

UND School of Medicine & Health Sciences
Graduate Medical Education Committee
Medical Education Center Room 220 & video and teleconference from distant sites
Meeting Minutes
August 8, 2017

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	Approval of minutes of June 13, 2017. The minutes were approved as printed.	Approval of minutes June 13, 2017. The minutes were approved as printed (Stripe/Theige).	I.B.3.b)
3) Announcements	<p>a) Welcome to GMEC for 2017-2018! Introductions.</p> <p>b) Overview of GMEC responsibilities (see Attachment 1) – Dr. Becker reviewed the responsibilities of the committee to the entire group.</p> <p>c) E-vote updates (ECFMG and FAC Standing Report). The standing report to FAC was approved by the entire committee.</p> <p>d) Student interviewing travel and resident moving expenses.</p> <p>e) AMA-IPM Modules – Dr. Becker had emailed changes in modules. At the last meeting we approved required modules for incoming residents to complete the modules by September 30, 2017. Due to changes in modules, there are revisions that need to be adjusted. AMA available modules have been reduced from 43 to 33.</p> <ul style="list-style-type: none"> • Cultural Competency (Part 1 and 2) modules have been combined to 1 module called Cultural Competency. • Physician at Teaching Hospital Guidelines removed. • Removed QA Module but panel module remains. 	<p>An electronic vote to approve the non-standard training program, “Hospitalist Fellowship located at CHI St. Alexius Medical Center Bismarck” for ECFMG.</p> <p>An electronic vote to approve the 2016-2017 FAC Standing report.</p> <p>A motion was made to change the list of required modules to match those now available thru the AMA. For example the 2 modules on cultural competency become one, etc. and the wellness module should also be added.</p> <p>The second part of the motion would be that the deadline be extended to the end of the</p>	I.B.4.a).(2)

	<ul style="list-style-type: none"> • Creating Respectful Learning Environment and Avoiding Medical Student Mistreatment has been difficult to find. <p>Consider adjusting time line, adjust motion.</p> <p>Program Directors have also had residents with issues to gain access to the site. Many of the residents have had difficulty getting access to complete the modules by the deadlines posted.</p>	<p>calendar year or if the program is not functioning properly by then, three months after that date. (Theige/Hostetter.)</p> <p>Module requirements will be as follows:</p> <ol style="list-style-type: none"> 1. Confidentiality 2. Cultural Competency 3. Patient Handoffs 4. Patient Safety: Identifying Medical Errors 5. Physician Health: Physicians Caring for Ourselves 6. Quality Improvement Panel 7. Resident Intimidation 8. Residents as Teachers 9. Sleep Deprivation 10. Avoiding Medical Student mistreatment 11. Thriving Through Residency: The Resilient Resident 	
4) Recommendations benefits/support/stipends			I.B.4.b).(2)
5) Communication with Program Directors			
6) Resident duty hours			III.B.5

