



# University of Central Florida

## College of Medicine

### M.D. Program Curriculum Committee Minutes – M3/M4

**Meeting Date:** 6/24/2016

**Start time:** 8:00 AM

**Adjourn time:** 9:30 AM

**Chaired by:** Dr. Martin Klapheke

**Attendance:** (Doctors) Bellew, Berman, Caceres, Karch, Klapheke, Ladde, Lube, Pasarica, Peppler, Smallwood, Salazar (Staff). Ms. Bailey, Ms. Bowers, Ms. Corsi, Ms. Cubero, Ms. Gillfedder, Ms. Grant, Ms. Hasegawa, Ms. Kennedy, Ms. Linton, Ms. Marchand, Ms. Newsum, Ms. Orr, Dr. Selim, Mr. Staack, Ms. Walton (Students) MS3 Fleming, MS4 Reina, MS4 Combs.

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow Up
<b>Review Minutes/</b>	<ul style="list-style-type: none"> <li>Review of minutes from 3/25/16 meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Minutes approved</li> </ul>	Dr. Klapheke	Completed
<b>Announcements</b>	<ul style="list-style-type: none"> <li>Introduction of new student reps M3 Paul Fleming, and M3 Chris Combes.</li> <li>Acknowledgment given to our downtown COM faculty for their tremendous community service during the recent Orlando tragedy.</li> <li>Clinical Partner Updates from Dr. Peppler - Meeting with academic assistant deans at hospitals, and is providing feedback from each clerkships; sites have been appreciative of the comments. Meeting with Bay Pines is scheduled in July and August.</li> <li>100 percent pass from class of 2018 on Step 1.</li> <li>Step 2: two students have taken and have passed.</li> <li>Associate Dean for Clinical Affairs position will be determined in the next week or so.</li> <li>LCME self-study team will be started in September.</li> </ul>			
<b>Student Updates</b>	<ul style="list-style-type: none"> <li>M4 – no updates.</li> <li>M3 – students are happy with the support given during transition to M3 year. Students report some difficulty with badge access at Osceola RMC and at FH Women’s Center, due to security concerns; Dr. Peppler will reach out to Osceola and FH.</li> </ul>		M3/M4 Student Representative	Completed

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HIPAA compliance	<ul style="list-style-type: none"> <li>Students writing H&amp;P's: need to make sure all communication is HIPPA compliant. IM/FM shared the detailed guidance they post on webcourses for students in the IM clerkship. Other clerkship directors may use similar postings.</li> <li>Legal stated that we have to make sure any information being sent out about patients is secure. Students should not include patient identifiers.</li> <li>Clerkships should reach out as needed to Jessica Maderia to make sure that we are meeting all security concerns with HIPPA.</li> </ul>	<ul style="list-style-type: none"> <li>COP team should be notified of these HIPPA concerns.</li> </ul>	Ms Latha-Karmali and Ms. Madera	Completed
Proposed COM M3/M4 Policy on Clinical Supervision	<ul style="list-style-type: none"> <li>Supervising faculty at all times will be present when student is providing clinical care to patients.</li> <li>Progressive responsibility for patient care. <ul style="list-style-type: none"> <li>Faculty Development might want to consider adding a module regarding increasing the responsibility of patient care according to the student's growth in clinical skills.</li> </ul> </li> <li>Mid-Clerkship meetings will be always conducted to provide formative feedback.</li> </ul>	<ul style="list-style-type: none"> <li>The Committee approved this Policy; it will now go to the M.D. Curriculum Committed for review.</li> </ul>	Dr. Klapheke	Completed
LCME data review: Student Performance and Clerkship Evaluation Data, especially Duty Hours, etc.	<ul style="list-style-type: none"> <li>Every clerkship is well below the 25% use of alternative experiences threshold.</li> <li>Average duty hours is between 40.7 – 57.9 hours per week.</li> <li>9 students in the 2015-16 year averaged over 80 hours per week.</li> </ul>	<ul style="list-style-type: none"> <li>Surgery has changed call schedule to eliminate any noncompliance with the Duty Hours Policy.</li> </ul>	Ms. Orr and Dr. Selim	Ongoing
Change in Psychiatry Clerkship Goals and Objectives	<ul style="list-style-type: none"> <li>Change Objective #6 to: "Demonstrate knowledge about relieving physical and emotional pain and ameliorating the suffering of patients while also preventing complications of acute and chronic opioid treatment".</li> </ul>	<ul style="list-style-type: none"> <li>Changed has been approved.</li> </ul>	Dr. Klapheke	Completed
Update on planning for required M4 Selective in Emergency Medicine 2017-2018	<ul style="list-style-type: none"> <li>We have secured 12 – 14 student slots per rotation block.</li> <li>Includes OH, FH, VA, and HCA, and Nemours.</li> </ul>	<ul style="list-style-type: none"> <li>Will reach out to FH Kissimmee and Heart of Florida.</li> </ul>	Dr. Ladde	Ongoing
Update on student safety	<ul style="list-style-type: none"> <li>End-of-year survey indicated some safety concerns, e.g., OH: students are concerned about going to parking garage after shifts. Clerkship coordinators and directors should remind students that there is</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Dr. Pepler and Dr. Klapheke	Completed

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	escort service that can take students from the hospital to the garage. <ul style="list-style-type: none"> <li>• Bay Pines also has escort service.</li> <li>• Soraya is going to put all of the information regarding safety on the GPS site.</li> </ul>			
M3 Clerkship Student Performance Evaluations	<ul style="list-style-type: none"> <li>• Should we set a minimum amount of time spent by a preceptor with a student before that preceptor's evaluation becomes meaningful?</li> <li>• Should we weight evaluations (formally or informally) according to how much time was spent with the student?</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion ensued. Overall, there appears to be no need to change our current practice of obtaining preceptors' evaluations. Assessment recommended that we should focus on the quality of the feedback and not the quantity.</li> </ul>	Dr. Klapheke	
Student professionalism or clinical skills deficits	<ul style="list-style-type: none"> <li>• Assessment office is going to send out a professionalism and clinical skills survey to clerkship directors after each rotation so as to identify any students who may be struggling and in need of intervention. This will track professionalism issues or clinical skill deficits for SEPC, who will review the data along with Dr. Klapheke.</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment will look into moving data from the professionalism app to the professionalism survey.</li> <li>• Definitions for academic and non-academic probation have been established.</li> <li>• A COM Task Force has been created to look at the grading scale, with a possible change to Honors, Pass, Fail.</li> </ul>	Dr. Klapheke	
<b>Course Proposals</b>	<ul style="list-style-type: none"> <li>• Obstetrics and Gynecology Acting Internship</li> <li>• Obsetrics and Gynecology Ambulatory Elective</li> <li>• Pediatric/Adolescent Gynecology</li> </ul>	<ul style="list-style-type: none"> <li>• All courses have been approved with recommended changes.</li> <li>• Courses will be sent to Curriculum Committee for approval once they are revised.</li> </ul>	Mr. Staack, Dr. Klapheke, Dr. Peppler	Completed
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>• <b>Friday, August 5th, 2016 - 8:00 AM COM 101</b></li> </ul>			