committee.	I.A.5.a)
2. Review of Minutes			I.B.3.b)
3. Announcements			I.B.4.a).(2)
4. Quality of GME Learning	a. Check in with resident/fellow committee members b. 2019-2020 ACGME Resident and Faculty Survey (See Attachment 9)	Dr. Seaman, Fargo FM Resident, commented that Dr. Myrmoe had made many positive changes in the residency. Though 2 PD changes within 8 months is not ideal, there has been positive changes.	I.B.4.a).(2)
5. Stipends and position allocation review and recommendations	a. Benefits for the next academic year.	A motion was made to keep the resident benefits the same for the upcoming academic year (Hostetter/Raum). The full committee approved the motion.	I.B.4.b).(2)
6. Communication with GMEC	a. Change in Resident/Fellow hire practices because of new recruitment software called Recruiting Solutions (RS)—Melissa Arnold, SMHS HR – Melissa Arnold presented on future changes in the hiring of residents in the UND system thru Recruiting Solutions Q. Dr. Basson asked if the notification is public. A. Melissa – Yes, it is public.		

	<p>Q. Dr. Basson asked that legal review regarding NRMP Contract.</p> <p>A. Mel will follow up on confirmation with legal.</p> <p>C. Kristi suggested including in job requirement that you have matched with UND in the 2021 match.</p> <p>Q. Dr. Piatt – Can we enter the application for the applicants or can the coordinators complete.</p> <p>C. Dr. Basson suggested that the system just open for a short period to help avoid anyone that we don't expect to enter our programs from applying.</p> <p>b. Family Medicine Fargo Program – Dr. Theige announced an unanticipated resignation of Dr. Jason Myrmoe, PD, effective today, February 9, 2021. After consultation with Drs. Becker and Schmitz, the current Associate Program Director, Dr. Lara Lunde was appointed interim director. A formal interview/selection process will be scheduled as soon as possible.</p> <p>Dr. Theige also announced that the ACGME updated the program's accreditation status now continued accreditation with the previous warning removed. The formal letter of notification will be forthcoming, typically within the next 60 days.</p>	<p>9b. A motion was made to approve Dr. Lara Lunde as interim program director, effective February 9, 2021 (Raum/Theige). The full committee approved the motion.</p>	
7. Resident duty hours	a. MedHub Duty Hours Institutional Summary: December 2020 (See Attachment 2)	Approved via consent agenda.	III.B.5
8. Curriculum and Evaluation			I.B.4.a).(4)
9. Oversight of program accreditation: Review of accreditation letters, monitoring of action plans for correction of	<p>a. Monitoring of 11/20/20 ACGME LON Neurology – Dr. Lou (See Attachment 3) - Deferred.</p> <p>b. ACGME LON-Transitional Year-Continued Accreditation effective 12/6/20. The Review Committee commended the program for its</p>	<p>9a. Deferred</p> <p>9b. Approved via consent agenda</p>	I.A.3.

<p>citations and areas of noncompliance.</p>	<p>demonstrated substantial compliance with the ACGME's Program Requirements and/or Institutional Requirements without any new citations.</p> <p>c. ACGME Meeting Decision-Hematology and medical oncology: Initial Accreditation effective 1/22/21. Total accredited residents: 6. Site Visit Requested: 01/01/2023 (Approximate) LON forthcoming.</p>	<p>9c. Approved via consent agenda</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. Vendor Policy - Routine review-Any suggested changes to policies regarding vendors: Pertinent ACGME Institutional Requirement: IV.K. Vendors: The Sponsoring Institution must maintain a policy that addresses interactions between vendor representatives/corporations and residents/fellows and each of its ACGME-accredited programs. (Core)</p> <ul style="list-style-type: none"> i. Interactions with Vendors/Sales Representatives and Industry Support for all SMHS employees, and students (See Attachment 4) ii. Graduate Medical Education Policy on Interactions with Vendors/Sales Representatives and Industry Support (See Attachment 5) – Dr. Piatt, pushback from colleagues that want journal club to be held at food establishments. Dr. Piatt said this policy would help provide why it is not possible. 	<p>13a. Dr. Becker will tell Judy Solberg that the GMEC has no issues with current policy.</p>	<p>I.B.4.b).(1)</p>

