 **University of Central Florida**

**College *of* Medicine**

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

**Meeting Date:** 8/5/2016 **Start time**: 8:00 AM **Adjourn time**: 9:30 AM

**Chaired by**: Dr. Martin Klapheke **Attendance**: (Doctors) Bellew, Berman, Caceres, Karch, Klapheke, Lube, Mehta, Pasarica, Peppler, Salazar (Staff). Ms. Corsi, Ms. Cubero, Ms. Dexter, Ms. Gillfedder, 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** |
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| **Review Minutes** | * Review of minutes from 6/24/16 meeting.
 | * Minutes approved
 | Dr. Klapheke | Completed |
| **Announcements** | * Dr. Anuja Mehta – new Assistant Psychiatry Clerkship Director was introduced and welcomed.
* AAMC GQ was sent out electronically for everyone to review. The results were very positive from the class of 2016. Dr. Peppler stated that results were outstanding.
* Clinical Partner Updates from Dr. Peppler – met with academic assistant dean at Bay Pines – all is going well at site. Bay Pines would like to be involved with Emergency Medicine clerkship and possibly offer some additional electives. Students are pleased with Bay Pines experience – study space and lockers were requested.
* Orlando VA – is staring to set up clinicalservice lines – within the year we should be able to have students at the Lake Nona VA in Surgery, IM, Psychiatry, Neurology. IM is sending students to the VA starting in August.
* UCF COM Teaching hospital – now looking for a partner. Fast timeline due to a certificate of need being submitted. We hope to identify a partner by October.
* Step 1 update – 120 have taken the exam and 100% have passed – mean 235, will get national mean in the upcoming months.
* Step 2 CK update – 93 students have taken and 100% pass, mean 250
* Dr. Peppler passed out guidelines regarding when we should have an affiliation agreement for a site. Legal department will execute an affiliation agreement for the site.
* CME credit will be able to be offered for teaching in the clerkships: Category 1 credit, up to 20 hours/yr. We will need the state to define what counts as teaching. Faculty will need to submit a reflection of what they learned as a result of the teaching. We will look into offering CME credit for teaching to volunteer faculty as well.
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| **Student Updates** | * M4 – no issues or concerns.
* M3 – no issues or concerns. Dr. Peppler will reach out to Osceola Regional Hospital and Florida Hospital regarding badge access for students.
 |  | M3/M4 Student Representative | Completed |
| **LCME data review:  Student Performance and Clerkship Evaluation Data, especially Duty Hours, etc.**  | * LCME data from academic year 2015 – 2016, data shows that Bay Pines and Orlando Sites are comparable. With all our sites, final grades have been found to be comparable between students at all sites.
* We MUST have 100% compliance with getting grades posted within 6 weeks of end of required clerkships.
* History and Physical/Mental Exam data – GQ numbers are great, above national mean; internal survey scores are lower.
* Work load – no issues in regards to workload being appropriate.
* Patient Logs, percent of completion using alternative experiences – we are easily meeting the requirement in all clerkships.
* Duty hours – all clerkships are below the max of 80 hours per week averaged over a four week period.
* Mid clerkship evaluations – no issues with having all mid clerkship evaluations completed.
 | * Requested that student reps reach out to students. Tell students that they cannot work more than 80 hours per week.
* Must have all grades in by 6 weeks.
 | Ms. Orr and Dr. Selim | Ongoing |
| **M3 Scheduling** | * We will start scheduling M3 students for the upcoming 2017-2018 year starting in November.
 | * Need clerkships’ schedules, numbers, and curriculum changes approved by end of October for the 2017-2018 academic year.
 | Ms. Orr | Completed |
| **Review of Balance of Inpatient/Outpatient Experiences in M3 Clerkships** | * Dr. Klapheke shared current balance of inpatient vs. outpatient experiences for each clerkship.
* No issues noticed with balance of inpatient vs outpatient experiences.
* Pediatrics changed balance to 50% vs 50%
 | * LCME site team will be reviewing the balance of inpatient vs outpatient experiences, e.g., to see that students are having all the required clinical experiences in their clinical logs.
 | Dr. Klapheke | Ongoing |
| **Update on planning for required M4 Selective in Emergency Medicine** | * Have reached out to Heart of Florida and FH Kissimmee but have not been able to make much progress with them in regards to additional student slots. Hope to be able to add an additional slot at Orlando Health. New slots possibly available at Bay Pines.
 | * In progress
 | Dr. Ladde | In Progress |
| **M4 Academic Electives** | * Discussed possibly adding more Academic-Medicine M4 electives in each discipline, for students interested in academic careers – could include collaboration on research, go through resident as teacher program. Grade would be pass/fail based on projects, presentations, and teaching.
 |  | Dr. Klapheke |  |
| **Course Proposals** | * Oculo-Facial Plastic and Reconstructive Surgery
* Radiation Oncology Elective
* Radiation Oncology Clinical Research Rotation
* Integrated Medicine Elective Rotation
 | * Oculo-Facial Plastic and Reconstructive Surgery and

Radiation Oncology Elective courses have been approved. * Edits are needed for the Radiation Oncology Clinical Research Rotation
* Courses will be sent to Curriculum Committee for approval once they are revised.
 | Mr. Staack, Dr. Klapheke, Dr. Peppler | Completed |
| **Next Meeting** | * **Friday, September 23rd, 2016 - 8:00 AM COM 217**
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