UND School of Medicine & Health Sciences Graduate Medical Education Committee Via Zoom

December 12, 2023

Meeting Minutes

Topic	Discussion	Action/Resolution	ACGME Requirement
1) Call to order	The meeting was called to order at 4:00PM. A motion was made to approve the consent agenda.	Motion to approve consent agenda (Lunde/Sandroni). The motion was passed by the full committee.	N/A
2) Review of Minutes	a. Approval of GMEC meeting minutes of October 10, 2023.	The meeting minutes of October 10, 2023, were approved via consent agenda.	I.B.3.b)
3) Communication with GMEC	a. Discussion with GMEC regarding appropriate communication related to couples matches – Dr. Johnson wanted to open a discussion on the NRMP and couples Match. The committee members discussed how they figured ranking, but the bigger picture was invites to interviews. This discussion was meant to raise the level of awareness in invites; discuss ranking candidates by individual merits and confirm policy for the match.	For member information	I.B.3.b)
	 b. Discussion regarding graduation diplomas and 1-year certificates. i. Do we want the Registrar's Office to continue printing hard copy diplomas, or would programs prefer an editable template and print their own? ii. Due to software changes, a need exists to condense language used across programs if the Registrar continues to print. iii. Preliminary discussion regarding how to standardize template, which Kim will bring back to Registrar to determine feasibility: 1. Graduation Diploma: "NAME has successfully fulfilled all requirements for completion of residency [or fellowship] training in [insert specialty/subspecialty] If applicable: including x year(s) as: 		

	a. Chief Resident b. Administrative Chief c. Administrative Chief Resident for the [x months (length of residency training) ending on [insert date]. 2. One Year Certificate: NAME has successfully completed x year(s) of training in [insert specialty] residency [or internship]" [insert start and end date] OR NAME has successfully completed x year(s) of a x year(s) [insert specialty] residency [or internship]" Comments included: Olson - Getting them printed by the Registrar would seem to get the high-quality ink that lasts longer. Schmitz – Diplomas are a big deal and should be quality. First year certificates are required for licensing. Additional feedback should be sent to Kim Becker. c. ACGME Letter regarding 2024 Accreditation and Application Fees 2024 (See Attachment 4)		
Stipends and position allocation review and recommendations			I.B.4.b).(3)
5) Resident duty hours	a. MedHub Duty Hours Institutional Summaries (See Attachment 2): i. FM Hettinger, Geriatrics, Hematology and Medical Oncology, Neurology, Orthopedic Surgery, Psychiatry, and Surgery: 1. 9/1/23-9/30/23 2. 10/1/23-10/31/23 ii. FM Bismarck: 1. 7/24/23-8/20/23 2. 8/21/23-9/17/23 3. 9/18/23-10/15/23 iii. FM Minot and FM Williston: 1. 7/31/23-8/27/23 2. 8/28/23-9/24/23 3. 9/25/23-10/22/23	Duty Hours reviews were approved via consent agenda.	III.B.5.a).(1)

		iv. FM Fargo, Internal Medicine, and Transitional Year: 1. 8/7/23-9/3/23 2. 9/4/23-10/1/23 3. 10/2/23-10/29/23		
	Quality of GME Learning and Working Environment	 a. Check in with resident/fellow committee members – Dr. Townsend asked that during the process of residents making decisions on insurance plans that additional information be provided to better explain coverage prior to signing policy. Beth Ambrosio said a more simplified comparison table on covered and non-covered items may help. Dr. Becker indicated that informational sessions were offered for residents to attend to learn more about the plans and ask questions. She asked the committee for feedback about what would be helpful. 	FYI	I.B.4.a).(2)
7)	Curriculum and Evaluation			I.B.4.a).(4)
8)	Oversight of program accreditation: Review of accreditation letters, monitoring of action plans for correction of citations and areas of noncompliance.	 a. Final report on status of recommendations from the 3-9-22 Internal Medicine Special Review (See Attachment 6) – Deferred b. Monitoring of 11/9/22 ACGME LON Pediatrics – Dr. Tiongson (See Attachment 7) Dr. Tiongson provided a verbal and written report on program updates. Dr. Tiongson also said the program just completed interviews for their first group of residents for the new Pediatric program. c. Monitoring of 2/6/23 ACGME LON FM-Minot LON – Dr. Sandroni (See Attachment 8) - Dr. Sandroni provided the committee with a written and verbal update on the program's areas of improvement/concerning trends. d. Monitoring of 5/16/23 ACGME LON Forensic Pathology – Dr. Sens (See Attachment 9) Dr. Sens provided the committee with a written and verbal update on the forensic pathology program. e. 10/5/23 ACGME Letter: Surgery. FIT Approval (See Attachment 3). f. 10/9/23 ACGME Letter: Family Medicine Fargo. The Review Committee determined that a site visit of the program must be conducted before an accreditation decision can be made. Approximate next site visit is 1/1/24. g. 10/12/23 ACGME LON: Hematology and Medical Oncology. Continued Accreditation. The Review Committee commended the program for its 	8 b-d. Reports provided. 8d-h. Information provided to the committee	I.B.4.a).(1)

