



**University of Central Florida
College of Medicine
M.D. Program Curriculum Committee Minutes – M3/M4**

Meeting Date: 8/9/2019

Start time: 7:30 AM

Adjourn time: 9:00 AM

Chaired by: Dr. Klapheke

Attendance: (Doctors) Castiglioni, Daroowalla, Fagan, Klapheke, Moran-Bano, Pasarica, Peppler, Rubero, Taitano (Staff), Ms. Anderson, Ms. Blom, Ms. Corsi, Ms. Cubero, Dr. Dexter, Mr. Franceschini, Ms. Gilfedder, Ms. Hasegawa, Ms. Kennedy, Ms. Linton, Ms. Marchand, Ms. Newsum, Mr. Orengo, Ms. Orr, Dr. Selim, Mr. Staack, Mr. Vorhees (Students) Meena Kanhai MS3, Jacob Renuart MS3

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow Up
Review Minutes	<ul style="list-style-type: none"> Review of minutes from 6/28/2019 meeting. 	<ul style="list-style-type: none"> Minutes approved 	Dr. Klapheke	Completed
Announcements	<ul style="list-style-type: none"> Update on Clinical Partners – Dr. Peppler <ul style="list-style-type: none"> M3 rotations are still active as usual at Heart of Florida. Things going well at Ocala and NF. NF's rotation in OB-GYN has been well received. Ocala FM students pleased as well. Saint Cloud – GYN oncology rotation will begin in the 4th block. EM will be starting soon as well. IM slower to develop – conversations have begun. 4th year electives in anesthesiology, cardiology, etc. August 28th trip to Poinciana medical center to begin affiliation: looking to begin with IM and Surgery. Block 4 Pediatric nursery experience to be moved to Osceola Regional. “Failure to submit required credentialing documentation in a timely manner” is listed in the revised SEPC Policy as an example of when “a student would be spoken to informally to indicate 		Dr. Klapheke	In-Progress

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	<p>concern and to explain what tenets of professionalism are not being adequately demonstrated." A student who continues to demonstrate similar behaviors would receive a yellow card.</p> <ul style="list-style-type: none"> Annual Review (August) of any changes in core M3 Clerkship Policies that need to be communicated to all clinical sites/preceptors, e.g., significant changes to goals/objectives, grading rubric, etc. These can be communicated during annual visits with sites or through email. 			
Procedure Practice Offered by CSSC & Clerkship OSCEs	<ul style="list-style-type: none"> PROCEDURES & SKILLS PRACTICE SESSIONS (PSPS) – Carolina Marchena & Daniel Franceschini of CSSC: <ul style="list-style-type: none"> 100% voluntary practice opportunities for students, and will not interfere with clinical duties. Examples: Central line, IV insertion, etc. Open to develop other procedures. Can take student referrals, including from Clerkship Directors or students themselves. Survey implemented before and after for feedback. OSCE instructions reviewed. 	<ul style="list-style-type: none"> Implement "No Makeup" policy for students who are tardy. Student will receive a 0 score for that specific station. Send OSCE instructions to Soraya to post on GPS or a central location on Webcourses. 	Dr. Castiglioni and Mr. Franceschini	In-Progress
Student Updates	<ul style="list-style-type: none"> M3/M4 committee transparency with all students – will meeting minutes be emailed out to students? Yes, approximately 1 week from date of meeting. Shifts with clinical sites. Concern that a student's schedule will change without much notice. <ul style="list-style-type: none"> 6 weeks advance notice for IM. Variable by clerkship. New sites are being added, but last minute changes will be avoided if possible. IM is asking for students to volunteer to rotate to new sites (NF). Students are concerned with the status of Heart of Florida. <ul style="list-style-type: none"> CEO of Heart of Florida has informed COM that they will be absorbed by Advent Health 	<ul style="list-style-type: none"> Dr. Peppler suggested that current M3 students work with Margaret Orr to help with the revamp of the student scheduling process. 	M3/M4 Student Representative (s) – Jacob Renuart & Meena Kanhai	In-Progress

