

**UND School of Medicine & Health Sciences  
Graduate Medical Education Committee  
Medical Education Center Room 220 & video and teleconference from distant sites  
June 8, 2021**

**Meeting Minutes**

Topic	Discussion	Action/Resolution	ACGME Require
1. Call to order	The meeting called to order at 3:56PM.	<b>A motion was made to approve the consent agenda (Raum/Hostetter). The full committee approved the motion.</b>	I.A.5.a)
2. Review of Minutes	a) Approval of May 11, 2021 minutes	<b>Approved via consent agenda</b>	I.B.3.b)
3. Announcements	a) Welcome to Ashley Anderson, Administrative Secretary, in the GME Office. She started on June 1, 2021.		I.B.4.a).(2)
4. Stipends and position allocation review and recommendations			I.B.4.b).(2)
5. Communication with GMEC	<p>a) Thank you to outgoing GMEC members. Best wishes to all including:</p> <p>i) Deb Walker, Psychiatry, retiring on June 30, 2021 after 17 years of service</p> <p>ii) Dr. Don Jurivich, resigning as Geriatrics PD on June 30, 2021.</p> <p>b) MedHub is coming up for renewal – Dr. Becker asked everyone for some feedback on MedHub prior to renewal. There was some discussion of ResQ –</p> <ul style="list-style-type: none"> <li>• Would be great if some of the main site functionality would be in the app.</li> <li>• On boarding package was good.</li> <li>• Discussion of old data for residency info. – Dr. Becker will email medhub to see if Dr. Hostetter and Greta can get access to old data.</li> <li>• Beth added ResQ to chat of zoom for short demonstration.</li> </ul>	<p>The committee thanked members that will be graduating and some members that are retiring – Deb Walker is retiring after 17 years at UNDSMHS.</p> <p>Dr. Jurivich resigning as Program Director effective June 30, 2021.</p>	

	<p>c) Follow-up to last meeting: Kim Becker contacted ACGME regarding the addition of mock review to the GMEC Special Review Policy and Protocol. Awaiting response.</p> <p>d) Surgery Special Review to occur on 6/4/21.</p>	5d. <b>Approved via consent agenda.</b>	
6. Resident duty hours	a) MedHub Duty Hours Institutional Summary: April 2021, March 8, 2021-April 4, 2021 (Minot, Williston, Bismarck) (See Attachment 2)	6a. <b>Approved via consent agenda</b>	III.B.5
7. Quality of GME Learning	a) Check in with resident/fellow committee members	No issues mentioned by resident members.	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.	<p>a) Monitoring of 11/20/20 ACGME LON Neurology – Dr. Lou - All 18 objectives and goals have been completed by the program. Dr. Theige presented to the faculty and recorded information on ACGME milestones. New faculty can review the video. (See Attachment 3)</p> <p>b) Monitoring of 3/8/21 ACGME LON Surgery– Dr. Johnson (See Attachment 4) – deferred.</p> <p>c) Monitoring of 3/5/21 ACGME LON Family Medicine (Minot) (See Attachment 5) – A written report was submitted with updates on correction of citations/concerns by Dr. Sandroni. Corrections completed:</p> <ul style="list-style-type: none"> <li>• Completed a marketing campaign</li> <li>• Agreement with Belcourt re: resident there for a month. Dr. Falcon will be site supervisor. Dedicated pediatric panel.</li> <li>• PD director retention resolved Process to evaluate faculty - resolved</li> <li>• Pediatric and L&amp;D citations still working – further engaged in workflow.</li> <li>• Trinity Health EMR modified to respond to patient preference for resident involvement and participation in care.</li> </ul>	<p><b>9a. A motion was made to approve the Neurology report updated by Dr. Lou with no further reporting to GMEC (Alberto/Raum). The full committee approved the motion.</b></p> <p><b>9c and 9d. A motion was made to accept the reports submitted by Dr. Sandroni with no further reporting to GMEC regarding the Responsibilities of Program Director and Evaluation of Faculty citations for Minot or the Williston RTT (Olson/Lunde). The full committee approved the motion. (Olson/Lunde). The full committee approved the motion.</b></p>	I.A.3.

