

**UND School of Medicine & Health Sciences**  
**Graduate Medical Education Committee**  
**Medical Education Center Room 220 & video and teleconference from distant sites**  
**Meeting Minutes**  
September 10, 2019

Topic	Discussion	Action/Resolution	ACGME Require
1. Call to order	Dr. Kim Becker called the meeting to order at 4:08pm. Attendance Sheet attached.		I.A.5.a)
2. Review of Minutes	a. The minutes of August 13 reviewed. No items removed from the consent agenda.	<b>Minutes and consent agenda were Approved by the a by the full committee (Hostetter/Theige)</b>	I.B.3.b)
3. Announcements			I.B.4.a).(2)
4. Recommendations benefits/support/ stipends	<p>Additional discussion –  Leave policy change.  Dr. Heitkamp brings forward the possible policy change on behalf of residents. Change leave system to PTO system.</p> <ul style="list-style-type: none"> <li>• Defined PTO as taking the possible 28 days of leave by combining sick time and vacation time. The resident would have 28 days of possible time away from the program for sick time, vacation time, and personal time, which would be more flexible. PTO would not carry over to the next academic year.</li> <li>• “A lot of the programs, after many conversations with our residents over the last couple months, are in favor of this move, if UND and our committee agree.”</li> <li>• Additional benefits expressed include: <ul style="list-style-type: none"> <li>○ Avoid physician burnout</li> <li>○ Avoid manipulation of the systems by taking sick leave when not sick but need a day away.</li> </ul> </li> </ul>		I.B.4.b).(2)

	<ul style="list-style-type: none"><li>○ Avoid stressing the systems when resident unexpectedly away from rotation.</li><li>○ Additional travel time for residents with family abroad.</li><li>● Dr. Heitkamp thinks this could be a selling point to discuss this with perspective residents or fellows.</li><li>● Typically, there would be a stipulation in the policy on the amount of days that can be taken at one time. Major implications on function of the program and responsibilities we owe to patients and services we cover.</li><li>● Aware there could be legal implications in talking to UND that “we” may not even be able to propose such a policy.</li><li>● Ideally, GMEC could help make the draft policy more robust. The policy could then be brought back to all residents by the GMEC in a form of survey to see if the residents are still interest in this policy change.</li><li>● Time frame proposed would be a possible start date of July 1, 2020.</li><li>● Individual program requirements would need to be followed such as no vacation is allowed during some rotations.</li><li>● Final approval still at program and UND level.</li></ul> <p>Faculty/staff comments.</p> <ul style="list-style-type: none"><li>● This would effectively increase leave to 4 weeks. The residents will take it because they would not want to lose it.</li><li>● Is there a problem this proposal is addressing? Implications of misuse not only affect individual but the other residents and the program.</li><li>● Initial concern is residents using sick leave inappropriately</li></ul>		
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	<ul style="list-style-type: none"> <li>• Discussion of billing issues, specifically the VA.</li> <li>• Concern of what happens if resident utilizes all 28 days of leave for vacation and then they get sick and end up repeating a year</li> <li>• Residents save and utilize in a block at the end of the year.</li> <li>• From an educational standpoint, it would be difficult to give credit for the rotation if the resident is gone a big block of time</li> </ul>		
5. Communication with GMEC	a. GME \$1,000 Research Award 2019-2020 application was disseminated to all residents/fellow.		
6. Resident duty hours	a. Resident Duty hours were reviewed by the committee.		III.B.5
7. Quality of GME Learning	a. Old Business from August 2019 GMEC: Program work environment-2018-2019 Faculty Survey Items for Improvement for institution as a whole (Results previously sent to PD's with request to participate in today's meeting for this agenda item) (See Attachment 4)		I.B.4.a).(2)
8. Curriculum and Evaluation			I.B.4.a).(4)
9. Oversight of programs accreditation	a. Monitoring of Minot CFM Special Review – Dr. Hostetter <ul style="list-style-type: none"> <li>• Feedback – somethings done to address evaluations and asking faculty to give timely feedback.</li> <li>• Practice information given via a dashboard with quality metrics, patient info numbers.</li> <li>• Working on evaluation transfers to MedHub.</li> </ul>		I.A.3.

