

**UND School of Medicine & Health Sciences
Graduate Medical Education Committee
Medical Education Center Room 220 & video and teleconference from distant sites
Meeting Minutes
May 10, 2016**

Topic/Presenter	Discussion	Action/Resolution	ACGME Requirement
1) Call to order	The meeting was called to order at 4:00PM by Dr. David Theige, DIO. The attendance sheet is attached.		
2) Review of Minutes	The minutes of, February 9, 2016, were reviewed.	A motion was made to approve the minutes of, February 9, 2016, after adding a 4:00 PM start time on the meeting minutes. (Krohn/Newman). The motion approved by full committee.	
3) Announcements	<ul style="list-style-type: none"> a) Director of GME/DIO Search update – A letter of offer was sent today in the mail. It is anticipated the start date would be mid-June. b) Orientation dates for the eastern part of the state were reviewed. <ul style="list-style-type: none"> i. June 23rd ACLS course ii. June 24th UND/VA Orientation, Photo Session iii. June 26th Resident Picnic at Rheault Farms iv. June 27th Hospital orientation at Sanford and Altru v. June 28th Hospital orientation at Sanford vi. June 29th All-day Patient Safety event vii. June 30th Department Orientation, IM/TY Residents will do Pre-Flight Training 	For information purposes	

<p>4) Establishment of Policy</p>	<p>a) Resident Work Environment policy (draft attached) – The attached is a new institutional requirement. The committee reviewed the policy.</p> <p>b) Initial discussion of Resident Leave Policy (current policy included) – Dr. Theige discussed the possibility of changing the leave to PTO instead of separated forms of leave. There was much discussion of making the current institutional policy more vague and having program specific policy on leave. After further discussion it was decided to leave the policy as printed.</p>	<p>A motion was made to approve the draft Work Environment policy (Hostetter/Newman). In discussion the committee decided to delete item #2 because it seemed to be repeated in item #7. Also suggested was to change verbiage to “without fear of intimidation or retaliation”. Item #7 will also begin, “The institution and” Paragraph renumbering. The motion was approved by the full committee.</p>	
<p>5) Recommendations for benefits/support/stipends</p>			
<p>6) Communication with Program Directors</p>			
<p>7) Resident duty hours</p>			
<p>8) Resident supervision: Monitor programs supervision of residents</p>			
<p>9) Quality of GME Learning</p>			
<p>10) Curriculum/Evaluation</p>			
<p>11) Resident status:</p>			

<p>Selection, evaluation, promotion, transfer, discipline, and/or dismissal</p>			
<p>12) Oversight of Program accreditation</p>	<p>a) ACGME Letter of Notification – Four of the five letters find no concerns (Transitional, FM).</p> <p>a. The surgery letter of notification does point an area for improvement/concern and the surgery LOR will be placed on the agenda when Dr. Sticca is present. There was a general discussion of how the committee expects the programs to respond and what time frame if a letter of notification contains an area of improvement. Dr. Theige said that generally, a Program Evaluation Committee is expected to review Letters of Notification and come up with an action plan. This is also reported in program annual reports.</p> <p>b) E*Value training – Dr. Theige discussed possible additional training needs for current and new programs joining UNDSMHS. In the past annual educational meetings were held in Minneapolis. Recently this meeting was moved to Los Angeles and it isn't fiscally responsible to send a big group to that meeting. The other option is to set up a private training at their headquarters in Minneapolis or have a consultant come in.</p> <p>Areas brought up that could use additional training are: Milestones Portfolios Duty Hours reporting</p> <p>After further discussion, it was decided that it might be beneficial to try and have a consultant come to the Fargo area.</p> <p>The GME Office will contact E*Value and find possible dates, circulate and set up an agenda and programs can</p>	<p>A motion was made to require programs that receive areas of improvement and concerning trends in their Letters of Notification to include an action plan in their annual report (Hostetter/Newman). Amended to: verbally address their plans to the committee at the next GMEC meeting.</p> <p>Motion: A motion was made to require 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</p>	
<p>13) Institutional Accreditation</p>			
<p>14) Oversight of program changes</p>	<p>a) Initial accreditation application for Geriatrics Fellowship in Fargo – The committee reviewed the Geriatric fellowship program</p>		

	<p>application. Dr. Jurovich, the chair, Geriatrics, was present at the meeting to answer questions and gave an overview of the proposed program. Dr. Jurovich will be the acting Program Director.</p>	<p>A motion was made to approve the Geriatric fellowship – Fargo application. (Krohn/Newman). The motion was approved by the full committee.</p>	
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 concerns or follow-up concerns 	<p>a) Check in from all resident committee members All residents present reported no current concerns.</p>		
19) Adjournment	<p>The meeting was adjourned at 4:58pm.</p>		

R. Wanzek, Family Med-Bsmk	Resident Member		X								X	
TBD, Family Med-Bsmk*	Resident Member			Meeting cancelled	Meeting cancelled		Meeting cancelled		Meeting cancelled	Meeting cancelled		
M. Karam Baaj, Family Med-Minot	Resident Member	X	X				X				X	
H. Idangodage, Family Med-Minot*	Resident Member			Meeting cancelled	Meeting cancelled		Meeting cancelled		Meeting cancelled	Meeting cancelled		
J. Bruning, Hettinger RTT	Resident Member	X	X									
K. Singh, Hettinger RTT*	Resident Member	X									X	
K. Sullivan, Williston RTT	Resident Member						X					
W. Newman, DEO, VAMC	Designated Ed. Official-VAMC	X				X					X	
C. Houle, MD, FM-Hettinger	Program Director		X			X	X				X	
Advisory Members (non-voting)												
D. Walker, Psychiatry	Coordinator	X	X			X	X				X	
L. Anderson, Surgery	Coordinator	X	X								X	
G. Loritz FM-Bismarck	Coordinator	X				X	X				X	
E. Safratowich, Hettinger RTT	Coordinator	X					X				x	
R. Hertel, Internal Medicine	Coordinator		X			X	X				X	
K. Rude, FM-Minot	Coordinator	X	X			X	X				X	
T. Richardson, Williston Rural Family Medicine	Coordinator						X				X	

