

**UND School of Medicine & Health Sciences  
Graduate Medical Education Committee  
Medical Education Center Room 220 & video and teleconference from distant sites  
Meeting Minutes  
June 13, 2017**

Topic/Presenter	Discussion	Action/Resolution
1) Call to order	The meeting was called to order at 04:00 PM by Dr. Kim Becker, DIO. The attendance sheet is attached.	
2) Review of Minutes	Approval of minutes of May, 09, 2017. The minutes were approved as printed (Stripe/Hostetter).	Approval of minutes of May 09, 2017. The minutes were approved as printed (Stripe/Sullivan).
3) Announcements	<p>a. Dr. Dorscher–Visiting Student Application Service – Dr. Dorscher discussed that the school is looking into becoming a host school site that with the possibility of having visiting students apply for rotation thru VSAS. The school can choose which electives would be available to visiting students. The biggest issue will be staffing to review application. Departments should notify Dr. Dorscher if you have a department, rotation, campus. Dr. Dorscher will provide additional information.</p> <p>b. Meeting dates for 2017-2018 – GMEC dates for the next academic year. The meetings will be Tuesdays at 4:00-5:00PM with Resident Only forum directly following the main meeting. There will be no meetings in July and March.</p> <p>c. Dental and health insurance update – Dental and optical did not get close to the 50 required residents. Coverage purchase through UND will not be available. Dr. Sticca asked that this discussion be brought forward again with new residents. Dr. Becker said that Lori and many coordinators discussed this with new residents and still did not get the required number of residents requesting the coverage.</p> <p>d. Student interviewing travel and resident moving expenses – Dr. Becker relayed information from Dr. Basson related with budget cutbacks, we should not be paying for interns moving expenses. Exceptions: If previously promised have been made for June/July, those promises should be honored. For student interviewing, fine to pay for lunch, but hotel/air fare should not be funded with UND or CFM funds.</p> <p>There were additional discussions on why programs can't continue to at least pay for hotel rooms of candidates. Residents did comment that</p>	<b>For informational purposes.</b>

	<p>majority of programs paid hotel costs. Many of the program directors felt paying for hotel rooms were a good return on the investment.</p> <p>Programs feel paying for at least hotel and a meal are critical for recruitment. Dr. Becker will ask Dr. Basson for additional information.</p> <p>Resident representatives said any sort of financial support during interviewing is important.</p>	
4) Recommendations for benefits/support/stipends		
5) Communication with Program Directors		
6) Resident duty hours		
7) Quality of GME Learning	<ul style="list-style-type: none"> <li>a. Program work environment</li> <li>b. Follow-up on prior issues</li> <li>c. Check in from all resident committee members to include program work environment, duty hours, and supervision. <ul style="list-style-type: none"> <li>a. Williston reported no concerns</li> <li>b. Bismarck reported no concerns</li> <li>c. Fargo reported no concerns</li> <li>d. Minot reported no concerns</li> <li>e. Fargo reported no concerns</li> </ul> </li> </ul>	
8) Curriculum/Evaluation	<ul style="list-style-type: none"> <li>a. Dr. Olson and Deb Walker– Milestone graphing (see attached)-Deferred</li> <li>b. AMA required courses for residents – Dr. Theige had emailed that the committee should consider which modules should be required for residents in the first year residents. Dr. Becker reviewed the courses and provided the time duration of the courses. Courses end with a multiple choice assessment at the end. Currently we require 6 modules: <ul style="list-style-type: none"> <li>1. Patient Safety</li> <li>2. Residents as Teachers</li> <li>3. Sleep Deprivation</li> <li>4. Health Care Quality</li> <li>5. Patient Safety</li> </ul> </li> </ul>	<p>A motion was made to require all new residents to complete the below 12 AMA modules: (Theige/Erickson)</p> <ul style="list-style-type: none"> <li>1. Confidentiality</li> <li>2. Cultural Competency—Part 1: An Introduction to Providing Culturally Competent Care</li> </ul>

