

**UND School of Medicine & Health Sciences  
Graduate Medical Education Committee  
Via Zoom  
September 14, 2021  
Meeting Minutes**

Topic	Discussion	Action/Resolution	ACGME Require
1. Call to order	The meeting called to order at 4:00PM.	<b>A motion was made to approve the consent agenda (Hostetter/Sandroni). The full committee approved the motion.</b>	I.A.5.a)
2. Review of Minutes	a) Approval of August 10, 2021 minutes (Attachment 1)	<b>Approved via consent agenda</b>	I.B.3.b)
3. Announcements			I.B.4.a).(2)
4. Stipends and position allocation review and recommendations			I.B.4.b).(2)
5. Communication with GMEC	<p>a) Friendly reminder: Residency and fellowship program annual reports are due to GME Office on October 12, 2021. The template was sent to all programs on August 12, 2021 (See Attachment 2).</p> <p>b) For programs that have upcoming due dates for ADS reports, DIO decisions must be posted in ADS prior to the program due date. Please allow sufficient time for the DIO to review the ADS report and for the program to make any suggested changes. Programs may submit report directly into ADS for DIO review.</p> <p>c) The Residents as Teachers Report to CSCC for 2020-2021AY is provided officially to GMEC in order to report on the status of resident/fellow completion of Residents as Teachers requirements (See Attachment 3).</p>	<p><b>5c) Approved via consent agenda</b></p> <p><b>5e) Approved via consent agenda</b></p>	

	<p>d) Program Directors will be receiving notices shortly, if not already, of residents/fellows who have not completed Residents as Teachers requirements for this year. Residents were reminded on 9-2-21 via email to complete asap, and that the GME Office would notify PD's of incomplete requirements.</p> <p>e) Statement of Institutional Commitment renewed for 2021-2026. (See Attachment 4).</p>		
6. Resident duty hours	a) MedHub Duty Hours Institutional Summary: July 2021 (See Attachment 5)	6a.). <b>Approved via consent agenda</b>	III.B.5
7. Quality of GME Learning and Working Environment	<p>a) Guest Speakers: Melissa Naslund and Michelle Montgomery–Role of the Wellness Advocate- Michelle - Wellness advocate for 7yrs. Works w/ stress mgmt., burnout, resilience, wellness, can triage for referral point to other providers. Michelle – GF/Fargo. Melissa joined as western advocate in February working primarily w/ 3<sup>rd</sup> and 4<sup>th</sup> year medical students- and RRT. Resource to connect w/ provides across ND. RRT – emails re: stress mgmt./wellness/burnout. Michelle presented at orientation in Fargo in June.</p> <p>b) Check in with resident/fellow committee members</p>	<p>7b.) (Desai) Residents eager to get an update on the leave policy.</p> <p>Dr. Becker said additional meetings later this month with HR/Legal.</p> <p>Dr. Olson asking for some additional guidance soon on Leave policy.</p>	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	a) Monitoring of 3/5/21 ACGME LON for Family Medicine Minot and Williston–Dr. Sandroni - Dr. Sandroni gave updates to the 3/5/2021 LON. The committee was provided a written update.	9a). Dr. Sandroni will provide additional updates in another quarter.	I.A.3.

