



University of Central Florida

College of Medicine

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

Meeting Date: 3/31/2017

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 2/17/17 meeting. 	Minutes approved	Dr. Klapheke	Completed
Announcements	<ul style="list-style-type: none"> Update on Clinical Partners - Dr. Pepler – NCH will have two students in Internal Medicine; COM faculty will have a site visit to NCH April 24-25th. Central Florida Health will also start having students, and Flagler Hospital will again have 2 houses available for students. When the new SEPC grading and professionalism guidelines are approved, they will be communicated to students at M3 capstone and M4 orientation sessions. LCME accreditation visit coming in October. Need to finalize M4 Boot Camp schedules: send to Ken Staack NBME Friday November 10 is a holiday. 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 were happy with Match Day. Students had questions about the required new EM selective and AI requirement. 		M3/M4 Student Representative	Completed
LCME data review: Student	<ul style="list-style-type: none"> Data to date reviewed and is on target. 		Ms. Orr and Dr. Selim	Ongoing

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Performance and Clerkship Evaluation Data, especially Duty Hours, etc.				
IM/FM changes to objectives and grading rubric	<ul style="list-style-type: none"> Reviewed proposed changes to objectives and grading rubric. 	<ul style="list-style-type: none"> Changes approved Sent to curriculum committee for approval 	Dr. Pasarica	Completed
Surgery patient logs	<ul style="list-style-type: none"> Reviewed proposed changes to patient log. 	<ul style="list-style-type: none"> Changes approved Sent to curriculum committee for approval 	Dr. Lube	Completed
Pediatrics grading rubric	<ul style="list-style-type: none"> Reviewed proposed changes to grading rubric. 	<ul style="list-style-type: none"> Changes approved Sent to curriculum committee for approval 	Dr. Moran-Bano	Completed
Grade and Professionalism Algorithms in new SEPC Guidelines, including adding to clerkship objectives and grading rubric	<ul style="list-style-type: none"> Students have wanted a better idea of how SEPC makes decisions, and a new LCME requirement is for more specific guidelines for how SEPC responds to academic and professionalism concerns. Proposal presented for making changes to academic guidelines and professionalism issue guidelines. The guidelines have already been approved in principle by M1/M2 Subcommittee. Guidelines were reviewed with committee. Only the clerkship or rotation director can give a students a yellow or red card. Once cards are given then they go to Assistant Dean for Medical Education and Student Affairs for review. Students can appeal all red or yellow cards. Each clerkship needs to add a learning objective on professionalism if not already in place. The following Learning Objective was proposed for all clerkships (unless there is a pre-existing, equivalent learning objective already in place): "The student will demonstrate professional behaviors towards peers, faculty, staff, health care team members, and patients, in all learning and clinical encounters with regards to reliability and responsibility, self-improvement and adaptability, upholding ethical principles, and commitment to scholarship." 	<ul style="list-style-type: none"> New SEPC academic and professionalism guidelines were accepted after minor amendments discussed. Sent to curriculum committee for approval. New Learning Objective on Professionalism was accepted for all clerkships unless there is a pre-existing, equivalent learning objective already in place. Sent to curriculum committee for approval. 	Dr. Klapheke	Completed
Exam Policy in M3/M4	<ul style="list-style-type: none"> A new policy regarding exams in M3/M4 was proposed (e.g., for NBME shelf exams and other computerized or paper exams). NBME procedures are followed for NBME exams. Students taking non- 	<ul style="list-style-type: none"> Discussed possible edits/changes to the proposal. Addendum: Dr. Klapheke sent out an edited draft of the Exam Procedures for M3/M4, incorporating suggested changes 	Dr. Klapheke	In progress

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	<p>NBME, unproctored, exams or quizzes, must adhere at all times to the UCF COM Honor Code.</p> <ul style="list-style-type: none"> No entry to the exam room will be allowed once the exam has started. COM CSSC has its own set of policies that covers lateness at OSCEs, e.g., "Students will not be allowed to see their scheduled patient if they show up five (5) minutes after the start of the encounter." 	<p>made by M3/M4, and this was subsequently accepted by a majority vote of M3/M4 Subcommittee members.</p>		
<p>Orientation of new residents and clinical preceptors/faculty and documentation</p>	<ul style="list-style-type: none"> 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 any 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 updated orientations in PACTS. 	<ul style="list-style-type: none"> Margaret and Monica will meet to agree on a date that this should be done by. 	<p>Dr. Klapheke</p>	<p>In Progress</p>
<p>Update on planning for required M4 Selective in Emergency Medicine</p>	<ul style="list-style-type: none"> We are set to begin this in June. 		<p>Dr. Ladde</p>	<p>In Progress</p>
<p>Potential collaboration with UCSF on Wikimedicine project</p>	<ul style="list-style-type: none"> Nadine Dexter gave a presentation about potential collaboration with UCSF on a Wikimedicine project. 		<p>Ms. Dexter</p>	<p>Completed</p>
<p>M4 Course Proposals</p>	<ul style="list-style-type: none"> Sleep Medicine UCF RESTORES Treatment Center for PTSD WikiProject Medicine: A Medical Informatics Elective for Enhancing the Quality of Patient Education 	<p>Approved and will be sent to curriculum committee:</p> <ul style="list-style-type: none"> Sleep Medicine UCF RESTORES Treatment Center for PTSD – Change to existing course WikiProject Medicine: A Medical Informatics Elective for Enhancing the Quality of Patient Education <p>Revisions Needed</p>	<p>Mr. Staack, Dr. Klapheke, Dr. Pepler</p>	<p>Completed</p>

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		<ul style="list-style-type: none"> • Sleep Medicine – minor edit (adjust estimated outpatient time). • WikiProject Medicine – add note that schedule is flexible. 		
Next Meeting	<ul style="list-style-type: none"> • Friday, May 12th, 2017 - 8:00 AM COM 101 			