	<p>6. Avoiding Medical Student mistreatment</p> <ul style="list-style-type: none"> <li>• Discussion occurred about which AMA courses should be required for residents. .</li> </ul>	<ol style="list-style-type: none"> <li>3. Cultural Competency—Part 2: Applying the Principles of Culturally Competent Care</li> <li>4. Patient Handoffs</li> <li>5. Patient Safety: Identifying Medical Errors</li> <li>6. Physician at Teaching Hospital Guidelines</li> <li>7. Physician Health: Physicians Caring for Ourselves</li> <li>8. Quality Improvement Panel</li> <li>9. Quality Improvement Q&amp;A</li> <li>10. Resident Intimidation</li> <li>11. Residents as Teachers</li> <li>12. Sleep Deprivation</li> <li>13. Creating a Respectful Learning Environment</li> </ol> <p>The motion was amended adding: To be completed by September 30. (Theige/Gokey) The motion was passed by the full committee.</p>
<p>9) Oversight of Program accreditation</p>	<ol style="list-style-type: none"> <li>a. Psychiatry LON – Psychiatry letter of notification reviewed.</li> <li>b. Surgery LON written response to letter of notification – Dr. Sticca submitted the written response to their letter of notification. Dr. Becker said that the concerns were being addressed by Dr. Sticca and she felt a special review wasn't warranted. No objections by Dr. Sticca or GMEC. Dr. Sticca will provide further updates in the next several weeks after revising scholarly activity.</li> </ol>	

	<ul style="list-style-type: none"> <li>c. Minot – LON reported program in substantial compliance without any additional citations. One area of improvement was the children under the age of 10 seen insufficient.</li> <li>d. Williston - LON reported program in substantial compliance without any additional citations. Area of improvement was GMEC did not approve the new program director prior to approval.</li> <li>e. Institutional – LON reported substantial compliance, no citations or areas of improvement.</li> </ul>	
<p>10) Institutional Accreditation</p>	<ul style="list-style-type: none"> <li>a. Institutional LON</li> <li>b. Special Review, Bismarck—June 15, 2017</li> <li>c. Peer review of Annual Reports: <ul style="list-style-type: none"> <li>i. Dr. Theige completed a peer review of the Psychiatry Program. Continued accreditation as of February 10, 2017. Program increased size from 16 to 24 resident positions. Dr. Rob Olson, Program Director; Deb Walker, Program Coordinator. Participating sites listed included, Sanford Health, VAMC, SE Human Services, Lakeland Health, First Step Recovery, and North Dakota State Hospital. Major changes included the increased size in program and the initiation of a telehealth experience. One area of particular strength is their program evaluation process. Potential area of improvement may be the area of scholarly activity. One resident had multiple publications.</li> <li>ii. Drs. Stripe and Schmitz Family Medicine Program Action Plan (PAP) (Bismarck and Hettinger) – Dr. Schmitz reviewed the Family Medicine action plan being utilized in 4 programs and has also discussed this with the new Fargo family medicine program. The PAP was reviewed with the committee. A color grid easily distinguishes action plans and works in progress. Dr. Theige commended the process and work of Dr. Schmitz. Dr. Becker will ask for the permission of Dr. Hostetter and then send out to the committee.</li> <li>iii. Proposed reviews of Annual ADS reports by assigned PD and DIO two weeks prior to submission. Deferred.</li> <li>iv. Monitoring citations/AFI—propose updating existing motion to add: 1) submit action plan in writing prior to GMEC, and 2) provide written and verbal updates to GMEC on a quarterly basis until GMEC determines concerns have been sufficiently addressed. <i>Current motion: Programs that receive areas of improvement and concerning trends in their Letters of Notification include an action plan in their annual</i></li> </ul> </li> </ul>	

	<i>report and verbally address their plans to the committee at the next committee meeting. (Hostetter/Newman). The motion was approved by the full committee in May 2015. Deferred.</i>	
11) Oversight of program changes	a. Review of current participating sites (see attached current list) and protocol for future changes to participating sites--Institutional Requirement I.B.4.b).(6) Deferred.	
12) Establishment of Policy	<ul style="list-style-type: none"> <li>a. Revised GME organizational chart (see attached) – Deferred.</li> <li>b. Note policy updates on GMEC website – Deferred</li> <li>c. Conflict of Interest Policy—Assessment (see attached) – Deferred</li> <li>d. Criminal History Records Check Policy (see attached) – Deferred</li> </ul>	
13) Experimentation/Innovation		
14) Oversight of reductions and closures		
15) Vendor interactions		
16) Adjournment	The meeting was adjourned at 5:00PM.	