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	as of September 1 st . Business as usual at this point.			
Faculty Development Update	<ul style="list-style-type: none"> Recent Site Visits: <ul style="list-style-type: none"> VA – Neurology Faculty Osceola – Psychiatry, OBGYN, and Neurology Faculty Naples – IM Faculty Bay Pines 	<ul style="list-style-type: none"> Give a heads up to clerkship director's and administrators to solicit involvement with future site visits if desired. 	Ms. Blom	In-Progress
LCME Data Review Student Performance and Clerkship Evaluation Data, especially Duty Hours, etc	<ul style="list-style-type: none"> Data looks okay. <ul style="list-style-type: none"> Direct observation numbers for the pediatric clerkship are lower. 	<ul style="list-style-type: none"> Emphasize during mid-clerkship meetings. 	Dr. Selim and Ms. Orr	In-Progress
Summary of M4 Students' Evaluations of M4 Rotations and Faculty 2018-2019	<ul style="list-style-type: none"> Overwhelmingly positive. Concerns: M4 students more patient care responsibility; also, the numbers of learners with certain rotations needs to continue to be monitored. 	<ul style="list-style-type: none"> 	Dr. Klapheke	In-Progress
Can We Begin to Give Stipends to Site Directors +/- Preceptors?	<ul style="list-style-type: none"> Qualtrics survey is in development to be distributed to clerkship administration. Dr. Peppler is waiting for proposals before presenting this to the Dean. It is a two or three year funding process to be brought to and approved by legislature. \$1.2 – 5.4 million estimated. Multiple schools facing similar issues across the nation. 	Offer to Advent Health or OH if approved?	Drs. Daroowalla and Klapheke	In-Progress
M4 and M3 Attendance Policy	<ul style="list-style-type: none"> Students can currently be away for residency interviews for 4 days on a 4-week AI. Should we shift to 2 day limit? <ul style="list-style-type: none"> Students could perceive that we are not being supportive in their application to residency. Should COM M3/M4 attendance policy formally state that any absences in excess of a total of three excused absences per 4-6 week rotation remediated? Should this also apply to absences due to religious observances? <ul style="list-style-type: none"> Dr. Klapheke will review. Wouldn't take effect until new academic year (2020). 	<ul style="list-style-type: none"> Continue with standard practice – pending further data. Bring this item back to the agenda in the next coming months approaching the new academic year. 	Drs. Daroowalla and Klapheke	In-Progress

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CTAG Update	<ul style="list-style-type: none"> • 5 task forces are forming. <ul style="list-style-type: none"> ○ Assessment ○ Governance ○ Integrated content and pedagogy ○ Scholarship and areas of concentration ○ Learning Environment • Executive committee – Drs. Klapheke, Kibble, Castiglioni, Davey, and Kay, and CTAG members. • CTAG is meeting every Tuesday morning at 7 AM. • Faculty are anxious about the unknowns of curriculum transformation – as reported by the Faculty Life Office via faculty check-ins. 	<ul style="list-style-type: none"> • 	Dr. Daroowalla	In-Progress
Discussion Regarding NBME Shelf Exams	<ul style="list-style-type: none"> • The NBME Shelf Exam can only be missed for excused absences. Currently, they are required to acquire a doctor's note. • Should there be rigid consistency among Clerkship Directors in use of NBME Shelf Exam cutoffs for "A" grade? <ul style="list-style-type: none"> ○ Difficult to have a uniform policy. ○ Each clerkship values a specific set of skills. • Use three year average? • Change would not take effect until May 2020. 		Dr. Daroowalla	In-Progress
Discussion Regarding Students Delaying the Start of M3 to Study for Step 1	<ul style="list-style-type: none"> • Is it time to allow students to take Step 1 during the M3 year (perhaps during an elective block is such a course is proposed) as long as they understand the pros/cons? <ul style="list-style-type: none"> ○ Concerns with students delaying and not passing. ○ A number of schools are moving to a structure in which Step 1 is take after the core clerkships. These schools see an initial bump in scores followed by the scores leveling out. Failure rate drops significantly and does not change. ○ National board is considering moving to pass/fail. 		Dr. Klapheke	In-Progress

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Structure of the M3 year for 2020-2021 and in to the future	<ul style="list-style-type: none"> Streamlining of scheduling students for M3 Core Clerkships and M3 Elective – Dr. Klapheke and Margaret Orr Module director and coordinator for M3 Electives – Dr. Klapheke Continue with current structure for 2020-2021. In subsequent years, consider adding 1-week Intersessions after every 12 weeks of M3 Core Clerkships; this would be contingent on an earlier completion of M1/M2 to allow calendar space. Intersessions would allow more clinical time in the Core Clerkships since some curriculum could be moved out of the Core Clerkships and into the Intersessions, e.g., Intersessions could potentially include: <ul style="list-style-type: none"> Practice of Medicine-3: would need a module director and coordinator NBME Shelf Exams Multidisciplinary OSCEs (opportunity for greater standardization) Basic Science Integration LCTs Student Affairs meetings 	<ul style="list-style-type: none"> Hold for next meeting. 	Dr. Klapheke and Ms. Orr	In-Progress
Standardization of Clerkship Grading Rubrics and Narratives for 2020-2021?	<ul style="list-style-type: none"> Must be supported by CTAG and consistent with assessment philosophy of UCF COM, M1-M4. Include NBME Shelf Exam scores and other objective performance data (OSCE performance, etc.) for each clerkship? Eliminate NBME Shelf Exam cutoff score determinants of “A” Continue to NOT provide prior clinical performance during “learner handover” to the next clinical supervisor? Academic Medicine article (published ahead of print). 	Hold for next meeting.	Dr. Klapheke	In-Progress

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Next Meeting	<ul style="list-style-type: none"> Friday, September 27, 2019 - 7:30 AM COM 102 			