

**UND School of Medicine & Health Sciences
Graduate Medical Education Committee
Medical Education Center Room 220 & video and teleconference from distant sites
Meeting Minutes
May 9, 2017**

Topic/Presenter	Discussion	Action/Resolution	ACGME Requirement
1) Call to order	The meeting was called to order at 03:56 PM by Dr. Kim Becker, DIO. The attendance sheet is attached.		
2) Review of Minutes	Approval of minutes of April 11, 2017. The minutes were approved as printed (Stripe/Hostetter).	Approval of minutes of April 11, 2017. The minutes were approved as printed (Stripe/Hostetter).	
3) Announcements	<ul style="list-style-type: none"> • Congratulations to Karen Rude on 25 years of service! • IPM Modules are being changed. We currently are reviewing any future changes. • There was a discussion about the time and months for our committee to meet and also for the resident only forum. Dr. Becker will send out a doodle poll to members. 		
4) Recommendations for benefits/support/stipends	<p>a. Vision and dental insurance proposals for residents (see attached)- Dr. Becker had sent out a poll to residents on dental and optical insurance. It is required to have at least 50 residents enroll to have the benefit, only 30 residents had responded expressing interest. It was requested that residents complete the survey and respond to the request. Program Coordinators are requested to reach out to incoming residents as well.</p> <p>b. Institutional requirement: I.B.4.b).(2): Annual recommendation to the Sponsoring Institution's administration regarding resident/fellow stipends and benefits. The recommendation from Dr. Becker that stipends and benefits remain the same considering the budget constraints. Only a few responded to the e-vote. Dr. Becker asked that the committee make an active recommendation to the institution.</p>	A motion was made to continue stipends and benefits at the current level (Hostetter/Stripe). The motion was passed by the full committee.	

5) Communication with Program Directors	A date for Dr. Wynne to attend a Graduate Medical Education Meeting survey was sent to the GMEC. June 19, 2017 was the most popular date but the survey was resent on 5/9. The topic of discussion will likely be the NRMP.		
6) Resident duty hours			
7) Resident supervision: Monitor programs supervision of residents			
8) Quality of GME Learning			
9) Curriculum/Evaluation			
10) Resident status: Selection, evaluation, promotion, transfer, discipline, and/or dismissal	<p>A date for Dr. Wynne to attend a Graduate Medical Education Meeting survey was sent to the GMEC. June 19, 2017 was the most popular date but the survey was resent on 5/9. The topic of discussion will likely be the NRMP. The committee then discussed the recent match. PD's overall pleased with Match results. Comments included:</p> <ul style="list-style-type: none"> ○ Dr. Sticca reported that residency training has become very competitive and very few spots are left unfilled. ○ North Dakota is somewhat more difficult because Geographic location comes into play. North Dakota students many times want to leave ND for training. ○ What would be our recruitment efforts to improve outcome. ○ Dr. Becker requested applications from the last 5 years of those you interviewed, those you ranked, and the interview criteria. 		
11) Oversight of Program accreditation	<p>a. Surgery LON—Dr. Sticca – Dr. Sticca's written response to be submitted. Dr. Sticca verbally responded the following:</p> <p>a. Citation- Faculty must establish and maintain an environment of inquiry and scholarship with active research- Dr. Sticca said he felt they didn't do a good job of reporting and he also listed all teaching faculty as core faculty. This has been revised to 13</p>	No current action was taken at the meeting in regards to the surgery program.	

	<p>core faculty which are very involved and do research so next year's annual report will improve. Dr. Sticca said the most recent faculty survey showed improvement and was above the national norm. Dr. Sticca's written response should help answer the RRC's questions of scholarly activity involvement.</p> <ul style="list-style-type: none"> b. Dr. Sticca said the areas of improvement are already being corrected. c. Dr. Alberto suggested not waiting until the end of the year but go in and make the updates within the system. <p>Dr. Becker also discussed with the GMEC if it requires a special review of the program. Dr. Hostetter said if it comes up multiple years we should consider special reviews. Drs. Hostetter and Alberto agreed that the committee consider if it was a documentation error it would not require a special review but if it was listed as a citation for 2 years in a row the committee should consider special reviews.</p> <p>Dr. Hostetter said that it may not require a formal special review for repeat Areas of Improvement but possibly submitting a written response to the committee. Dr. Hostetter said this has been discussed that Areas of Improvement should require written documentation.</p> <ul style="list-style-type: none"> b. Bismarck LON – Dr. Hostetter discussed the Bismarck LON. Dr. Hostetter has submitted action plans to Dr. Becker and Dr. Schmitz to the resident survey on resources. Dr. Becker has met with the residents individually to discuss Areas of Improvement. Dr. Becker would like to do a Special Review not as punitive but more as extra eyes and advice to try and improve an area that would improve the resident's perspective and then the survey. Dr. Becker will work on this schedule. c. Psychiatry LON – deferred. d. Minot and Williston – ACGME notification (4/24/17) that they reviewed a resident complaint – No further action required. Detailed letter to follow w/i 60 days. e. Geriatric Medicine – Bismarck – Has received initial accreditation 2 residents. Detailed letter to follow w/i 60 days. 		
12) Institutional Accreditation	<ul style="list-style-type: none"> a. Institutional LON – continued accreditation effective April 19, 2017 b. Peer review of Annual Reports – deferred. 		
14) Oversight of program changes			

13) Establishment of Policy			
14) Experimentation/Innovation			
15) Oversight of reductions and closures			
16) Vendor interactions			
17) Program Work Environment to include: <ul style="list-style-type: none"> a. work environment b. duty hours c. supervision d. other concerns or follow-up concerns 			
18) Adjournment	The meeting was adjourned at 4:56PM.		