<b>Voting Members</b>	<b>Position</b>	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	<b>no meeting</b>	x	x	x	
D. Theige, Internal Medicine	Program Director		x	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	x	
S. Stripe, Center for Family Medicine Minot and Williston Rural FM	Program Director	x	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	x		x
D. Walker, MD, Family Medicine	Program Director						x	x	x			x		x
C. Houle, MD, FM-Hettinger	Site Director	x		x	x	x	x				x		x	
Joel Erickson, Psychiatry	Resident Member	x		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				x	
DeVries, Haschke, Tauck, and Willoughby, MD, Transitional Year*	Resident Member													
Christina Harmon, MD, Internal Medicine	Resident Member								x		x			

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										<b>No meeting</b>				
Mahammed Khan Suheb, MD, Internal Medicine	Resident Member		<b>x</b>	<b>x</b>		<b>x</b>		<b>x</b>						
Mark Hightower, MD, Surgery	Resident Member		<b>x</b>											
JJ Germscheid, MD*, Surgery	Resident Member		<b>x</b>											
R. Wanzek, Family Med-Bsmk	Resident Member		<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>			<b>x</b>			<b>x</b>	<b>x</b>	<b>x</b>
Brittany Bearstail, Family Med-Bsmk*	Resident Member					<b>x</b>		<b>x</b>						
Umesh Narayanan, MD (PG2), Family Med-Minot	Resident Member		<b>x</b>		<b>x</b>	<b>x</b>		<b>x</b>	<b>x</b>			<b>x</b>	<b>x</b>	<b>x</b>
Renu Malhi, MD (PG1) , Family Med-Minot*	Resident Member			<b>x</b>										
J. Bruning, Hettinger RTT	Resident Member			<b>x</b>	<b>x</b>	<b>x</b>		<b>x</b>			<b>x</b>			
Nadir Bauch, MD, Williston RTT *	Resident Member		<b>x</b>											
Kevin Sullivan, MD, Williston RTT	Resident Member				<b>x</b>				<b>x</b>			<b>x</b>	<b>x</b>	
P. Mariani, DEO, VAMC	Designated Ed. Official-VAMC	<b>x</b>	<b>x</b>											
<b>Advisory Members (non-voting)</b>														
D. Walker, Psychiatry	Coordinator		<b>x</b>		<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>			<b>x</b>	<b>x</b>	
L. Anderson, Surgery	Coordinator		<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>				<b>x</b>	<b>x</b>		
G. Loritz FM-Bismarck	Coordinator		<b>x</b>		<b>x</b>		<b>x</b>	<b>x</b>	<b>x</b>			<b>x</b>	<b>x</b>	

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E. Safratowich, Hettinger	Coordinator			x	x	x		x		<b>No meeting</b>	x		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		x
T. Richardson, Williston	Coordinator		x		x		x							x
B. Ambrosio, Internal Medicine & Transitional Year	Coordinator		x		x	x		x	x			x		x
J. Roggensack, Sanford North	Mgr Sanford Education		x	x	x	x	x	x				x		x
C. Hospidales, Fgo FMED	Coordinator							x	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		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			
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D. Schmitz	Family Med Chair						X	x	x	No meeting	x		x	
G. Tangedahl	Geriatrics - Bismarck							x						
D. Jurovich, Geriatrics fellowship	Chair and PD							x						
C. Small	Williston						x		x				x	x
Dr. Dorscher	Student Affairs												x	
R. Hoovestol	Hospitalist program						x							
B. Piatt, MD, Orthopedics (starts 2018)	Program Director								x					