



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

**Meeting Date:** 9/27/2019

**Start time:** 7:30 AM

**Adjourn time:** 9:00 AM

**Chaired by:** Dr. Pasarica

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

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow Up
<b>Review Minutes</b>	<ul style="list-style-type: none"> <li>Review of minutes from 8/9/2019 meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Minutes approved</li> </ul>	Dr. Pasarica	Completed
<b>Announcements</b>	<ul style="list-style-type: none"> <li>Reviewed Student Mistreatment Policy.</li> <li>New system – Promobis. Professionalism system which will utilize Qualtrics. More info to come.</li> <li>Faculty Development would like to ask if clerkship directors and administrators would like to be involved for faculty development visits. Content is oriented towards general teaching practices.               <ul style="list-style-type: none"> <li>Develop material together.</li> <li>May be difficult to coordinate visits for many of the clerkship directors.</li> <li>Develop a consistent message.</li> <li>Clerkship directors agreed with increased involvement and validation of message</li> </ul> </li> <li>Shift in week #1 of Neurology Clerkship to increase clinical exposure – Dr. Berman               <ul style="list-style-type: none"> <li>The clerkship has seen an increased capacity to serve students.</li> <li>Student comments expressed desire to increase clinical exposure.</li> <li>Compress didactics to 2 days. Orientations would occur on the Friday following OSCE.</li> <li>Beginning with Block 4 of this academic year.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Clerkship Directors and Administrators have been added to invites for Faculty Development site visits.</li> <li>Clerkship directors will validate the message delivered prior to dissemination</li> </ul>	Dr. Pasarica	In-Progress

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	<ul style="list-style-type: none"> <li>Update on Clinical Partners – Dr. Peppler               <ul style="list-style-type: none"> <li>Dr. Peppler is preparing for annual visits with sites beginning in October.</li> <li>Lisa Dixon from HCA is having a meeting with Program Directors in the coming week. HCA wants to place an emphasis in the quality of their undergraduate program.</li> <li>Had a meeting with clerkship administrators in regards to the strengths of HCA sites. Will present a plan to leadership.</li> <li>Class of 2022 has asked about opportunities with HCA Kendall Regional Medical Center in Miami for an experience in Trauma as an elective. Conversations have begun to discuss the viability of this experience.</li> <li>Dr. Peppler reviewed National Board of Medical Examiners USMLE Step 2 results.</li> <li>Saint Cloud - Starting GYN and Emergency Medicine. Interest from an Ophthalmologist and Neurologists.</li> <li>Waiting on Surgery at HCA Poinciana Medical Center.</li> <li>HCA Central Florida Regional Hospital – Looking to place OB/GYN students.</li> <li>Looking into recrafting the organization of the OB clerkship in terms of leadership.</li> <li>Family Medicine has a new site - WellMed. 2 students will rotate next year.</li> <li>IM will be rotating to Gainesville and Ocala starting Block 5 of this academic year.</li> </ul> </li> </ul>			
<b>Student Updates</b>	<ul style="list-style-type: none"> <li>Motion to move Clerkship Orientations to Thursday afternoons               <ul style="list-style-type: none"> <li>Polled classmates and results were overwhelmingly in favor of this proposed change.</li> <li>2 PM would be the earliest time to begin.</li> <li>Room availability is an issue.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Strongly consider implementing this change for the next academic year. Not possible for implementation this year.</li> </ul>	M3/M4 Student Representative – Jacob Renuart (MS3) & Meena Kanhai (MS3)	In-Progress

