

**UND School of Medicine & Health Sciences
Graduate Medical Education Committee
Medical Education Center Room 220 & video and teleconference from distant sites
Meeting Minutes
September 13, 2016**

Topic/Presenter	Discussion	Action/Resolution	ACGME Requirement
1) Call to order	The meeting was called to order at 04:02PM by Dr. Kim Becker, DIO. The attendance sheet is attached.		
2) Review of Minutes	Approval of minutes of August 9, 2016.	The minutes of the August 9, 2016, meeting was distributed with meeting materials. A motion was made to approve the minutes as printed (Hostetter/Theige).	
3) Announcements	<ul style="list-style-type: none"> a. Due date for annual residency reports to GMEC – September 30, 2016 b. E*Value training opportunity in November 1-2, 2016 – primarily directed to new program coordinators. E*value historically had user’s conference in Minneapolis at their headquarters. After a recent merger with MedHub the conference was moved to CA. It is our understanding that some possible push back has made the Midwest user conference available. c. Dr. Becker will be making site visits to each program to meet residents in the near future. d. Dr. Becker is considering a GMEC retreat. She will be sending out a survey to consider interest. e. UNDSMHS/NDSU Health professions collaboration– Recently a group from UNDSMHS and NDSU met to discuss future collaboration. This was an idea generating meeting. One possibility was the consideration of a NDSU pharmacy or NP student on services with the residents. Research on outcomes 	Program Directors should email Kristi with the possible date you can present your peer reviewed Annual Report.	

	<p>could be a possibility. Program feedback included:</p> <ol style="list-style-type: none"> a. General goal is interdisciplinary education/scholarship. b. Minot – Dr. Stripe reported that the CFM has a NDSU pharmacy student rotate in their pharmacy. The students attend noon conferences and are required to present at a pharmacology topic at noon conference as well. CFM has also had pharmacy interns rotate in the (Trinity) hospitals. Additional possibilities were discussed. c. Internal Medicine – Dr. Theige interested. He said they intermittently have a pharmacy student on their teams. Sanford pharmacy residents also participate intermittently as well. Dr. Theige also interested in a NP student in the clinic. d. Psychiatry does work with pharmacy students 		
<p>4) Establishment of Policy</p>	<ol style="list-style-type: none"> a. TB skin test (Lori) – Lori asked about the possibility of having TB skin tests completed during orientation by UND. We will continue to work on this. <ol style="list-style-type: none"> a. Discussions include payment because of lack of insurance coverage during orientation. b. This will require additional checking. c. Dr. Theige will check with Sanford. d. Altru is available during the day for the skin test for the surgery residents (Dr. Zelewski) b. Review of current policy – Dr. Becker would like to review two or three policies per meeting. <ol style="list-style-type: none"> a. Internal Review Protocol – It is Dr. Becker’s understanding that this policy is null and void because there is no requirement for internal reviews with the new accreditation system. b. Campus Resident Advocate policy – The memorandum was attached to your agenda. The current policy states each campus must have a campus resident advocate appointed by the GMEC director. The memorandum was reviewed with the reporting requirements of only statistics by the advocate to the GME director. Drs. Becker and Basson reviewed the new position of 	<p>A motion was made to delete the protocol for internal review and reporting form for residency programs. (Olson/Theige). The motion was approved by the full committee.</p>	

	<p>wellness advocate. Michelle will primarily be traveling to the main four campuses focusing on wellness maintenance workshops and will primarily be focusing on students but would likely be available to talk to residents as well.</p> <p>Fargo resident advocate – Dr. Katie Hall (IM) Minot – Dr. Paul Olson (ER physician) Bismarck – (Dr. Becker will contact Dr. Leingang) Grand Forks-(Dr. Becker will contact Dr. Bakke) Hettinger – Dr. Houle will check Williston – suggestions?</p> <p>The positions are volunteer. The reporting is strictly numbers. The reporting could possibly be an email to Dr. Becker with numbers and the willingness to continue to serve.</p> <p>Dr. Becker will follow up and bring it back to the committee.</p> <p>c. Bylaws update and on-line vote approval – The bylaws were updated and approved via online vote. Judy Solberg will bring forward to the bylaws committee.</p> <p>d. Dr. Basson has spoken to Dr. Lutz, chairperson, Faculty Academic Council regarding a consideration of FAC relinquishing the requirement for FAC policy approval of any GME policy that doesn't impinge upon on medical student education. We will revisit this after the next meeting of FAC.</p>		
<p>5) Recommendations for benefits/support/stipends</p>			
<p>6) Communication with Program Directors</p>	<p>a. forming a workgroup (Hostetter):</p> <p>i. to streamline program annual reports and to strengthen mandatory resident education across programs (e.g., sleep deprivation).- Dr. Hostetter discussed the possibility of a workgroup with other PDs to improve things all programs</p>	<p>FYI.</p>	

	<p>do without inventing the wheel each time. Dr. Theige, Olson, and Hostetter all show interest in the group. Some issues may be:</p> <ul style="list-style-type: none"> a. Reformatting of forms that may need to be submitted to different entities (executive staff at hospitals). b. Required educational modules. c. Dr. Hostetter will email the other PDs for agenda items and time possibilities. 		
7) Resident duty hours			
8) Resident supervision: Monitor programs supervision of residents			
9) Quality of GME Learning			
10) Curriculum/Evaluation			
11) Resident status: Selection, evaluation, promotion, transfer, discipline, and/or dismissal	<ul style="list-style-type: none"> a. Navigating the Residency Match as an LGBT Applicant – Dr. Olson reporting on Diversity seminar he attended August 22, 2016. Four residents from different situations in life discussed their experience navigating the match. Key points as reminders in general: You cannot ask about the following unless the applicant brings it up: <ul style="list-style-type: none"> 1. Other programs they applied 2. Require second visits 3. Age 	FYI.	

	<ul style="list-style-type: none"> 4. Gender 5. Religion 6. Family status 7. Sexual orientation 		
12) Oversight of Program accreditation	<ul style="list-style-type: none"> a. Hettinger site visit – Dr. Hostetter reported on his recent site visit. He said he felt that most things went well and they are hopeful for a good report. Some things regarding filing and location of files (program letters of agreement) may be contributed to turnover in staff, new file retention system put in place prior to a new PC. b. ACGME Letter of Notification - <ul style="list-style-type: none"> i. Internal Medicine LON - deferred to the next meeting. 	FYI.	
13) Institutional Accreditation			
14) Oversight of program changes			
15) Experimentation/Innovation			
16) Oversight of reductions and closures			
17) Vendor interactions			
18) Program Work Environment to include: <ul style="list-style-type: none"> a. work environment b. duty hours c. supervision d. other 	<ul style="list-style-type: none"> a. Follow up on prior issues b. Check in from all resident committee members <ul style="list-style-type: none"> i. program work environment ii. duty hours iii. supervision <p>Dr. Gokey, Transitional – No issues Dr. Erickson, Psychiatry – No issues Dr. Suheb, Internal Medicine – No questions. Dr. Malhi, Minot – No questions or concerns</p>		

concerns or follow-up concerns	Dr. Wanzek, Bismarck – No concerns Dr. Bruning, Hettinger – no concerns		
19) Adjournment	The meeting was adjourned at 5:07PM		

