



University of Central Florida

College of Medicine

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

Meeting Date: 9/29/2017

Start time: 7:30 AM

Adjourn time: 9:30 AM

Chaired by: Dr. Klapheke

Attendance: (Doctors) Berman, Caceres, Fagan, Klapheke, Lube, Ladde, Pasarica, Peppler, Moran-Bano, Verduin (Staff). Ms. Anderson, Ms. Bailey, Ms. Bowers, Ms. Corsi, Ms. Cubero, Ms. Dexter, Mr. Franceschini, Ms. Gilfedder, Ms. Hasegawa, Ms. Kennedy, Ms. Linton, Ms. Newsum, Ms. Orr, Dr. Selim, Mr. Voorhees, Ms. Walton (Students) MS3 Sterling

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow Up
Review Minutes	<ul style="list-style-type: none">Review of minutes from 8/11/17 meeting.	Minutes approved **Dr. Pasarica requested minutes be corrected under student updates. It states that Pasarica will be starting specialty rotations for medicine in 2018-2019 should be changed to is “considering”, not that she said “yes”.	Dr. Klapheke	Completed
Announcements	<ul style="list-style-type: none">Update on Clinical Partners - Dr. Peppler has been meeting with VA regarding credentialing the class of 2020. 39 students from that class needs to be fingerprinted. Any trainees at the VA must get flu shots.Due to Hurricane Irma, students were out for a long period of time and lost clinical days. UCF closed because of concerns that arose from students and parents regarding travels and long distance. In retrospect, perhaps Clerkship students did not need to be out 11 days. We will be looking into this so that students do not miss so much clinical duties. Due to the hurricane, we lost student housing again at Flagler, but we will probably be able to go back in December 2017.			

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	<ul style="list-style-type: none"> Puerto Rico- Maria, 4 schools with displaced students. Dr. Pep reached out to our clinical partners to see if interest in increasing number of students at these sites. NCH will increase number of electives for M4. Scheduling for class of 2020 is proceeding. Updates on surgery in Ocala, no updates. Waiting on NCH in regards to housing. Each Clerkship Director/Coordinator should review their clerkship data currently on the COM webpage for accuracy. Do we want to make each clerkship's webpage description similar in layout/design? https://med.ucf.edu/academics/md-program/ 	<ul style="list-style-type: none"> The clerkship orientation SLM will be shown to the rising M3 students on 10/13 and M3 scheduling will begin on 11/3. Students originally from North Florida will be surveyed to see if they have interest in rotating at our sites there, e.g., and be able to stay in their family homes. Ask the class on who would be interested in living in Ocala. Committee voted that clerkship webpages should be consistent for accuracy. Clerkship Coordinators will discuss possible template to follow. 	Margaret will send a survey to students.	
Student Updates	<ul style="list-style-type: none"> No updates. Everyone is coping well and doing ok following the hurricane. 		M3/M4 Student Representative	Completed
LCME data review: Student Performance and Clerkship Evaluation Data, especially Duty Hours, etc.	<ul style="list-style-type: none"> Grades' reporting: has been timely. 	Keep up the good work	Ms. Orr and Dr. Selim	Ongoing
LCME preparation for Clerkship Directors and Coordinators	<ul style="list-style-type: none"> Clerkship Director LCME Meeting Clerkship Web pages 	<ul style="list-style-type: none"> LCME discussion meeting at 8:15am today Standardization on individual clerkship websites. Send the GPS link to the preceptors so everyone knows where to go. Coordinator need to structure the website and define a consensus on the website 	Dr. Selim	In Progress

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	<ul style="list-style-type: none"> Clerkship objects are mapped to COM program objectives. Not all clerkships have provided this information. Please refresh the information if any changes are needed. 	<ul style="list-style-type: none"> Clerkship Directors will update the mapping of their clerkship objectives to the M.D. Program objectives as needed. 		
Mapping preceptors to students in Oasis	<ul style="list-style-type: none"> Mapping of students to residents and faculty. Dr. Caceres feels like sometimes the student is mapped to the wrong person. Suggested working with residency coordinators to get schedules so there is accurate mapping for student evaluations. 	<ul style="list-style-type: none"> Drs. Lube and Caceres will work on finding techniques in regards to mapping students with preceptors in Oasis 	Dr. Caceres	Completed
MSPEs clerkship comments	<ul style="list-style-type: none"> Dr. Verduin provides a brief overview of the clerkship role regarding evaluating preceptors' comments. Student Affairs reviews all MSPE summaries. They are then edited for inappropriate comments, typos, length, and if the preceptor mentions the students interest in a specialty. Comments such as age or relationships are removed. Negative comments are reviewed to see if there are patterns throughout the clerkship. If it's a contradictory comment to all other comments throughout the rotation, Dr. Verduin will contact the clerkship director to confirm the comments. You can add the clinical skills Oasis comments section to the MSPE. The word "solid" is not a good word in an MSPE. Use discretion in summary. 	Dr. Verduin has some tips on how to write an MSPE and will share with those interested. Clerkship directors can make the decision to keep or not keep certain comments as appropriate.	Dr. Verduin	Complete
Intro to the Clerkships module for new faculty	<ul style="list-style-type: none"> Monica Bailey: On the Resident as teacher (RAT) page, online clerkship orientation modules are available. For example, faculty in Neurology are using the module and it is tracked and confirmed as an orientation. Faculty Life Office (FLO) is not actively tracking completion of modules. Participation is tracked through CME. RAT first module is required, but the other modules are not mandatory. If there are any topics that you are interested in for your preceptors, please contact FLO. For LCME purposes, orientation module includes specific clerkship. Every June, each Clerkship Coordinator will send a list of all active clerkship preceptors and whether each has been updated on any changes in core clerkship information (learning objectives, grading rubric, student mistreatment policy, industry relations policy, etc.). Monica will track those who have not completed the modules and have them 	<ul style="list-style-type: none"> Need to add industry relations Make sure the most up to date mistreatment policy is uploaded. 	Ms. Bailey	Complete

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	<p>complete it. PACTS will be considered as a tracking tool for module completion.</p> <ul style="list-style-type: none"> Topics available in the RAT module: contact information, objectives, grading rubric, policies, teaching tools, links to other modules, student mistreatment policy. 			
Review/approval of any new M4 course proposals	<ul style="list-style-type: none"> Diagnostic and Interventional Radiology Fourth Year Elective Adult Orthopedic Surgery Acting Internship 	<ul style="list-style-type: none"> Did not have time to review during this meeting. Committee is to review on own time. An email will be sent to vote on these electives. 	Mr. Staack, Dr. Klapheke, Dr. Peppler	Completed
Next Meeting	<ul style="list-style-type: none"> Thursday, November 9, 2017 - 7:30 AM COM 101 			