



University of Central Florida

College of Medicine

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

Meeting Date: 2/17/2017

Start time: 8:00 AM

Adjourn time: 9:30 AM

Chaired by: Dr. Martin Klapheke

Attendance: (Doctors) Bellew, Berman, Castiglioni, Caceres, Karch, Klapheke, Ladde, Lube, Monroe, Pepler, Verduin (Staff). Ms. Anderson, Ms. Bailey, Ms. Berry, Ms. Bowers, Ms. Cubero, Ms. Dexter, Mr. Franceshin, Ms. Gillfedder, Ms. Hasegawa, Ms. Kennedy, Ms. Linton, Ms. Marchand, Ms. Newsum, Ms. Orr, Dr. Selim, Mr. Staack, Ms. Walton (Students) MS3 Combs, MS3 Fleming, MS4 Reina.

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow Up
Review Minutes	<ul style="list-style-type: none"> Review of minutes from 12/16/16 meeting. 	Minutes approved	Dr. Klapheke	Completed
Announcements	<ul style="list-style-type: none"> Introduction of and welcome to Dan Franceschini – new simulation education specialist. Update on Clinical Partners - Dr. Pepler – Bay Pines has taken over the management of housing for the upcoming year. For next year we be adding M3 placements at Naples Community Hospital and Central Florida Regional Hospital in Sanford, and we will be expanding the use of HCA in Osceola. 246 days till LCME visit. Thanks to those that served on a subcommittee for the self-study. Need to finalize M4 Boot Camp schedules: send to Ken Staack NBME Friday November 10 is a holiday – Margaret Orr. We will need to move the NBME shelf exam up 1 day to Thursday, Nov 9. 			
Student Updates	<ul style="list-style-type: none"> M3 – No issues or concerns. M4 – Students want Boot Camp schedules. 		M3/M4 Student Representative	Completed
LCME data review: Student Performance and Clerkship	<ul style="list-style-type: none"> Areas of important focus include: <ul style="list-style-type: none"> Timeliness of grades Observed by faculty of history and exams Mid-clerkship feedback 	<ul style="list-style-type: none"> We need to make sure that faculty at the sites are all made aware of the specific UCF COM and clerkship goals and objectives are. 	Ms. Orr and Dr. Selim	Ongoing

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow Up
Evaluation Data, especially Duty Hours, etc.	<ul style="list-style-type: none"> ○ Comparability of learning experiences ○ Shared faculty at clinical sites 			
New SEPC guidelines	<ul style="list-style-type: none"> • Discussion of the need for clerkship director's documentation on end of clerkship student evaluation form of any concerns about professionalism or clinical skills. After documentation make Dr. Klapheke aware of any significant concerns so he can communicate with SEPC or Student Affairs as needed. Dr. Klapheke would like to see this information documented in the professionalism section of the evaluation. 	<ul style="list-style-type: none"> • Possibly make edits to OASIS evaluation to allow for more comments in the professionalism section of the evaluation, e.g., utilize Promobes setup. 	Dr. Klapheke	Completed
Orientation of new residents and clinical preceptors/faculty and documentation	<ul style="list-style-type: none"> • Faculty Development staff are currently meeting with residents at least once annually to provide an orientation on goals/objectives, grading rubric, etc., to meet LCME requirements. This training is usually completed in person but is also available online, both of which are documented (either attendance or completion of the post-orientation feedback form). • After initial orientation, individual faculty members also are oriented annually to any updates in grading rubric, etc. There was a discussion of possible ways of standardizing the documentation of this. 	<ul style="list-style-type: none"> • UCF COM faculty members can receive 15 minutes of CME credit for completing orientation modules related to goals and objectives. • Addendum: Dr. Klapheke met with Andrea Berry and Monica Bailey in f/u on 2-24-17, with a proposal made for each clerkship to submit to Faculty Development (Monica Bailey) annually a list of preceptors along with a designation of whether each preceptor has received any necessary annual updates (COM and clerkship objectives, grading rubric, industry relations policy, student mistreatment policy, duty hours, clinical log, attendance policy, etc.). For all preceptors who have NOT been updated, Monica Bailey will email them a link to an online orientation module to complete. Monica will then document all orientations in PACTS. 	Dr. Klapheke	In Progress
Core clerkship websites	<ul style="list-style-type: none"> • Faculty Development and Dr. Pepler are working on updating the clerkship websites. 	<ul style="list-style-type: none"> • We need to identify who is the target audience for the clerkship websites. <ul style="list-style-type: none"> ○ Future students ○ Future patients • Andrea will meet with all clerkship directors. 	Ms. Berry	In Progress

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow Up
Interprofessional Education Geriatric Health & Wellness program	<ul style="list-style-type: none"> IPE session was successful in 2016-2017. This program meets the requirement of having students work in teams when providing patient care. IPE will be needing to pull students one Friday in the fall from each clerkship. (Mid-August – Mid-September) Dr. Pepler indicated the Curriculum Committee supports this program. 		Dr. Kay	Completed
2016-2017 Mid-year M3 Clerkship and M4 rotation evaluations by students	<ul style="list-style-type: none"> Mid-year M4 – Very positive reviews by students of essentially all electives and acting internships. We are contacting course directors regarding any feedback of concern. Mid-year M3 – Overall very positive reviews by students of all clerkships. There were a few negative comments, and Dr. Klapheke is following up with each individual clerkship to analyze and address any concerns as indicated. 		Dr. Klapheke	In Progress
M4 Scheduling	<ul style="list-style-type: none"> Students would like to see live data of what is available for scheduling each M4 rotation. It is not possible for us to keep this information up to date due to how much of the information is dependent on data only available at away sites. 	<ul style="list-style-type: none"> This is a long term project with the Registrar's office working to streamline M4 scheduling in every way possible. 	Dr. Klapheke	Completed
Update on planning for required M4 Selective in Emergency Medicine	<ul style="list-style-type: none"> We are good to go for June. Need to update handbook. 	<ul style="list-style-type: none"> Students have concern about absences during interview months. However, there is good flexibility in the rotation due to the ability to trade shifts. 	Dr. Ladde	In Progress
EMR Demo	<ul style="list-style-type: none"> Dale will be providing a demo on EMR. Concern about how beneficial the EMR training would be since all facilities have different EMRs. Students feel like M3 and M4 students feel comfortable using EMR. 		Mr. Voorhees	In Progress
M4 Course Proposals	<ul style="list-style-type: none"> Academic Psychiatry Medical Externship in Research Hospice and Palliative Care Rotation Radiation Oncology Clinical/Research Rotation Geriatric Elective 	<p>Approved and will be sent to curriculum committee:</p> <ul style="list-style-type: none"> Academic Psychiatry Medical Externship in Research Hospice and Palliative Care Rotation Radiation Oncology Clinical/Research Rotation Geriatric Elective 	Mr. Staack, Dr. Klapheke, Dr. Pepler	Completed

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow Up
		Revisions Needed <ul style="list-style-type: none"> • Medical Externship in Research – minor edit (remove question marks). • Radiation Oncology Clinical/Research Rotation – Remove “research rotation” from title and remove “for independent study” from description. 		
Next Meeting	<ul style="list-style-type: none"> • Friday, March 31st, 2017 - 8:00 AM COM 101 			