	<ul style="list-style-type: none"><li>• Resident education compromised by students in the ER. Discussed with faculty.</li><li>• Abusive faculty member dismissed.</li><li>• QI activity – have received some didactic training on cause analysis. Working on getting trinity QI dept involved with program so part of their team.</li></ul> <p>b. Monitoring of Orthopedic Surgery Special Review – Dr. Piatt. Dr. Piatt discussed his special review of the orthopedics issues. Discussions included:</p> <ul style="list-style-type: none"><li>• Patient safety reporting of events. Residents educated on process.</li><li>• Quality improvement – meeting in October to discuss quality improvement projects. This will happen 2x per year. Within 2 weeks of meeting, residents will be identified w/ project to work on a project.</li><li>• Scheduled meeting with Dr. Piatt and residents.</li><li>• Fatigue management. Call room at west campus identified and orientation to location/access to call room. South U has a touch down space but not a call room. Confirming possible room.</li><li>• Case log meeting min. requirements. All levels being logged appropriately and breakdowns available.</li><li>• Residents concerned about getting elective or off ortho service. Schedules will be adjusted in the future to correct rotations such as general surgery rotations.</li></ul>		
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	<ul style="list-style-type: none"><li>• Liked integration w/ sports medicine at high school events. Done in supervision with attending.</li><li>• Conferences at South campuses and made it more difficult to attend. Skype set up but face-to-face attendance is encouraged.</li><li>• Bioskills lab 2-x month. Schedules adjusted.</li><li>• Faculty research. Research set up in years 2-5 for residents. All three R2 set up w/research.</li><li>• Faculty Development – faculty meeting set up to discuss the program more in-depth.</li><li>• Documents updated.</li><li>• Changed UND naming of department chair to Dr. Sticca.</li><li>• CCC committee identified with updating resident supervision policy.</li></ul> <p>c. Monitoring of Bismarck and Hettinger citations – Dr. Hostetter</p> <ul style="list-style-type: none"><li>• Citation about duty hours. MedHub sends out reports that they may have went over duty hours. The notification isn't looking at the bigger picture and the notification makes residents feel it must be a violation. Education from PD on reviewing duty hours when notice is received to truly see if they are about to violate hours.</li><li>• Communication with residents about hours has been effective.</li><li>• Hettinger same citation. Issue with resident logging hours.</li><li>• Every week you get an email to log hours.</li></ul>	<p><b>A motion was made that Dr. Hostetter reporting was sufficient (Heitkamp/Walker). Motion passed by the full committee.</b></p>	
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	<p>d. Monitoring of Fargo Family Medicine citation and AFI – Dr. Walker (Report forthcoming)</p> <ul style="list-style-type: none"> <li>• Dr. Walker discussed corrected <u>LOR-LON</u> letter.</li> <li>• Logged hours are showing work hours within compliance with a few exceptions. Resident survey showed resident responded differently.</li> <li>• Dr. Basson encouraged the residents to be truthful in reporting hours so we understand if there is an issue and no repercussions. Residents should be educated to understand what to report and the rules.</li> <li>• Discussed constant re-education of process.</li> <li>• Meeting with the residents monthly in open forum, and monthly with chief residents.</li> <li>• Information for access to resident call room is posted in resident lounge.</li> <li>• New faculty hired and inpatient service started.</li> <li>• Resident committee will work on the didactic scheduled.</li> <li>• New safety programs in place and 4 hour workshop required by all Sanford employee.</li> <li>• All third years have a quality improvement project.</li> </ul> <p>Dr. Walker informed the committee that there will be a Special Review of the Fargo Family Medicine program</p>	<p><b>Dr. Walker will report back next quarter to the full committee.</b></p>	
<p>10. Institutional Accreditation</p>	<p>Faculty survey results did show one item that met our discussion criteria at gmec. Faculty scholarly activity. Some improvement of from</p>		<p>I.B.4.b).(6)</p>