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	<ul style="list-style-type: none"> <li>OB/GYN uses the Simulation Center for their orientations. Would have to coordinate with Clinical Skills.</li> <li>Currently, Thursdays afternoons are used for some credentialing, Friday for suture labs, credentialing and other paperwork.</li> </ul>			
<b>LCME Data Review Student Performance and Clerkship Evaluation Data, especially Duty Hours, etc.</b>	<ul style="list-style-type: none"> <li>Alternative clinical experiences: seem to be using more in Surgery. More than likely a reflection of the loss of some clinical sites. Dr. Taitano anticipates a decrease as the year moves along.</li> </ul>	<ul style="list-style-type: none"> <li>Keep monitoring the use of alternative experiences</li> </ul>	Dr. Selim and Ms. Orr	In-Progress
<b>2020 – 2021 Academic Calendars</b>	<ul style="list-style-type: none"> <li>Ms. Orr presented the proposed academic calendars for M3 and M4s for the upcoming academic year. No Veteran's day holiday. Otherwise, the calendar has not changed much.</li> <li>Students prefer to have Final M3 OSCE aIMFM clerkship after they take the clerkship OSCE (as a good practice)</li> </ul>	<ul style="list-style-type: none"> <li>Proposed calendar is approved. Passing to Curriculum Committee.</li> </ul>	Ms. Orr and Mr. Staack	In-Progress
<b>CTAG Update</b>	<ul style="list-style-type: none"> <li>CTAG will have a fuller discussion with leadership to ensure that the direction that they are moving in is achievable. Until then, CTAG is on pause.</li> </ul>		Dr. Daroowalla	In-Progress
<b>Policy Change for Discussion</b>	<ul style="list-style-type: none"> <li>Proposed numbers of excused absences/per rotation: <ul style="list-style-type: none"> <li>1 days for a 2 week rotation, 2 days for a 4 week rotation, 3 days for a 6 week rotation. All 3<sup>rd</sup> year rotations will be capped at 3 days of excused absences.</li> <li>Any excused absences in excess of these limits will need to be made up, e.g., if a student has 4 excused absences during a 6-week rotation, they will need to make arrangements with the rotation director to make up 1 day (perhaps through weekend or on-call duties).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Motion to was approved with small modification." Students are allowed to take excused absence for 1 day (for a 2 week rotation), 2 days (for a 4 week rotation) and 3 days (for a 6 or more weeks rotations). Any excused absences in excess of these limits will be allowed at the discretion of the module director and will require to be made up for equivalent experience(perhaps through weekend or on-call duties).</li> <li>Passing to Curriculum Committee.</li> </ul>	Dr. Pasarica	In-Progress
<b>Review/Approval of any new M4 Course Proposals</b>	<ul style="list-style-type: none"> <li>Essentials of Musculoskeletal Care <ul style="list-style-type: none"> <li>Work with library to create a course library guide.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Hold on "Essentials of Musculoskeletal Care".</li> <li>Medical Education/Medical Ethics – Approved with added recommendation of library guide creation. Passing to Curriculum Committee.</li> </ul>	Mr. Staack	In-Progress

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	<ul style="list-style-type: none"> <li>○ Contact Dr. Shah to make this completely outpatient do that it is not conflict with the hospital</li> <li>● Medical Education/Medical Ethics               <ul style="list-style-type: none"> <li>○ Some books in the list provided are not currently owned.</li> <li>○ Work with the library to create a course library guide.</li> </ul> </li> </ul>			
<b>Structure of the M3 year for 2020-2021 and in to the future</b>	<ul style="list-style-type: none"> <li>● Streamlining of scheduling students for M3 Core Clerkships and M3 Elective – Margaret Orr               <ul style="list-style-type: none"> <li>○ Changing scheduling for next year with the goal of automating it as much as possible.</li> <li>○ Scheduling will be a 2 step process: Step 1 – Selecting clerkship order. Step 2 – Selecting clerkship location.</li> <li>○ Students rank their preferences for core clerkship order and swap if wanted.</li> <li>○ Students will rank specific clerkship locations via Oasis. Students will have the opportunity to swap locations within the same block.</li> <li>○ Electives will be selected via a survey.</li> <li>○ Hope to have scheduling completed by January.</li> <li>○ Pet licenses are required for certain counties which has been an issue this year for student housing.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Clerkship scheduling is being tested.</li> </ul>	Dr. Pasarica	In-Progress
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>● Friday, November 8, 2019 - 7:30 AM COM 102</li> </ul>			