

**UND School of Medicine & Health Sciences  
 Graduate Medical Education Committee  
 Medical Education Center Room 220 & video and teleconference from distant sites  
 April 14, 2020**

**Meeting Minutes**

Topic	Discussion	Action/Resolution	ACGME Require
1. Call to order			I.A.5.a)
2. Review of Minutes	a) February 11, 2020	<b>A motion was made to approve minutes and the consent agenda (Hostetter/Johnson)</b>	I.B.3.b)
3. Announcements			I.B.4.a).(2)
4. Stipends and position allocation review and recommendations			I.B.4.b).(2)
5. Communication with GMEC	<ul style="list-style-type: none"> <li>a) UND New Resident/Fellow Orientation schedule</li> <li>b) ACGME provided fee schedule for 2020-2023</li> <li>c) Any preceptors who teach residents/fellows need to have a faculty appointment</li> <li>d) Welcome to Jennifer Fournier, Administrative Secretary in Graduate Medical Education, who began employment on 4/6/20. She can be reached at <a href="mailto:jennifer.s.fournier@und.edu">jennifer.s.fournier@und.edu</a></li> <li>e) The following e-votes passed               <ul style="list-style-type: none"> <li>i) On 10/11/19, GMEC approved the Special Review report for the</li> </ul> </li> </ul>	<b>The full committee approved items 5A-E on consent agenda.</b>	

	<p>Fargo Family Medicine Program. The special review was conducted on 10/2/19</p> <ul style="list-style-type: none"> <li>ii) On 12/23/20, GMEC approved the 2018-2019 Annual Institutional Review (AIR) and AIR Executive Summary</li> <li>iii) On 2/27/20, GMEC approved Dr. Peter Sandroni as Program Director for the UND Minot and Williston Rural Family Medicine Programs effective July 1, 2020</li> <li>iv) On 3/17/20, GMEC approved the Special Review reports for Family Medicine-Minot and the RTT-Williston. The special reviews were conducted on 3/4/20</li> <li>v) On 3/18/20, GMEC approved to give Kim Becker (DIO) authority to postpone the time requirement to complete Step 3 for individual residents who are impacted by the closing of test centers</li> <li>f) Proposal to adopt resident diploma – Jessica Sobolik.</li> </ul>	<p><b>A draft diploma design for all programs is being considered by the Alumni office. The committee reviewed a sample. Once approved coordinators would get access from the registrar’s office to complete the diploma. The diploma would be for END of residency. The first year certificate would need to be different.</b></p>	
6. Resident duty hours	<ul style="list-style-type: none"> <li>a) MedHub Duty Hours Institutional Summary: January and February 2020</li> </ul>	<p><b>Approved on the consent agenda by the full committee</b></p>	III.B.5
7. Quality of GME Learning	<ul style="list-style-type: none"> <li>a) Updates from residents <ul style="list-style-type: none"> <li>a. Eric Heitkamp – quick update on the PTO.</li> </ul> </li> </ul>		I.B.4.a).(2)

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 citations and areas of noncompliance.	<ul style="list-style-type: none"> <li>a) 2/10/20 ACGME LON Family Medicine (Williston RTT): The Review Committee determined that a full site visit of the program must be conducted before an accreditation decision can be made. Approximate next site visit: 2/1/20.</li> <li>b) 2/10/20 ACGME LON Family Medicine (Minot): The Review Committee determined that a full site visit of the program must be conducted before an accreditation decision can be made. Approximate next site visit: 2/1/20.</li> <li>c) 2/18/20 ACGME LON Internal Medicine: Continued accreditation for a maximum of 25 residents. Effective date: 1/24/20. 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.</li> <li>d) 2/18/20 ACGME LON Geriatric Medicine (Grand Forks): Continued accreditation for a maximum of 2 residents. Effective date: 1/24/20. 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.</li> </ul>	<b>The full committee approved items 9A-N on consent agenda.</b>	I.A.3.

