

**UND School of Medicine & Health Sciences
Graduate Medical Education Committee
Medical Education Center Room 220 & video and teleconference from distant sites
Meeting Minutes
May 8, 2018**

| Topic/Presenter | Discussion | Action/Resolution | ACGME Require |
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| 1) Call to order | The meeting was called to order at PM by Dr. Kim Becker, DIO. The attendance sheet is attached. | | I.A.5.a) |
| 2) Review of Minutes | The Consent Agenda dated May 8, 2018, was reviewed by the committee. Approval of minutes of February 13, 2018. The minutes were approved as printed. | The consent Agenda was approved as printed(Theige/Walker) Approval of minutes The minutes of February 13, 2018, were approved as printed. | I.B.3.b) |
| 3) Announcements | a) Dr. Kim Becker announced she will be gone for maternity leave from late August into January. Dr. Becker will continue to function in her capacity as DIO for ACGME, still attending any site visits, and responding to notices from the ACGME that require her DIO signature. At this point preferred first contact should be Kristi. | | I.B.4.a).(2) |
| 4) Recommendations benefits/support/stipends | | | I.B.4.b).(2) |
| 5) Communication with Program Directors | a) Dr. Ryan Hoovestol resigned as Hospitalist Fellowship Program Director. APD, Dr. Amir Kichloo, is new PD b) New Resident UND Orientation Schedule for Southeast part of the state was distributed. No issues were noted by programs (Fargo) – 6/22/18 c) 2018-2019 GMEC Schedule: 4:00-5:00PM Full committee to include resident members | | |

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| | <p>5:00-5:30PM Institutional Resident Forum (Residents ONLY)</p> <p>July-no meeting August 14 September-no meeting October 9 November-no meeting December-no meeting January 15 February 12 March-no meeting April 9-GMEC Retreat May 14 June 11</p> | | |
| 6) | Resident duty hours | | III.B.5 |
| 7) | Quality of GME Learning | <p>Follow up on prior issues</p> <p>a) Check in from all resident committee members to include program work environment, duty hours, and supervision.</p> <ul style="list-style-type: none"> o Residents in attendance at the meeting reported no other issues. o Williston – no concerns o Family Medicine and TY report – no concerns o Psychiatry-no concerns | I.B.4.a).(2) |
| 8) | Curriculum/Evaluation | | I.B.4.a).(4) |
| 9) | Oversight of Program accreditation | <p>a) Bismarck CFM Special Review—Approve special review follow-up report Dr. Hostetter provided at GMEC Retreat on 4/10/18 (See Attachment 3) and deem no further follow-up is necessary to GMEC. Special review follow-up included addressing AFI from the 2018 LON: resources from the 2016-2017 Resident Survey. No further follow-up is necessary to GMEC.</p> <p>b) Bismarck LON (See Attachment 4).</p> <p>c) Hettinger LON (See Attachment 5).</p> <p>d) Internal Medicine LON*</p> <p>e) Psychiatry self-study ACGME letter (See Attachment 6).</p> <p>f) Psychiatry LON*</p> <p>g) Surgery LON (See Attachment 7).</p> | I.B.5.a).(3) |

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| | <p>h) Surgery temporary increase approved for 1 resident (7/1/18-6/30/21).**</p> <p>i) Williston LON*</p> <p>j) Transitional Year LON*</p> <p>k) Routine Special Reviews for Newly Accredited Programs scheduled Fargo Family Medicine: May 4, 2018 Geriatrics Fellowship (Bismarck): June 18, 2018</p> <p>l) Minot Letter of Notification response – Written report provided to the committee – Dr. Stripe reported planned changes to improve any concerns on the LON. Changes included:</p> <ul style="list-style-type: none"> • Continuity numbers – Direct walk-in patients to R3; QI at Nursing home and the visits count; behavioral health visits at nursing home; Dermatology at nursing home visits • Faculty Attrition – Program currently trying to recruit residents graduating and current preceptors. • Program did get accreditation with warning. Dr. Becker proposing special review. <p>m) Bismarck Survey response – Dr. Hostetter responded</p> <ul style="list-style-type: none"> • Duty Hour logs were reviewed and no errors were found. Starting weekly checks. • Survey – electronic medical record – our EMR doesn't talk to the hospital system. We have addressed this prior. Purchasing a new EMR is just too expensive for the SOM. Still in continued talks w/ hospitals to update our EMR. <p>n) Hettinger – First survey results.</p> <ul style="list-style-type: none"> • Duty Hour results will also be reviewed again. • Resources, EMR – Same issue • Residents can raise concerns without fear is a problem. Low percentage is a concern. | <p>A motion was made to require a special review of the Minot Program (Theige/Walker). Discussion: We want to do what is helpful to the program. Maximize the support to provide best results for Minot. The opportunity of the Family Medicine programs to share ideas for improvement. The motion was approved by the full committee</p> <p>A motion was made that Dr. Hostetter give an update in three months on the Hettinger program (Theige/Walker). The motion was approved by the full committee</p> <p>A motion was made that the Bismarck program concerns have been sufficiently addressed and no further reporting is required (Becker/Theige). The motion was approved by the full committee</p> | |
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| 10) | Institutional Accreditation | | | I.A.3. |
| 11) | Annual Institutional Review | | | I.B.5. |
| 12) | Oversight of program changes | a) Appointment of new PD, Dr. Jeff Hostetter, effective 7/1/18 for Minot and Williston Family Medicine Residency Programs. The committee asked questions about how this management will happen. The Family Medicine RRC has reviewed the proposed short term plan. | The committee commended Dr. Stripe for his work with the program and Dr. Hostetter for this task he is about to undertake. A motion was made to Approve Dr. Hostetter effective 7/1/2018 for the Minot and Williston programs. (Theige/Walker). The motion was approved by the full committee | I.B.4.b).(6) |
| 13) | Establishment of Policy and Procedures | a) Special Review Policy and Protocol (See Attachments 10 & 11) – Because we are beginning to implement the Special review policy. These changes are made to add more clarity and make the process smoother after hearing comments. b) Definition of Medical Resident/Fellow (See Attachment 12). | A motion was made to approve the amended Special Review Policy (Hostetter/Theige). The motion was approved by the full committee A motion was made to adopt the definition given for Medical Resident/Fellow. (Theige/Hostetter). | I.B.4.b).(1) |
| 14) | Oversight of reductions and closures | | | IV.N. |
| 15) | Vendor interactions | | | IV.K |
| 16) | Adjournment | The meeting was adjourned at 5:00PM. The Williston resident brought up a gym membership benefit reimbursement from Blue Cross/ Blue Shield. It seems to have been phased out. Dr. Becker will check into the benefit. She said the discussion she had involved payroll. Dr. Becker will report back at a future meeting. | | |
| 17) | | | | |