



University of Central Florida

College of Medicine

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

Meeting Date: 9/23/2016

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, Pepler, 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
Review Minutes	<ul style="list-style-type: none"> Review of minutes from 8/5/16 meeting. 		Dr. Klapheke	Completed
Announcements	<ul style="list-style-type: none"> Enterprise looked at mistreatment stats from AAMC graduation questionnaire for the class of 2016. Drs. Pepler and Verduin made sure to address the data on mistreatment by forwarding the information to all site and clerkship directors. We have appointed academic assistant deans to Heart of Florida and Flagler. Assistant deans were appointed to address any on site issues. Bay Pines VA is working on apartment leasing; contract is being redone. We should know by November whether students will remain in the same apartment complexes or be moved to another location within a 5 mile radius. Teaching hospital partnership with HCA has not been finalized at this point. All 3 organizations: Orlando Health, Florida Hospital & HCA will be contacted to write in support letter. 			
Student Updates	<ul style="list-style-type: none"> M4 – no issues or concerns. M3 – Reached out to classmates regarding any duty hour violations. Only 2 students came forward noting that they were covering responsibilities of 3 students. The students at Bay Pines were taking extra calls. In 		M3/M4 Student Representative	Completed

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	<p>the future there will be three students and not just two students. Students suggest a case or SLM be created for M3 orientation that describe and provide scenarios on what to do to fully comply with duty hours policy.</p> <ul style="list-style-type: none"> • <i>Credentialing</i> -Class representative will email a couple of students to test out a new credentialing form prototype. 			
<p>M3 Shelf Exam Dates conflict with M1/M2 exam dates</p>	<ul style="list-style-type: none"> • Margaret has met with M1/M2 faculty regarding exam dates occurring at the same time as M3/M4 exam dates. There are conflicts. 	<ul style="list-style-type: none"> • 1sts option: Start M3/M4meeting 30 minutes earlier, so start time will be at 7:30am. NBME at 9:00am they would be out by 1pm. • 2nd option: Start NBME at 8am and move the M3/M4 meeting to 11:00 am-12:15pm. Committee discussed and voted to start meetings at 7:30am beginning summer of 2017. 	Ms. Orr	In Progress
<p>LCME data review: Student Performance and Clerkship Evaluation Data, especially Duty Hours, etc.</p>	<ul style="list-style-type: none"> • Red items: Grades need to be submitted on time. We will be cited if found out of compliance. The data from the “2016-2017 M3 Clerkship Data for LCME Blocks 1-2 Preliminary Report” will be submitted to the LCME. The data that appears under direct observation (of histories and exams) is very important. • We are formalizing the process with each of the LCME policies. Some of these will be reviewed by M1/M2 as well. • <i>Duty hours: LCME element 8.8. 1</i> - Policy has not changed. Just expanded the definition. Duty hours limited to 80 hours over a 4 week period according to ACGME standards. Approved by committee. • <i>Clinical supervision 9.3.1</i> - added definitions. Same policy. Approved by committee. • <i>Formative assessment feedback 9.7.1</i> - This states that the student has an opportunity to ask questions and get feedback. Students have the opportunity to meet with clerkship director by mid-clerkship time. This policy was separated from the narrative assessment policy, and a pre-clerkship component was added. Committee suggests to change the following verbiage located in section 2.0 to read as: “sufficient time for remediation” and to alter “mid- 		Ms. Orr and Dr. Selim	Ongoing