citations and areas of noncompliance.			
10. Institutional Accreditation	2020-2021 reports received from Dr. Theige, GMEC Patient Safety Officer for Sanford, Fargo and Sanford, Bismarck; Dr. Hostetter for Center for Family Medicine-Bismarck; Dr. Houle for West River Health Regional Medical Center; Dr. Sandroni for Center for Family Medicine-Minot and for Trinity, Williston; and Dr. Johnson for Sanford, Fargo and Altru. (See Attachment 6).	10a) <b>Approved via consent agenda</b>	I.B.4.b).(6)
11. Annual Institutional Review			
12. Oversight of programs changes			
13. Establishment of Policy and Procedures	<p>a) Unfinished business: Leave policy  b) Closure/Reductions Policy (See Attachment 7)</p> <p>For reference, related ACGME Institutional Requirement:</p> <p><i>IV.N. Closures and Reductions: The Sponsoring Institution must maintain a policy that addresses GMEC oversight of reductions in size or closure of each of its ACGME-accredited programs, or closure of the Sponsoring Institution that includes the following:</i></p> <ul style="list-style-type: none"> <li>• <i>IV.N.1. the Sponsoring Institution must inform the GMEC, DIO, and affected residents/fellows as soon as possible when it intends to reduce the size of or close one or more ACGME-accredited programs, or when the Sponsoring Institution intends to close; and, (Core)</i></li> <li>• <i>IV.N.2. the Sponsoring Institution must allow residents/fellows already in an affected ACGME-accredited program(s) to complete</i></li> </ul>	<p>13a) Deferred.  13b) The policy was reviewed by the committee. <b>A motion was made to approve the policy with updates made in red. (Theige/Hostetter).</b></p> <p>13ci). The GMEC Procedures for Exceptions in Resident Duty Hours policy was reviewed by the committee.  <b>A motion was made to approve the policy with the following changes: (Theige/Hostetter):</b></p> <ol style="list-style-type: none"> <li>1. <b>“RRC” to “RC”</b></li> <li>2. <b>“Resident” to “Resident/Fellow”</b></li> </ol> <p>13cii). Policy for all UND SMHS Residents/Fellows (See Attachment 9)13c2). Inhibiting Conditions - The policy was reviewed by the committee and no changes were made.</p>	I.B.4.b).(1)

	<p><i>their education at the Sponsoring Institution, or assist them in enrolling in (an) other ACGME accredited program(s) in which they can continue their education. (Core)</i></p> <p>c) Routine annual review of all policies per SMHS policy. Any revisions?</p> <p>i. GMEC Procedures for Exceptions in Resident Duty Hours (See Attachment 8)</p> <p>For reference, related ACGME Institutional Requirement:</p> <p><i>I.B.4. Responsibilities: GMEC responsibilities must include:</i></p> <ul style="list-style-type: none"> <li>• <i>I.B.4.b) review and approval of:</i></li> <li>• <i>I.B.4.b).(10) requests for exceptions to clinical and educational work hour requirements; (Core)</i></li> </ul> <p><i>VI.F.4.c) A Review Committee may grant rotation-specific exceptions for up to 10 percent or a maximum of 88 clinical and educational work hours to individual programs based on a sound educational rationale.</i></p> <ul style="list-style-type: none"> <li>• <i>VI.F.4.c).(1) In preparing a request for an exception, the program director must follow the clinical and educational work hour exception policy from the ACGME Manual of Policies and Procedures. (Core)</i></li> <li>• <i>VI.F.4.c).(2) Prior to submitting the request to the Review Committee, the program director must obtain approval from the Sponsoring Institution's GMEC and DIO. (Core)</i></li> </ul> <p>i. Inhibiting Conditions Policy for all UND SMHS Residents/Fellows (See Attachment 9) – The policy was reviewed with no changes.</p>	<p>13ciii) The Conflict of Interest Policy— Assessment for All UND SMHS Residents/Fellows was reviewed by the committee and no changes were made.</p>	
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	<p>There was also some discussion on the history of the policy.</p> <p>ii. Conflict of Interest Policy—Assessment for All UND SMHS Residents/Fellows (See Attachment 10) – The policy was reviewed with no changes.</p>		
14. Oversight of reductions and closures			IV.N.
15. Vendor interactions			IV.K
Adjournment	The meeting adjourned at 4:40PM.		