<p>7) Quality of GME Learning</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"> i. Family Medicine Bismarck – no concerns ii. Family Medicine Hettinger – Resident expressed concern regarding changes to travel expenses. Rural site requires travel to Bismarck (150 miles each way). Due to budget cuts residents have been told that travel expenses will not get paid. Residents use their person vehicles currently and are wondering if there is an alternative. There was also a discussion of continuity clinic requirements. Required rotations away from their sites do not negatively impact continuity clinics. <p>Dr. Hostetter said travel budget was cut. Travel is twice a week from Hettinger to Bismarck.</p> <p>The surgery department commented that their residents also travel without reimbursement.</p> <p>Williston/Minot residents also had discussion of moving from Minot to Williston and the requirement of days to complete moving process.</p> <p>Dr. Small said the residents are placed on community medicine so they have more flexibility with their schedules. The \$500 moving expense stipend was also removed during budgetary cuts.</p> <p>Dr. Theige said that training family physicians for rural North Dakota is very important to the state.</p> <p>Surgery residents receive 2 days off for moving.</p> <p>Family Medicine Fargo – no concerns Family Medicine Minot – No concerns Internal Medicine - No concerns Psychiatry – No concerns Surgery – No concerns Transitional Year – No concerns.</p>		<p>I.B.4.a).(2)</p>
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8) Curriculum and Evaluation			I.B.4.a).(4)
9) Oversight of Program accreditation	<p>a) Letters of Notification.</p> <ul style="list-style-type: none"> i. Orthopedic surgery LON dated 6/12/17 (see Attachment 2). Substantial Compliance with no concerns. ii. General surgery LON dated 6/30/17 – Approval of increase complement for specific resident (ONLY) who is off sync. Approval from 7/1/2017-6/30/2020 beginning with Year 3 numbers – until the resident completes program. (no attachment included). iii. Geriatrics Fellowship (Bismarck) dated 5/30/2017 (See Attachment 3) – Commended the program. No Citations. <p>b) Response by PD's to ACGME Letter of Notification</p> <ul style="list-style-type: none"> i. Geriatrics Fellowship—Dr. Tangedahl's response (will be sent later) 	The letters of notification were reviewed by the full committee.	I.B.5.a).(3)
10) Institutional Accreditation	<p>a) Institutional LON dated 7/6/2017 (See Attachment 4) – Administrative. All previous citations removed.</p> <p>b) Proposed reviews of Annual ADS reports by assigned PD and DIO two weeks prior to submission to ACGME - A discussion about time needed to review would be difficult with all other program director requirement.</p> <p>c) Monitoring citations/AFI—propose updating existing motion:</p> <ul style="list-style-type: none"> i. <i>Current motion: Programs that receive areas of improvement and concerning trends in their Letters of Notification include an action plan in their annual 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.</i> ii. <i>Proposed motion: Programs that receive areas of improvement/concerning trends <u>and/or citations</u> in their Letters of Notification (LON) include an action plan in their annual report <u>and to GMEC prior to</u> verbally <u>addressing</u> their plans to the committee <u>within approximately 3 months of receipt of LON</u> at the next committee meeting and</i> 	<p>Dr. Becker asked that ADS reports be submitted to Dr. Becker ONE week prior to required submission date so she can review them prior to submission.</p> <p>A motion was made that: Programs that receive areas of improvement/concerning trends <u>and/or citations</u> in their Letters of Notification (LON) include an action plan in their annual report <u>and to GMEC prior to</u> verbally <u>addressing</u> their plans to the committee <u>within approximately 3 months of receipt of LON</u> and subsequently on a quarterly basis or until GMEC determines concerns have been sufficiently addressed.</p>	I.A.3.

		subsequently on a quarterly basis or until GMEC determines concerns have been sufficiently addressed.	(Becker/Hostetter). The motion was passed by the full committee.	
11) Annual Institutional Review				I.B.5.
12) 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) (See Attachment 5)- Dr. Becker said that one of the requirements is that we review participating sites prior to approval. Attached is a current site list and moving forward, any sites would come to GMEC prior to going to ACGME for approval.	A motion was made to approve the posted participating site list (Hostetter/ Adekeye). The Williston site name should be corrected. After discussion, the name was updated but the old site had not been deleted. The motion was approved by the full committee.	I.B.4.b).(6)
13) Establishment of Policy and Procedures	a)	Revised GME organizational chart (see Attachments 6a and 6b) – Dr. Becker had sent out this the revised org chart for review and asked for comment and received none.	A motion was made to approve the revised organizational chart and the revised Conflict of Interest Policy—Assessment policy. (Theige/Hostetter). The motion was approved by the full committee.	I.B.4.b).(1)
	b)	Conflict of Interest Policy—Assessment (see Attachment 7a and 7b)- Dr. Becker had sent out this the revised org chart for review and asked for comment and received none.		
	c)	Criminal History Records Check Policy (see Attachment 8) – The criminal history records check is required for all staff/faculty and residents.		
	d)	Consent agenda - Dr. Becker asked the group to consider a consent agenda process. Possibly sending out close to two weeks and members provide feedback prior to the meeting. Possible agenda items that could be completed are: letters of notifications and summaries, minor changes/updates to policies, approval of annual contracts/stipends.		
	e)	Policy updates on GMEC website.		
			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:	
			<ul style="list-style-type: none"> • LON Summaries • Minor updates to policies • Stipends • Approval of Resident Contracts • Position allocation review and recommendations (Becker/Stripe). The motion was approved by the full committee. 	