9)	Institutional	demonstrated substantial compliance with the Program Requirements without any new citations. h. 11/14/23 ACGME Letter: Family Medicine Fargo. In-person site visit scheduled for 1/23/24		I.A.3.
3)	Accreditation			1.A.J.
10)	Annual Institutional Review			I.B.5.
11)	Oversight of programs changes	 a. Review and GMEC appointment of Dr. Sheryl Sahr as Program Director of upcoming surgical critical care fellowship (See Attachment 5) i. Dr. Sahr present to introduce herself prior to GMEC vote. Dr. Sahr introduced herself and presented her vision for the surgery critical care fellowship. ii. Dr. Sahr was excused while the committee voted on her approval. 	A motion was made to approve Dr. Sahr as Program Director of the surgical critical care fellowship effective 12/12/23. (Theige/Johnson) The motion was approved by the full committee.	I.B.4.b)(4)-(9)
12)	Establishment of Policy and Procedures			I.B.4.b).(1)
13)	Oversight of reductions and closures			IV.O.
14)	Vendor interactions			IV.L.
	Adjournment	The meeting was adjourned at 5:00PM		
	Future meeting schedules	The next meeting will be February 13, 2024.		

2023-2024		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Graduate Medical Education	n Committee													
**Need 14 votes for majority (one those required)	resident vote of													
Voting Members - Fargo/or Grand	d Forks sites													
Kim Becker, DIO	DIO, Committee Chair		Х		Х		Х							
David Theige, MD	Quality Improvement/Safety Officer Sanford		х				Х							
Jennifer Raum, MD, Internal Medicine	Program Director		Х											
Robert Olson, MD, Psychiatry	Program Director		Х				Х							
Neville Alberto, MD, Transitional Year	Program Director		Х											
Stefan Johnson, MD, Surgery	Program Director	No n	Х	No n	Х	No n	Х	No n		No n		No n		
Bruce Piatt, MD, Orthopedics	Program Director	neeti	Х	meeting this	Х	neeti		No meeting this		meeting this		meeting this		
Lindsey Dahl, MD, Geriatrics	Program Director	ng t	Х	ng t		ng t	Х	ng t		ng t		ng t		
Matthew Tinguely, MD, Hematology Oncology fellowship	Program Director	No meeting this month		his month	X	No meeting this month				his mo				
Lara Lunde, MD, Fargo FM	Program Director	nth	Х	nth	X	nth	Х	month		month		month		
Jau-Shin Lou, MD, Neurology	Program Director		Х		X									
David Townsend, MD, Internal Medicine	Resident member			Х				Х						
Dre Steinwehr, MD, Internal Medicine	Alternate representative		Х		Х									
Amanda Stadem, MD, Psychiatry	Resident member		Х											
Jeremy Jones, MD, Psychiatry	Alternate Resident member				X		Х							
Joshua Blotter, MD, Neurology	Alternate Resident member				Х		Х							
Sean Montgomery, MD, Neurology	Resident member													