	<ul style="list-style-type: none"><li>e) 2/18/20 ACGME LON UND SMHS: Approximate Self-Study Due Date delayed until 02/01/2025. Approximate 10-Year Site Visit Date delayed until 02/01/2027.</li><li>f) 2/24/20 ACGME LON Family Medicine (Williston RTT): Focused site visit scheduled for 4/7/20.</li><li>g) 2/24/20 ACGME LON Family Medicine (Minot): Focused site visit scheduled for 4/7/20.</li><li>h) 3/7/20 ACGME LON Neurology: In response to the ongoing presence and impact of the COVID-19 virus across the nation, ACGME determined to postpone the site visit until further notice.</li><li>i) 3/18/20 ACGME LON Family Medicine (Williston RTT): In response to the ongoing presence and impact of the COVID-19 virus across the nation, ACGME determined to postpone the site visit until further notice.</li><li>j) 3/18/20 ACGME LON Family Medicine (Minot): In response to the ongoing presence and impact of the COVID-19 virus across the nation, ACGME determined to postpone the site visit until further notice.</li><li>k) 3/19/20 ACGME LON Neurology: Last week, your Sponsoring Institution or program received a request from the ACGME Field Activities to submit accreditation or recognition site visit blackout dates in preparation for site visits that would be performed remotely using</li></ul>		
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	<p>audiovisual technology. Since then, the ACGME has decided to postpone all site visits, including remote site visits.</p> <p>l) 3/31/20: ACGME LON Surgery: Recently, ACGME Field Activities sent your program a reminder to initiate the Self-Study. Since then, the ACGME has suspended all Self-Study activities, including the submission of Self-Study Summaries, until future notice to allow the GME community to prioritize patient care duties in line with COVID-19 responsibilities.</p> <p>m) 4/2/20 ACGME LON Family Medicine (Hettinger): Continued accreditation for a maximum number of 6 residents. Effective date: 1/29/20. 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.</p> <p>n) 4/2/20 ACGME LON Family Medicine (Bismarck): Continued accreditation for a maximum number of 15 residents. Effective date: 1/29/20. The Review Committee determined that the program is in substantial compliance with the ACGME's Program Requirements and/or Institutional Requirements and did not issue any new citations. One area for improvement for board passage rate.</p>		
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	<p>o) Monitoring of 3/10/20 ACGME LON Surgery. Continued Accreditation. 2 AFI's: 1) Educational Environment and 2) Scholarly Environment (See Attachment 5). Written PD response will be forthcoming.</p>	<p>Dr. Johnson updated the committee on his monitoring of the ACGME LON. Updates included:</p> <ol style="list-style-type: none"> <li>1. Faculty updating scholarly activity</li> <li>2. If faculty had a pub med id submission surgery notified</li> <li>3. Core faculty updated</li> <li>4. Resident's colloquium foundation of scholarly activity. Maybe electronically this year depending on environment.</li> <li>5. Dr. Guerrero helping with IRB process.</li> <li>6. Those that do oral presentation will be asked to prepare an abstract if only to practice.</li> <li>7. 6 current year peer reviewed this year thus far and 8 more in process along with a grant application and presentations at state and local meetings.</li> </ol> <p>A motion made to approve Dr. Johnson's update and not require additional updates. (Hostetter/Walker).  <b>Motion approved by the full committee.</b></p> <p>Discussions:  (Dr. Alberto) – possibly introduce earlier (Jurivich) – Connectivity with Biomedical sciences in GF?  (Piatt) – Is time dedicated toward research?</p>	
<p>10. Institutional Accreditation</p>			<p>I.B.4.b).(6)</p>

11. Annual Institutional Review			
12. Oversight of programs changes	<p>a) Request for approval of Family Medicine (Fargo) Program Director to Dr. Jason Myrmoe, effective July 1, 2020. Dr. Theige - Dr. Deb Walker has long stated intent to step down as program director at the end of this academic year.</p> <p>Dr. Myrmoe has been nominated to take over as program director effective July 1, 2020.</p> <p>Dr. Myrmoe is heavily engaged in future planning for the program now including now leading the program evaluation committee and it is anticipated that he will lead the response to the ACGME LON yesterday. It is requested that the committee approve his nomination as program director.</p>	<p><b>A motion made to approve Dr. Myrmoe as program director for the Family Medicine Fargo program, effective July 1, 2020. (Hostetter/Olson). The full committee approved the motion.</b></p>	