	<p>b. UND SMHS Licensure and USMLE Steps 1, 2, 3, COMLEX Series Policy (See Attachment 6 for policy with track changes and email correspondence with Legal) – Dr. Becker reviewed the current, updated policy. This policy has been reviewed by legal per Dr. Becker.</p> <p>c. Revising Concerns and Complaints Process related to LCME requirements (See Attachment 7)</p> <p>d. GMEC Conflict of Interest Policy (See Attachment 8) – Committee members would be required to complete conflict of interest training. Dr. Becker will follow-up with Safe Colleges</p>	<p>13b. A motion was made to approve the updated Resident Completion of USMLE Steps 1, 2, 3. Complex Series Policy effective date July 1, 2021 (Hostetter/Olson). The full committee passed the motion.</p> <p>13c. A motion was made to approve the Concern and Complaint Procedure (Olson/Raum). The full committee passed the motion.</p> <p>13d. A motion was made to approve the Graduate Medical Education Committee Conflict of Interest Policy. (Hostetter/Raum). The full committee passed the motion.</p>	
14. Oversight of reductions and closures			IV.N.
15. Vendor interactions			IV.K
Adjournment			
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>March 9, 2021-no meeting April 13, 2021 May 11, 2021 June 8, 2021</p>		

Minutes taken by Kristi Hofer, GME

Sohaib Hussaini, MD, R2, FM	Resident member		X	X	X				X				
Priya Vora, MD, R1, FM	Alternate Resident member		X										
Voting Members - Williston													
Peter Sandroni, MD, FM	Program Director		X	X	X				X				
Afaq Shariff, MD, R3, FM	Resident member							X					
Amit Babra, MD, R2, FM	Alternate Resident member							X					
Voting Members - Bismarck													
Jeff Hostetter, MD, FM	Program Director		X		X				X				
Nicole Careen, MD, R3, FM	Resident member		X		X			X					
Travis Anderson, MD, R3, FM	Alternate Resident member		X	X	X			X	X				
Voting Members - Hettinger													
Jeff Hostetter, MD, FM	Program Director			X	X				X				
Janak Patel, MD, FM	Resident representative			x				X					
Michael Luckow, MD, FM	Alternate Resident member												
Advisory Members		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
* (Assoc/Asst PD become voting when PD is Absent)													
Marc Basson, MD, PhD, MBA	Senior Assoc. Dean of Medicine & Research		X	X	X			X	X				
Robert Sticca, MD, Surgery	Assoc. Program Director* (Fargo)												
Cathy Houle, MD, FM	Site Director Hettinger							X	X				
James Roerig, Pharm.D., Psych	Assistant PD, Clerkship Director*												
Hailey Schepp, MPA	Sanford Health representative		X	X				X					
Paul Mariani, MD, VA Medical Center	Designated Educational Official VA GMEC Appointee												
Curtis Small, MD, Site Director, FM Rural	CHI St. Alexius Health, Williston GMEC Appointee			x	X			X					
Angie Flesberg, Surgery	Program Coordinator (Fargo)		X					X	X				

Carla Moser, IM	Manager and Clerkship (Fargo)		X	X	X			X	X				
Karen Rude, FM Minot	Program Coordinator (Minot)			X	X			X	X				
Beth Ambrosio, IM	Program Coordinator		X					X	X				
Ashley Jochim, TY Year	Program Coordinator		X		X			X	X				
Debra Walker, Psych	Manager and PC			X				X	X				
Cecilia Hospidales, FM Fargo	Program Coordinator (Fargo)		X	X				X	X				
Sara King, Orthopedics	Program Coordinator (Fargo)		X	X				X	X				
Tammy Hruby, FM Hettinger	Site Coordinator (Hettinger)			X									
Greta Loritz, FM	Program Coordinator (Bismarck)		X		X			X	X				
Britney Mayo, Program Coordinator	Site Coordinator (Williston)							X	X				
Meghan Jeanotte, Geriatrics	Assistant (GF)												
Gunjan Manocha, Geriatrics Fargo	Program Coordinator (GF)			x					X				
Kristi Hofer, GME Office	Admin Officer, GME & SE Campus		X	X	x			X	X				
Guests													
Dinesh Bande, MD, Internal Med	Chair, IM												
Susan Zelewski, MD, NW Campus	Campus Dean, Clinical Curriculum			X				X	X				
David Schmitz, MD, Family Med	Chair, Family Medicine		X	X	x			X	X				
Lisa Jorissen, Neurology	Program Coordinator (no residents)		X	X				X	X				
Jau-Shin Lou, MD, Neurology	Program Director (no residents)				x								
Andrea Ludwig, HemOnc	PC future HemOnc fellowship		X						X				
Matthew Tinguely, MD, HemOnc	PD future HemOnc fellowship			X	x			X	X				
Lisa Steinbrink	Surgery			x									
Laura Block	Admin/Finance				X								
Melissa Arnold	HR								X				
Hannah Whallen	HR								X				