	<ul style="list-style-type: none"> <li>• Pre and mid rotation meetings with faculty.</li> </ul> <p>d) Monitoring of 3/8/21 ACGME LON Family Medicine (Williston) (See Attachment 6) A written report was submitted with updates on correction of citations/concerns by Dr. Sandroni.</p> <ul style="list-style-type: none"> <li>• Repetitive reporting on corrections similar to Minot rotations.</li> <li>• Absence of FM physician as faculty. Hired FM physician recently.</li> </ul>		
10. Institutional Accreditation			I.B.4.b).(6)
11. Annual Institutional Review			
12. Oversight of programs changes	<p>a) Request for approval of Geriatric Medicine Fellowship Program Director to Dr. Lindsey Dahl, effective July 1, 2021. (See Attachments 7 and 8). Dr. Jurivich gave some background on Dr. Dahl's background with the program. Dr. Dahl is a board certified geriatrician.</p>	<p><b>A motion was made to approve Dr. Lindsey Dahl as the new Geriatrics Program Director effective July 1, 2021. (Raum/Piatt)</b></p> <p><b>Amend: Pending ACGME approval</b></p> <p><b>The full committee approved the motion.</b></p>	
13. Establishment of Policy and Procedures	<p>a) Update from last meeting: American Board of Medical Specialties Policy on Parental, Caregiver and Medical Leave During Training effective July 1, 2021 – Melissa Arnold is reviewing this policy.</p> <p>b) Routine annual review of all policies per SMHS policy:</p> <ol style="list-style-type: none"> <li>i. Nonrenewal of contract policy (See Attachment 9).</li> <li>ii. Policy on Timeline of Submission of PIF or Equivalent to DIO (See Attachment 10) – no suggested changes</li> <li>iii. Resident/Fellow professional expectations policy (See Attachment 11) – no suggested changes</li> </ol>	<p><b>13bi. A motion was made to approve the policy as written (Hostetter)</b></p> <p><b>Discussion: Discussion of timeframes listed in the policy. One suggestion was to remove the first sentence of the policy.</b></p> <p><b>Dr. Becker will bring nonrenewal of contract policy forward to Jason Jenkins, Legal; also follow up with HR to discuss the 4 month timeline.</b></p>	I.B.4.b).(1)

		<p><b>13bii. The policy on Timeline of Submission of PIF or Equivalent to DIO was reviewed with no changes suggested.</b></p> <p><b>13biii. Resident/Fellow professional expectations policy was reviewed with no changes suggested.</b></p>	
14. Oversight of reductions and closures			IV.N.
15. Vendor interactions			IV.K
Adjournment	a) The meeting was adjourned at 4:52PM.		
Future meeting schedules	The next meeting will be in August 2021.		

Minutes taken by Kristi Hofer, GME





Advisory Members		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<i>* (Assoc/Asst PD become voting when PD is Absent)</i>													
<a href="#">Marc Basson, MD , PhD, MBA</a>	Senior Assoc. Dean of Medicine & Research		X	X	X			X	X			X	X
<a href="#">Robert Sticca, MD, Surgery</a>	Assoc. Program Director* (Fargo)												
<a href="#">Cathy Houle, MD, FM</a>	Site Director Hettinger							X	X			X	X
<a href="#">James Roerig, Pharm.D., Psych</a>	Assistant PD, Clerkship Director*												
<a href="#">Hailey Schepp, MPA</a>	Sanford Health representative		X	X				X					
<a href="#">Paul Mariani, MD, VA Medical Center</a>	Designated Educational Official VA GMEC Appointee												
<a href="#">Curtis Small, MD, Site Director, FM Rural</a>	CHI St. Alexius Health, Williston GMEC Appointee			x	X			X			X		
<a href="#">Angie Flesberg, Surgery</a>	Program Coordinator (Fargo)		X					X	X		X	X	
<a href="#">Carla Mosser, IM</a>	Manager		X	X	X			X	X		X	X	X
<a href="#">Karen Rude, FM Minot</a>	Program Coordinator (Minot)			X	X			X	X		X	X	X
<a href="#">Beth Ambrosio, IM</a>	Program Coordinator		X					X	X		X	X	X
<a href="#">Ashley Jochim, TY Year</a>	Program Coordinator		X		X			X	X		X	X	X
<a href="#">Debra Walker, Psych</a>	Manager and PC			X				X	X		X	X	X

<a href="#">Cecilia Hospidales, FM Fargo</a>	Program Coordinator (Fargo)		X	X				X	X		X	X	
<a href="#">Sara King, Orthopedics</a>	Program Coordinator (Fargo)		X	X				X	X		X	X	
<a href="#">Tammy Hruby, FM Hettinger</a>	Site Coordinator (Hettinger)			X									
<a href="#">Greta Loritz, FM</a>	Program Coordinator (Bismarck)		X		X			X	X		X	X	X
<a href="#">Britney Mayo, Program Coordinator</a>	Site Coordinator (Williston)							X	X		X		
Ryan Brunetto, Program Coordinator	Site Coordinator (Williston) 5/15/21											X	
<a href="#">Meghan Jeanotte, Geriatrics</a>	Assistant (GF)												
<a href="#">Gunjan Manocha, Geriatrics Fargo</a>	Program Coordinator (GF)			x					X				X
<a href="#">Lisa Jorissen, Neurology</a>	Program Coordinator (no residents)		X	X				X	X		X	X	
<a href="#">Jau-Shin Lou, MD, Neurology</a>	Program Director (no residents)				x						X	X	X
<a href="#">Andrea Ludwig, HemOnc</a>	PC future HemOnc fellowship		X						X		X	X	
<a href="#">Matthew Tinguely, MD, HemOnc</a>	PD future HemOnc fellowship			X	x			X	X		X	X	X
<a href="#">Kristi Hofer, GME Office</a>	Admin Officer, GME & SE Campus		X	X	x			X	X		X	X	X
Guests													
<a href="#">Dinesh Bande, MD, Internal Med</a>	Chair, IM												
<a href="#">Susan Zelewski, MD, NW Campus</a>	Campus Dean, Clinical Curriculum			X				X	X		X	X	X