14) Oversight of reductions and closures			IV.N.
15) Vendor interactions			IV.K
16) Adjournment	The meeting was adjourned at 5:05PM.		
17) Future mtg dates	Sept 12; Oct 10; Nov 14; Dec 12; Jan 9; Feb 13; NO March; Apr 10; May 08; Jun 12.		

2017-2018

8/8/2017

Graduate Medical Education Committee

Voting Members - Fargo/or Grand Forks sites		
Kim Becker, DIO	DIO	X
David Theige, MD, Internal Medicine	Program Director & Quality Improvement/Safety Officer	X
Robert Olson, MD, Psychiatry	Program Director	
Neville Alberto, MD, Transitional Year	Program Director	X
Robert Sticca, MD, Surgery	Program Director	X
Debra Walker, MD, Family Med-Fargo	Program Director	X
Lisa Schock, MD, Psychiatry	Resident member	X
Alicia Elliott, MD, Psychiatry	Alternate representative	
Jason Lou, MD, Transitional Year	Resident member	X
Bismarck Odej, MD, Transitional Year	Alternate Resident member	
Amit Kaushal, MD, Internal Medicine	Resident member	X
Jared Velgersdyk, MD, Internal Medicine	Alternate Resident member	
Adeseye Adekeye, MD, Surgery	Resident member	X
Mallory Yelenich-Huss, MD, Surgery	Alternate Resident member	
Evelyn Fuentes-Dondoneau, MD, Family Medicine	Resident member	X
Shelly Wadhawan, MD, Family Medicine	Alternate Resident member	
Voting Members - Minot		
Stephen Stripe, MD, Fmed	Program Director	X
Umesh Narayanan, MD, FMed	Resident member	X

Renu Malhi, MD, FMed	Alternate Resident member	
Voting Members - Williston		
Stephen Stripe, MD, FMed Rural	Program Director	X
Dustin Tolman, MD, Family Med	Resident member	
Wasqas Kayai, MD, or Sumeet Mohan, MD, FMed	Alternate Resident member	X
Voting Members - Bismarck		
Jeff Hostetter, MD, FMed	Program Director	X
Guy Tangedahl, MD, Geriatrics	Program Director	
Brittany Bearstail, MD, FMed	Resident representative	X
Jasdeep Gill, MD, Family Med	Alternate Resident member	
Karin Willis, MD, Geriatrics	Fellow representative	
Voting Members - Hettinger		
Jeffrey Bruning, MD, FMed	Resident representative	X
Kumari Singh, MD, Fmed	Alternate Resident member	

Advisory Members

** (Assoc/Asst PD become voting when PD is Absent)*

Marc Basson, MD , PhD, MBA	Senior Assoc. Dean of Medicine & Research
Bruce Piatt, MD, Orthopedics	Program Director (advisory until resident complement present)
Donald Jurivich, MD, Geriatrics	Program Director (advisory until resident complement present)
Stefan Johnson, MD, Surgery	Assoc. Program Director*
Cathy Houle, MD, FMed	Site Director

James Roerig, Pharm.D., Psychiatry	Associate PD, Clerkship Director*	
Paul Mariani, MD, VA Medical Center	Designated Educational Official VA GMEC Appointee	
Curtis Small, MD, Site Director, FMED Rural	CHI St. Alexius Health, Williston GMEC Appointee	X
Jane Roggensack, Sanford	Mgr. Med Ed at Sanford (Fargo) GMEC Appointee	X
Lori Anderson, Surgery	Program Coordinator (Grand Forks)	X
Renee Hertel, Internal Medicine	Manager and Coordinator Program Coordinator	
Karen Rude, Fmed	(Minot)	X
Beth Ambrosio, Transitional Year & IM	Coordinator	X
Debra Walker, Psychiatry	Manager and Program Coordinator	X
Cecilia Hospidales, FMED	Program Coordinator (Fargo)	X
Sara King, Orthopedics	Program Coordinator (Fargo)	X
Eve Safratowich, FMed	Coordinator (Hettinger)	X
Greta Loritz, Fmed	Program Coordinator (Bismarck)	X
Tessah Richardson, FMed Rural	Program Coordinator (Williston)	X
Kristi Hofer, GME Office	Admin Officer, GME	X

Guests

Susan Zewlewski, MD X