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	<p>point” to read as “approximate mid-point”. Approved by committee.</p> <ul style="list-style-type: none"> • <i>Grade release policy 9.8.1</i>- We previously did not have a written policy. We now have an official written policy. Approved by committee. • <i>Student assignments to clinical sites 10.9.1</i>- What we have been doing, but now it is a formal policy. We are not required to accommodate all student requests, but we do have a process whereby students have the option to make requests. Approved by committee. • <i>Clinical supervision 9.3.1</i> - added definitions. Same policy. Approved by committee. • <i>Resident orientation to clinical teaching 9.1.1</i>– needs to be updated. 			
End-of-Academic year review of Student Evaluations of M4 rotations and faculty	<ul style="list-style-type: none"> • Very positive feedback from students for virtually all rotations and faculty. Only a few minor/mixed negative comments. Kudos to the 4th year faculty on a job well done! 		Dr. Klapheke	Completed
COM Narrative Assessment Policy for M1/M2 and M3/M4	<ul style="list-style-type: none"> • <i>Narrative assessment LCME 9.5.1</i> – Students will receive narrative assessments when indicated by the context of the teacher student interaction. This policy will be adapted to include M1/M2. LCME encourages narratives in the mid-clerkship evaluation. Approved by committee. 		Dr. Klapheke/Dr. Selim	Ongoing
Update on planning for required M4 Selective in Emergency Medicine	<ul style="list-style-type: none"> • 154 slots so far for next year. This will be a required M4 elective starting summer of 2017. 	<ul style="list-style-type: none"> • In progress 	Dr. Ladde	In Progress
Review of M3/M4 calendars	<ul style="list-style-type: none"> • Based on registrar’s 5 year calendar, this year our M3 students will have an unusually long (3 week) holiday break. • Third year calendar approved for 2017-2018. • Fourth year calendar approved for 2017-2018. 		Ms. Orr	
M4 Course Proposals	<p><i>Pathology and lab medicine</i>: approved by committee <i>Oculo-Facial Plastic and Reconstructive Surgery</i> and <i>Radiation Oncology Elective</i> courses have been approved.</p>	<ul style="list-style-type: none"> • 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. Pepler	Completed

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	<p><i>Arts in Medicine:</i> Committee suggests to find a minimum number of students. Approved by committee.</p> <p><i>Follow up notes:</i></p> <ul style="list-style-type: none"> • Dr. Cendan followed up with “other instructors in the AIM proposal and they agreed that a minimum number of students would be sensible to optimize the experience”. The course will run if we have 8-12 students (8 min; 12max). • 4-5 students have indicated an interest to Christie Hasegawa as of 9/27/2016. <p><i>Urology elective:</i> Per Deedra, we have the “Smiths” book in the library, but we do not have the other book in the library. Nadine will contact the VA library on status of books. Committee needs clarification on whether students will be assisting or participating in surgery. Approved by committee.</p> <p><i>Follow up notes:</i></p> <ul style="list-style-type: none"> • Dr. Jan Colli has requested that the application be withdrawn. She will be transferring to another VAMC. <p><i>Hematology/Oncology elective:</i> Approved by committee.</p> <p><i>Emergency medicine elective:</i> change course title from “clerkship” to “elective”. Approved by committee.</p> <p><i>ENT:</i> course title should be worded “elective” not “clerkship”. Need clarification if students will be participating in surgeries. Can this be available to third year students rotating in the Surgery clerkship as a Selective? Library will check with VA on book availability. Approved by committee.</p> <p><i>Follow up notes:</i></p> <ul style="list-style-type: none"> • “Students will be able to participate in procedures. We do procedures in clinic, minor surgery and main operating room. Much of that is dependent on their skill level, interest, enthusiasm, attending comfort, etc...” • Dr. Dennis Diaz is open to M3 students participating as a Selective in M3. Katherine Newsum was included in the email for further communication. 			

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	<ul style="list-style-type: none"> • We will move forward with the M4 rotation paperwork and forward to COM M.D. Curriculum Committee. <p><i>Thoracic surgery:</i> course title should be worded “elective” not “clerkship”. Clarify start time of this rotation so that there are sufficient numbers of patients on the service. (One thoracic surgeon at VA left 9/22/2016); we will request the addition of “Consent of Instructor” before assigning students. Approved by committee.</p> <p><i>Advanced dermatology:</i> Has the physician been vetted? Come back to this course during our next meeting. Note that the hours equal more than 100%.</p>			
Next Meeting	<ul style="list-style-type: none"> • Friday, November 4th, 2016 - 8:00 AM COM 101 			