Minutes taken by Kristi Hofer, GME

2021-2022		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Graduate Medical Education Committee</b>													
**Need <u>44-12</u> votes for majority (one resident vote of those required)													
<b>Voting Members - Fargo/or Grand Forks sites</b>													
<a href="#">Kim Becker, DIO</a>	DIO		X	X									
<a href="#">David Theige, MD</a>	Quality Improvement/Safety Officer Sanford		X	X									
<a href="#">Jennifer Raum, MD, Internal Medicine</a>	Program Director												
<a href="#">Robert Olson, MD, Psychiatry</a>	Program Director		X	X									
<a href="#">Neville Alberto, MD, Transitional Year</a>	Program Director		X	X									
<a href="#">Stefan Johnson, MD, Surgery</a>	Program Director		X	X									
<a href="#">Bruce Piatt, MD, Orthopedics</a>	Program Director		X	X									
<a href="#">Lindsey Dahl, MD, Geriatrics</a>	Program Director			X									
<a href="#">Lara Lunde, MD, Fargo FM</a>	Program Director		X	X									
<a href="#">Jau-Shin Lou, MD, Neurology</a>	Program Director		X										
<a href="#">Katrina Lybeck, MD, Internal Medicine</a>	Resident member		x										
<a href="#">Umama Zareen, MD, Internal Medicine</a>	Alternate representative												
<a href="#">Jinal Desai, MD Psychiatry</a>	Resident member		X	X									
<a href="#">Jessica McLaughlin, MD, Psychiatry</a>	Alternate Resident member			X									
<a href="#">Andrew Sefain, MD, Neurology</a>	Resident member			X									
<a href="#">Joshua Blotter, MD, Neurology</a>	Alternate Resident member												
<a href="#">Eric Curto, MD, Surgery</a>	Resident member												
<a href="#">Anthony Duncan, Surgery</a>	Alternate Resident member			X									
<a href="#">Anastasia Schroeder, MD, Transitional Year</a>	Resident member		X	X									
<a href="#">Yesha Shukla, MD, FMED, Fargo</a>	Resident member			X									
<a href="#">Israar Mohammed, MD, FMED, Fargo</a>	Alternate Resident member												
<a href="#">Julia Matera, MD, Orthopedics</a>	Resident member		X	X									

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<a href="#">Paul Mariani, MD, VA Medical Center</a>	Designated Educational Official VA GMEC Appointee																	
<a href="#">Curtis Small, MD, Site Director, FMED Rural</a>	CHI St. Alexius Health, Williston GMEC Appointee																	
<a href="#">Angie Flesberg, Surgery</a>	Program Coordinator (Fargo)			X														
<a href="#">Carla Mosser, Internal Medicine</a>	Manager																	
<a href="#">Karen Rude, FMED Minot</a>	Program Coordinator (Minot)		X	X														
<a href="#">Beth Ambrosio, Internal Medicine</a>	Program Coordinator		X	X														
<a href="#">Ashley Jochim, Transitional Year</a>	Program Coordinator		X	X														
<a href="#">Scott McNamee, Psychiatry</a>	Manager and PC		X	X														
<a href="#">Cecilia Hospidales, FMED Fargo</a>	Program Coordinator (Fargo)		X	X														
<a href="#">Sara King, Orthopedics</a>	Program Coordinator (Fargo)			X														
<a href="#">Tammy Hruby, FMED Hettinger</a>	Site Coordinator (Hettinger)		X															
<a href="#">Greta Loritz, FMED</a>	Program Coordinator (Bismarck)		X															
<a href="#">Ryan Brunetto, FMED Williston</a>	Site Coordinator (Williston)																	
<a href="#">Meghan Jeanotte, Geriatrics</a>	Assistant (GF)																	
<a href="#">Gunjan Manocha, Geriatrics Fargo</a>	Program Coordinator (GF)																	
<a href="#">Lisa Jorisson, Neurology</a>	Program Coordinator		X	X														
<a href="#">Ashley Anderson</a>	GME & Neurology		X	X														
<a href="#">Kristi Hofer, GME Office</a>	Admin Officer, GME & SE Campus		X															
Guests																		
<a href="#">Dinesh Bande, MD, IntMed</a>	Chair, Internal Medicine		X	X														
<a href="#">Susan Zelewski, MD, NW Campus</a>	Campus Dean, Clinical Curriculum			X														
<a href="#">David Schmitz, MD, FMED</a>	Chair, FMED		x	X														
<a href="#">Andrea Ludwig, HemOnc</a>	PC future HemOnc fellowship																	

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