Voting Members	Position	7/8	8/9	9/13	10/11	11/08	12/13	1/10	2/14	3/14	4/11	5/9	6/13
K. Becker, DIO, Chair	DIO and Chair	x	x	x	x	x	x	x	x	no meeting	x	x	
D. Theige, Internal Medicine	Program Director		x	x	x	x		x	x		x		
R. Olson, Psychiatry	Program Director	x	x	x	x	x	x	x	x		x		
R. Sticca, Surgery	Program Director	x			x	x	x	x			x	x	
S. Stripe, Center for Family Medicine Minot and Williston Rural FM	Program Director	x	x	x	x	x	x	x			x	x	
J. Hostetter, Center for Family Medicine Bismarck	Program Director		x	x	x	x		x	x		x		
N. Alberto, Transitional Year	Program Director	x			x	x	x	x	x		x		
D. Walker, MD, Family Medicine	Program Director						x	x	x			x	
C. Houle, MD, FM-Hettinger	Site Director	x		x	x	x	x				x		
Joel Erickson, Psychiatry	Resident Member	x		x	x	x	x	x			x	x	
Mustafa Abdulhusein, Psychiatry*	Resident Member	x										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		x		

Voting Members	Position	7/8	8/9	9/13	10/11	11/08	12/13	1/10	2/14	3/14	4/11	5/9	6/13	
										No meeting				
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											
R. Wanzek, Family Med-Bsmk	Resident Member		x	x	x	x			x			x	x	
Brittany Bearstail, Family Med-Bsmk*	Resident Member					x		x						
Umesh Narayanan, MD (PG2), Family Med-Minot	Resident Member		x		x	x		x	x			x	x	
Renu Malhi, MD (PG1) , Family Med-Minot*	Resident Member			x										
J. Bruning, Hettinger RTT	Resident Member			x	x	x		x			x			
Nadir Bauch, MD, Williston RTT *	Resident Member		x											
Kevin Sullivan, MD, Williston RTT	Resident Member				x				x			x		
P. Mariani, DEO, VAMC	Designated Ed. Official-VAMC	x	x											
Advisory Members (non-voting)														
D. Walker, Psychiatry	Coordinator		x		x	x	x	x	x			x		
L. Anderson, Surgery	Coordinator		x	x	x	x	x				x	x		
G. Loritz FM-Bismarck	Coordinator		x		x		x	x	x			x		

Advisory Members (non-voting)	Position	7/8	8/9	9/13	10/11	11/08	12/13	1/10	2/14	3/14	4/11	5/9	6/13	
E. Safratowich, Hettinger	Coordinator			x	x	x		x		No meeting	x			
R. Hertel, Internal Medicine	Manager IM Dept			x		x	x	x						
K. Rude, FM-Minot	Coordinator		x	x	x	x	x	x	x			x		
T. Richardson, Williston	Coordinator		x		x		x							
B. Ambrosio, Internal Medicine & Transitional Year	Coordinator		x		x	x		x	x			x		
J. Roggensack, Sanford North	Mgr Sanford Education		x	x	x	x	x	x				x		
C. Hospidales, Fgo FMED	Coordinator							x	x			x		
S. King, Fgo Orthopedics (2018)	Coordinator								x					
K. Hofer, GME Office	Admin Officer	x	x	x	x	x	x	x	x		x			
J. Wynne, Dean	Dean													
R. Eken, Admin. & Finance	Assoc. Dean													
R. Szlabick, Surgery	Assoc. PD		x				x							
J. Roerig, Psychiatry	Assistant Director						x	x						
M. Basson, Administration	Assoc Dean, Med.		x	x	E	X	x	x	x		x			
S. Zelewski, NE Campus	Assist. Dean			x	x	x			x		x			
Advisory Members (non-voting)	Position	7/8	8/9	9/13	10/11	11/08	12/13	1/10	2/14	3/14	4/11	5/9	6/13	

D. Schmitz	Family Med Chair						X	x	x	No meeting	x			
G. Tangedahl	Geriatrics - Bismarck							x						
D. Jurovich, Geriatrics fellowship	Chair and PD							x						
C. Small	Williston						x		x				x	
R. Hoovestol	Hospitalist program						x							
B. Piatt, MD, Orthopedics (starts 2018)	Program Director								x					