



University of Central Florida

College of Medicine

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

Meeting Date: 3/30/2018

Start time: 7:30 AM

Adjourn time: 9:30 AM

Chaired by: Dr. Klapheke

Attendance: (Doctors) Bellew, Berman, Castiglioni, Daroowalla, Fagan, Klapheke, Ladde, Lube, Moran-Bano, Pasarica, Peppler, Verduin (Staff). Ms. Berry, Ms. Corsi, Ms. Cubero, Ms. Dexter, Ms. Gilfedder, Ms. Hasegawa, Ms. Kennedy, Ms. Linton, Ms. Marchand, Ms. Newsum, Ms. Orr, Dr. Selim, Mr. Staack, Mr. Franceshino, Ms. Griffin, (Students) MS4 Esplin, MS3 Sterling, MS3 Altier, MS3 Brennan.

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow Up
Review Minutes	<ul style="list-style-type: none"> Review of minutes from 2/16/17 meeting. 	<ul style="list-style-type: none"> Minutes approved 	Dr. Klapheke	Completed
Announcements	<ul style="list-style-type: none"> Reminder to Clerkship Directors & Coordinators: please finalize your Boot Camps for the M4 Capstone Week and send your schedule to Ken Staack. Affiliation agreement with FH terminating in January. OH will not increase student spaces available. Increase in assignments at Osceola, VA, HCA Ocala, HCA Gainesville, and Nemours. Dr. Bellew will be leaving UCF to take on a new position. COM will need a new Neurology clerkship director. Beginning this year, the Human Resources time table for reclassification of positons has been pushed back further into the year. Entire academic year schedules for each clerkship's student site placements are due to Margaret ASAP. 		Dr. Klapheke	Completed
Student Updates	<ul style="list-style-type: none"> Completion of VSLO (opens March 1) paperwork – The time required to complete paperwork has been increased due to VSLO and VSAS merging and increased health documentation requirements. An SLM for the VSLO process was made and given to M3 students in November. M3, and will be updated, e.g., with when PPDs and vaccines should be 	<ul style="list-style-type: none"> Ask curriculum committee to review P/F grading in the M3 year 	M3/M4 Student Representative	Completed

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	<p>completed. Students were reminded they are eligible for an excused absence for health care including PPDs, etc.</p> <ul style="list-style-type: none"> Students request that the Curriculum Committee reconsider Pass/Fail grading for M1 through M4. 			
Beginning May 2018, all M3 Clerkships will end on the final Wednesday	<ul style="list-style-type: none"> PLAN: beginning May 2018, all M3 Clerkships will end on the final Wednesday, have NBME Exam on the final Thursday, and utilize the final Friday for LCTs and Student Affairs meetings. <u>The M3/M4 meeting will be held the final Friday morning at 8:30 to 10:00am.</u> 		Dr. Klapheke	Completed
LCME data review	<ul style="list-style-type: none"> Everything looks good. One case of duty hours was over time, but just by 15 minutes. 		Dr. Selim and Ms. Orr	Completed
Medical Student Documentation in the EMR	<ul style="list-style-type: none"> Handout reviewed on new student EHR documentation allowances from CMS. AAMC guidelines were reviewed including a “to do” list for implementing the change of allowing student document in the EHR. 		Dr. Klapheke	Complete
Changes in IM/FM Clerkship	<ul style="list-style-type: none"> Revisions to Required Procedures and Grading Rubric – presented and explained by Dr. Daroowalla EBM project modifications to make it less taxing on the students. Assignment will be P/F – Dr. Lebowitz Above changes are being made based on from feedback from students and PES, and will allow more distinction between the disciplines of Family and Internal Medicine. 	<ul style="list-style-type: none"> Approved 	Dr. Klapheke	Completed
Changes to the Neurology Clerkship	<ul style="list-style-type: none"> Changes to structure of the Neurology Clerkship with reviewed. Changes were voted on and approved by M3/M3 and M.D. Program Curriculum Committees via email votes last week. 	<ul style="list-style-type: none"> Approved via email vote 	Ms. Corsi and Mr. Larkin	Completed
Update from CDIM conference on Student Evaluations	<ul style="list-style-type: none"> Suggestion to move narrative comment boxes on student performance evaluations before the Likert questions in an effort to obtain more narrative comments regarding student performance. This is based on successful implementation at other medical schools. 	<ul style="list-style-type: none"> Changes will be implemented for the 2018/2019 academic year 	Mr. Staack and Ms. Orr	Completed
CSAC-approved feedback process for all clerkship OSCEs	<ul style="list-style-type: none"> Clinical Skills Assessment Committee changes on the M3 Clerkship OSCEs' feedback process were reviewed. The proposed policy will provide standardized feedback students received after completion of 	<ul style="list-style-type: none"> Approved 	Dr. Castiglioni	Completed

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	summative M3 Clerkship OSCE's and promote student self-reflection and improvement of clinical skills through longitudinal review of performance after each OSCE.			
Review/approval of any new M4 course proposals	<ul style="list-style-type: none"> • Reproductive Endocrinology and Infertility – Dr. Caceres • Clinical Pharmacology – Dr. Klapheke • REVISIONS: Introduction to the Ambulatory Surgical Center – Dr. Klapheke and Ken Staack • Discussion of Elective in Trichology – Update from Dr. Klapheke 	<ul style="list-style-type: none"> • Reproductive Endocrinology and Infertility – Approved • Clinical Pharmacology – Approved • REVISIONS: Introduction to the Ambulatory Surgical Center – Approved • Elective in Trichology – Approved with changing category to “General” rather than “Dermatology”. 	Dr. Klapheke and Mr. Staack	Completed
Next Meeting	Friday, May 11, 2018 - 7:30 AM COM 101	<ul style="list-style-type: none"> • 		