Conor Roche, General Surgery	Resident member		X				
Jonathan Sticca, MD, General Surgery	Alternate Resident member	х					
Merrick Johnson, MD, Transitional Year	Alternate Resident member	х	Х				
William Litchfield, MD, Transitional Year	Resident member						
James Broadbent, MD, Fargo FMED	Resident member	Х	X				
Makayla Bretschneider, MD, Fargo FMED	Alternate Resident member	х					
Mikayla Montgomery, MD, Orthopedics	Alternate Resident member			X			
Julia Matera, MD, Orthopedics	Resident member						
nsook Kim, MD, Geriatrics fellow	Alternate Fellow member						
Moaz Kineish, MD, Geriatrics fellow	Fellow member						
Haritha Mopuru, MD, Heme/Onc	Alternate Fellow member						
Julia Parish, MD, Heme/Onc	Fellow member	Х	Х				
Voting Members - M	inot						
Peter Sandroni, MD, FMED	Program Director	Х	Х	Χ			
J. David Nwordu, MD, Minot FMED	Resident member	Х	Х				
Matthew Khouri, MD, Minot	Alternate Resident member						
Voting Members - Will	iston						
Peter Sandroni, MD, FMED	Program Director	Х	Х	Х			
Chidozie Agu, MD, Williston RTT	Resident member						
Junita Jose, MD, Williston RTT	Alternate Resident member						
Voting Members - Bisi	marck						
Shannon Sauter, MD, FMED	Program Director	Х	Х	Χ			
Monika Pothamsetti, MD, FMED Bismarck	Resident member	Х	X				
Shauneil Schwartz, MD, FMED Bismarck	Alternate Resident member						
Voting Members - Het	tinger						

Shannon Sauter, MD, FMED	Program Director	X	X	X			
David Dragas MD, FMED Hettinger	Resident representative	X	Х	Х			
Ekta Golani MD, FMED Hettinger	Alternate Resident member	X	Х				
Advisory Membe	rs						
* (Assoc/Asst PD become voting	when PD is Absent)						
Susan Zelewski, MD, UNDSMHS	Associate Dean for Clinical Medical Education	X	х	х			
Cathy Houle, MD, FMED	Site Director Hettinger						
Hailey Schepp, MPA	Sanford Health representative	X					
Paul Mariani, MD, VA Medical Center	Designated Educational Official VA GMEC Appointee						
Curtis Small, MD, Site Director	CHI St. Alexius Health, Williston Site Director						
Tonya Murphy, Surgery Residency	Program Coordinator			Х			
Carla Beach, Internal Medicine	Manager	X	X	X			
Karen Rude, FMED Minot	Program Coordinator			Х			
Beth Ambrosio, Internal Medicine	Program Coordinator	X		X			
Ashley Jochim, Transitional Year	Program Coordinator	X		Х			
Scott McNamee, Psychiatry	Program Coordinator	X		Х			
Cecilia Hospidales, FMED Fargo	Program Coordinator		Х				
Sara King, Orthopedics	Program Coordinator						
Tammy Roso, FMED Hettinger	Site Coordinator			Х			
Kesha Prado, FMED Bismarck	Program Coordinator	X		X			
Sarah Hammer, FMED Williston	Site Coordinator	X					
Meghan Jeanotte, Geriatrics	Program Assistant						

Gunjan Manocha, Geriatrics	Program Coordinator						
<u>Lisa Jorissen, Neurology</u>	Program Coordinator	Х	X	X			
Sadie Braseth, Hem/Onc coordinator Fargo	Program Coordinator			Х			
Xan-Marie Kofstad, Graduate Medical Education	Program Coordinator GME & Neurology	Х		Х			
Kristi Hofer	Admin Officer, SE Campus	X		Х			
Incoming Programs/Members attending GI	MEC (non-voting)						
PD becomes voting when resident/fellows	join program.						
Christopher Tiongson, MD, Pediatrics	Program Director	Х	Х				
Sarah Julsrud, Pediatrics	Program Coordinator	Х	X				
MaryAnn Sens, MD, Pathology	Program Director	Х		Х			
Karen Cisek, Pathology	Program Coordinator						
Guests	Non-Voting						
Dinesh Bande, MD, IMed	Chair, Internal Medicine			Х			
David Schmitz, MD, FMED	Chair, FMED	Х		Х			
Kayla Burchill, MD, Surgery	Assistant PD, Surgery						
Mentor Ahmeti, MD, Surgery	Assistant PD, Surgery						
Cornelius Dyke, MD, Surgery	Chair, Surgery						
Lisa Schock, MD, Psychiatry	Assistant PD, Psychiatry						
Erica Johnson	SMHS Library Director			Х			
Lauren Blake				Χ			