<p>13. Establishment of Policy and Procedures</p>	<p>Check-in from all program during pandemic conditions to include stage of program.</p> <ul style="list-style-type: none"> <li>• <b>Internal Medicine</b> – Functioning at ACGME Stage 2. <ul style="list-style-type: none"> <li>i. Modifications have been made residents schedules at both department requests and institutional need to care for the possible surge of Covid 19 patients.</li> <li>ii. Focus on maintaining essential inpatient services. (medicine, cardiology, critical care) as well as</li> <li>iii. Continuity clinic is being maintained.</li> <li>iv. Discontinued in person didactics. Currently 1 hour conferences 3x per week via video conferences and</li> <li>v. Assigning on-line learning modules.</li> </ul> </li> </ul> <p>Residents divided into 3 cohorts.</p> <ol style="list-style-type: none"> <li>1. Staffing inpatient services</li> <li>2. Staffing resident clinic</li> <li>3. Self-study at home and backup for essential services.</li> </ol> <ul style="list-style-type: none"> <li>• <b>Surgery.</b> Similar approach. <ul style="list-style-type: none"> <li>i. Recalled all residents from electives to general surgery. Elective surgeries low.</li> <li>ii. One third of residents off-site to self-study and work on research projects and be backup should other residents get sick or be quarantined.</li> </ul> </li> </ul>		<p>I.B.4.b).(1)</p>
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- **Transitional** – 8 residents  
Residents divided into 3 cohorts.
  - i. Staffing essential services
  - ii. Staffing ambulatory (Not participating)
  - iii. Self-study at home and backup for essential services.
  
- **Fargo FM** – Similar system to internal medicine.
  - i. Some rotations where the departments do not want additional residents present.
  - ii. Fewer residents in clinic because of lower numbers
  - iii. On-line modules at home self-study.
  
- **Orthopedics** – smaller new program without a full complement of residents.
  - i. Finding involvement for current residents. Volumes down
  - ii. Did take a break from didactics but back to full didactics via video.
  - iii. Bio skills lab in person with only 3-4 residents at a time.
  - iv. If current environment continues as new residents arrive, likely do 2 months of basic sciences and take out of clinic setting.
  
- **Psychiatry – Stage 2.**
  - i. Wednesday pm didactics and grand rounds via zoom.
  - ii. Outpatient clinics are now telemedicine.
  - iii. VA resident clinic converting to human service centers
  - iv. No longer going to the jail

- v. No longer going to outlying rural sites, all via telemedicine.
- vi. Chemical dependency not available temporarily.
- vii. Integrated clinics via telemedicine
- viii. Multiple clinics and services are either zoom or telemedicine.

- **Bismarck – Stage 2**

- i. OB Floor limited residents
- ii. ER closed to residents to conserve PPE
- iii. Quality improvement rotation initiated to complete modules online as well as group meetings via zoom.
- iv. Inpatient unchanged
- v. Clinic transitioned to offering live, telemedicine, telephone visits. Triage from front desk.
- vi. Covid testing in clinic – One resident, one nurse.

- **Minot – Stage 2**

- i. A little different situation. A few people quarantined.
- ii. Clinic has limited visits more because of the hospital system a bit different
- iii. Two faculty high risk and precept clinic from home.
- iv. Clinic not a lot of telemedicine but working on system to start.

- **Williston. – Stage 1.5**

- i. No limitations with residents.
- ii. Clinic still functioning with a central triage.

	<ul style="list-style-type: none"> <li>• <b>Hettinger –Stage 1</b> <ul style="list-style-type: none"> <li>i. No positive cases.</li> <li>ii. Limiting foot traffic.</li> <li>iii. Some video visits.</li> <li>iv. Rotations similar with little limitations.</li> <li>v. One resident scheduled to go to the NICU Bismarck and then Denver. <ul style="list-style-type: none"> <li>a. Dr. Basson said Denver rotation would require approval from UND.</li> </ul> </li> </ul> </li> <li>• <b>Geriatrics –</b> <ul style="list-style-type: none"> <li>i. Telephone visits with older adults.</li> <li>ii. Expanding annual wellness exam thru telephone contact.</li> <li>iii. Quality improvement reviewing of different geriatric assessments of patient panels</li> <li>iv. Training the teacher. Power point presentations reviewed and fellows present via zoom.</li> </ul> </li> </ul> <p><b>Should additional programs be required to move to ACGME Stage 2, please review the ACGME guidelines sent out by Dr. Becker and she should be informed so decision can be discussed and documented.</b></p>		
14. Oversight of reductions and closures			IV.N.
15. Vendor interactions			IV.K
Adjournment	a) Meeting adjourned at 5:00PM.		
Future meeting schedules	May and June via Zoom.		

Minutes taken by Kristi Hofer, GME





Greta Loritz, Fmed	Program Coordinator (Bismarck)	X				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		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				X	
Lisa Jorisson, Neurology	Program Coordinator (Fargo)						X					
Dr. Jau-Shin Lou, Neurology	Program Director						X					
Dr. Warne	Guest speaker						X					