

**UND School of Medicine & Health Sciences**  
**Graduate Medical Education Committee**  
**Medical Education Center Room 220 & video and teleconference from distant sites**  
**Meeting Minutes**  
June 12, 2018

Topic/Presenter	Discussion	Action/Resolution	ACGME Require
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 minutes of May 8, 2018 were approved as printed.		I.B.3.b)
3. Announcements	<p>a) Hailey Schepp was appointed to GMEC as a representative of Sanford Health by Nate White. Hailey was previously at enterprise quality at Sanford.</p> <p>b) Options for retirement plan for residents. No employer match.</p> <p style="padding-left: 40px;">a. NDPERS requires - 15.26 percent of gross salary.</p> <p style="padding-left: 40px;">b. TIAA-CREF plans 457b</p> <p style="padding-left: 40px;">c. TIAA-CREF plans 403b</p> <p>We are trying to set up a retirement specialist to come and talk in detail to the residents. Dates were discussed with no workable dates decided. Residents can contact Katie, the retirement specialist, directly at 701-777-2157 or <a href="mailto:katie.douthit@und.edu">katie.douthit@und.edu</a>  <i>Dr. Becker will follow-up with programs directly on possible dates for a meeting.</i></p> <p>c) MedHub rollout – MedHub offering additional training for programs to include residents and PD. Dr. Becker would help set up. No fee</p>		I.B.4.a).(2)

4. Recommendations benefits/support/stip ends			I.B.4.b).(2)
5. Communication with Program Directors	<p>a) AMA module report was presented by Kristi Hofer. All residents have completed modules except 1 resident who had 2 modules to complete. The resident was notified and will complete. Currently residents are required to complete 11 modules. The modules help programs meet common program requirements. Dr. Sticca said the 180 hours of required time is not burden to complete modules and help UND comply with requirements. New residents will get welcome letter on the evening of July 4. An additional course, Working Effectively with Interprofessional teamwork will be required of all residents.</p> <p>b) 2016-2017 Annual Program Evaluations for review at GMEC. Submit by July 1<sup>st</sup>. – Dr. Becker said at her DIO training ACGME stressed that GMEC should be reviewing Annual Program Evaluation (APE). She would like the programs to submit program evaluations to Dr. Becker. Dr. Sticca asked for confirmation if it should be the summary submitted by the chair of the evaluation committee.</p> <p>c) Annual reports due to GME Office by July 30<sup>th</sup>.</p> <p>d) Draft ADS reports due to GME Office by August 15<sup>th</sup>.</p> <p>e) Residency Program Recruitment (see attached). <i>Deferred</i>. Report out from all Program Directors regarding how their programs address items on page 2.</p>	<p>A motion was made that for all new residents complete the 12 modules listed below.</p> <ol style="list-style-type: none"> <li>1. Confidentiality</li> <li>2. Avoiding Medical Student Mistreatment</li> <li>3. Quality Improvement Panel</li> <li>4. Patient Handoffs</li> <li>5. Physician Health: Physicians Caring for Ourselves</li> <li>6. Resident Intimidation</li> <li>7. Residents as Teachers</li> <li>8. Sleep Deprivation: Your Life and Your Work</li> <li>9. Thriving Through Residency: the Resilient Resident</li> <li>10. Cultural Competency</li> <li>11. Patient Safety and add in the additional teamwork module required for all new UND residents.</li> <li>12. Working Effectively within an Interprofessional Team</li> </ol> <p>In addition, All residents in UND programs as of 7/1/2018 must complete the following module:</p>	

		<p>1. Working Effectively within an Interprofessional Team</p> <p>Modules must be completed by September 30, 2018. (Olson/Piatt) The motion was passed by the full committee.</p>	
6. Resident duty hours	<p>a) Duty hour report from E*Value (7/1/17-4/30/18) (See attached) – Dr. Becker reviewed the spreadsheet. Dr. Becker discussed programs that may have been inputted incorrectly. Can there be a glitch in the reporting. Lori discussed their process for responding to notifications. Cecile mentioned the shift separator seems to be set up incorrectly for the reports.</p>		III.B.5
7. Quality of GME Learning	<p>a) Program work environment</p> <p>b) Follow up on prior issues-wellness incentive – Dr. Becker contacted BCBS and there was issues on taxation. BCBS quit the wellness incentive. Dr. Becker review statistics of past participation.</p> <p>c) Check in from all resident committee members to include program work environment, duty hours, and supervision.</p> <p>a. Surgery – Adekeye will follow-up on health insurance directly with Dr. Becker since she missed the meeting where follow-up was discussed.</p> <p>b. FM – Hettinger – no concerns</p> <p>c. FM- Bismarck – no concerns</p> <p>d. Psychiatry – no concerns</p> <p>e. TY – No concerns</p>		I.B.4.a).(2)
8. Curriculum/Evaluation			I.B.4.a).(4)

9. Oversight of Program accreditation	a) Report on 3/17/18 Surgery LON – Dr. Sticca (written report forthcoming). Dr. Sticca reported on the response to his LON. Timeline lapse in data input from review by the RRC reviews previous data that has been updated but will not be reviewed until Feb 2019. Currently in compliance but will need to wait for next review for citation to be removed.	A motion was made to accept Dr. Sticca's response and expect a report when RRC reviews/reports current data in Feb/March 2019. (Olson/Adekey). The committee also is asking update on the 2018-2019 AY progression of research. <b>The motion was approved by the full committee.</b>	I.B.5.a).(3)
10. Institutional Accreditation	a) Review of 2016-2018 Resident and Faculty Survey Results (See attached) – Dr. Becker reviewed the current resident/faculty survey results. Concerns still reported: <ul style="list-style-type: none"> <li>• Are residents satisfied that programs use evaluations to improve – Dr. Olson asked for clarification of what the ACGME is reporting. Are they reporting on evaluations from the residents to improve the program? or the resident's personal improvement based on their own evaluations? Currently 4 programs are above the threshold of whatever the ACGME is asking. Dr. Basson ask that Dr. Becker get confirmation from the ACGME and also give the programs feedback on their results.</li> <li>• Provided data about practice habits – Dr. Theige is working to get information from Sanford.</li> <li>• Worked on Scholarly project with residents/fellows – possibly educate faculty on what would count as scholarly activity.</li> </ul>		I.A.3.
11. Annual Institutional Review			I.B.5.

12. Oversight of program changes			I.B.4.b).(6)
13. Establishment of Policy and Procedures	<p>a) Proposal to amend 8/8/17 motion.  <i>Existing:</i> A motion was made to use consent agendas at GMEC to be sent by the DIO at least two weeks in advance of GMEC meetings for the following information or agenda items:</p> <ul style="list-style-type: none"> <li>• LON Summaries</li> <li>• Minor updates to policies</li> <li>• Stipends</li> <li>• Approval of Resident Contracts</li> <li>• Position allocation review and recommendations (Becker/Stripe). The motion was approved by the full committee.</li> </ul>	<p><b>A motion was made that GMEC may use consent agendas for any agenda item. Any member has the right to remove any item from the consent agenda. Consent agenda is to be sent approximately one week in advance of GMEC meetings. (Sticca/Stripe)</b>  <b>The motion was approved by the full committee</b></p>	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 5:05PM.		
17. Future meeting schedules	<p>2018-2019 GMEC Schedule:</p> <p>4:00-5:00PM Full committee to include resident members  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</p>		

	March-no meeting April 9-GMEC Retreat May 14 June 11		
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