	<p>last year but still needs improvement. Feedback from programs that are doing well to help with programs that are not reporting as well.</p> <ul style="list-style-type: none"> <li>• Minot long history of research projects of colloquium and presentation set up years ago by Dr. Krohn.</li> <li>• Working additionally on content.</li> <li>• Bismarck will try to adapt a similar concept as groups.</li> <li>• The TY program starts talking about scholarly activities and get them set up with the QI department shortly after orientation.</li> <li>• Psychiatry – Faculty work with resident 2x per month. Half given by residents. Faculty and resident paired. Strong showing at grand rounds.</li> <li>• Jurivich – Qualitative research is another form of scholarly activity.</li> </ul>		
11. Annual Institutional Review	a.		
12. Oversight of programs changes	a.		
13. Establishment of Policy and Procedures	a. Accommodation of Residents/Fellows with Disabilities-Ms. Donna Smith, JD, Director, Equal Opportunity & Title IX Title IX/ADA Coordinator (See Attachments 5 and 6) – <i>This item is deferred.</i>		I.B.4.b).(1)
14. Oversight of reductions and closures			IV.N.
15. Vendor interactions			IV.K
Adjournment	The meeting adjourned at 5:00PM.		

Future meeting schedules	<p>2019-2020 GMEC Schedule: GMEC Meeting Dates for 2019-2020 4:00-5:00PM Full committee to include resident members 5:00-5:30PM Institutional Resident Forum (Residents ONLY)</p> <ul style="list-style-type: none"><li>• October 8, 2019-no meeting</li><li>• November 12, 2019</li><li>• December 10, 2019</li><li>• January 14, 2020-no meeting</li><li>• February 11, 2020</li><li>• March 10, 2020-no meeting</li><li>• April 14, 2020</li><li>• May 12, 2020</li><li>• June 9, 2020</li></ul>		





Jeff Hostetter, MD, Fmed	Program Director	X								
Ernesto Bogarin, MD, Fmed	Resident member		X							
Sohail Shariff, MD, FMed	Alternate Resident member	X								
<b>Voting Members - Bismarck</b>										
Jeff Hostetter, MD, FMed	Program Director	X	X							
Karin Willis, MD, Geriatrics	Program Director									
Nicole Careen, MD, Fmed	Resident member	X								
Travis Anderson, MD, FMed	Alternate Resident member		X							
<b>Voting Members - Hettinger</b>										
Annie Hara, MD, FMed	Resident representative	X	X							
Janak Patel, MD, Fmed	Alternate Resident member									
<b>Advisory Members</b>										
<b>* (Assoc/Asst PD become voting when PD is Absent)</b>										
Marc Basson, MD , PhD, MBA	Senior Assoc. Dean of Med & Research		X							
Robert Sticca, MD, Surgery	Assoc. Program Director* (Fargo)									
Cathy Houle, MD, FMed	Site Director	X	X							
James Roerig, Pharm.D., Psychiatry	Associate PD, Clerkship Director*									
Hailey Schepp, MPA	Sanford Health representative									
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	X							
Angie Flesberg, Surgery	Program Coordinator (Fargo)		X							
Renee Sluke, Internal Med	Manager and Coordinator									
Karen Rude, Fmed Minot	Program Coordinator (Minot)		X							
Beth Ambrosio, Internal Med	Program Coordinator	X								
Ashley Jochim, TY	Program Coordinator	X	X							
Debra Walker, Psychiatry	Manager and Program Coordinator	X	X							
Cecilia Hospidales, Fmed Fargo	Program Coordinator (Fargo)									
Sara King, Orthopedics	Program Coordinator (Fargo)	X								
Eve Safratowich, Fmed Hettinger	Site Coordinator (Hettinger)	X	X							

