



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

Meeting Date: 11/8/2019

Start time: 7:30 AM

Adjourn time: 9:00 AM

Chaired by: Dr. Klapheke

Attendance: (Doctors) Berman, Daroowalla, Klapheke, Moran-Bano, Pasarica, Rubero, Taitano, (Staff), Ms. Anderson, Ms. Corsi, Ms. Gilfedder, Ms. Linton, Ms. Marchand, Ms. Marchena, Ms. Orr, Ms. Smith, Mr. Staack, Ms. Walton (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 9/27/2019 meeting. 	<ul style="list-style-type: none"> Minutes approved 	Dr. Klapheke	Completed
Announcements	<ul style="list-style-type: none"> Update on clinical partners – Dr. Klapheke Drs. Peplers and Klapheke have been going to each of the hospital sites to provide feedback. All site visits have been very positive. 	<ul style="list-style-type: none"> Nemours would like copies of all faculty end of year evaluations sent to Dr. Fagan and department chairs. 	Dr. Klapheke	In-Progress
Student Updates	<ul style="list-style-type: none"> One M3 student did not learn until 2 weeks before a change was made in his/her schedule; however, the Clerkship Administrator confirms the student had been sent a email notification over 6 weeks in advance. M3 students are having positive experiences in the clerkships including at outside Orlando sites. 	<ul style="list-style-type: none"> Students have been notified at least 6 weeks in advance of away location changes. Some last minute situations occur where last minute changes might be necessary. 	M3/M4 Student Representative – Jacob Renuart (MS3) & Meena Kanhai (MS3)	In-Progress
Qualtrics Promobes Survey Demo	<ul style="list-style-type: none"> Leslie Marchand provided a demonstration of a new medical student professionalism documentation using Qualtrics to replace Promobes. 	<ul style="list-style-type: none"> Instructions on how to access the survey will be sent to committee via email. 	Ms. Marchand	In-Progress
LCME Data Review Student Performance and Clerkship Evaluation Data, especially Duty Hours, etc.	<ul style="list-style-type: none"> LCME longitudinal data for the clerkships: no major concerns. 	<ul style="list-style-type: none"> Clerkship Director evaluation form will be discussed at the next M3/M4 meeting Clerkship directors would like an extra week to submit grades for block 4 due to the Thanksgiving holiday. 	Dr. Selim and Ms. Orr	In-Progress
CTAG Update	<ul style="list-style-type: none"> CTAG members are meeting in December with Dr. German to present curriculum reform proposal. 		Dr. Daroowalla	In-Progress

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Clerkship OSCE Feedback to Students	<ul style="list-style-type: none"> • Student are now receiving more standardized feedback following clerkship OSCEs, with the help of both CSSC and Clerkship director summaries. • Starting 2020-2021, CSSC would like Clerkship directors to not release the graded PEN notes to students, in order to protect the integrity of the case. 	<ul style="list-style-type: none"> • In the 2020 – 2021 academic year, the graded PEN notes should no longer be released to students. Student could only receive the summary feedback sheet. • OSCE dates for the 2020 – 2021 academic year should be sent to Clinical Skills. 	Dr. Castiglioni	In-Progress
Form a Subcommittee to Review New M3 and M4 Elective Proposals	<ul style="list-style-type: none"> • Based on CCOM committee member feedback, Dr. Klapheke proposed forming an M3/M4 subcommittee to review new M3/M4 elective proposals before presentation to the entire M3/M4 committee. 	<ul style="list-style-type: none"> • Christie/Alisha will provide the data regarding the amount of non-clinical M4 rotations that each student takes per year at the next M3/M4 meeting. • Consider creating a rubric to evaluate all M3/M4 course proposals. 	Dr. Klapheke	In-Progress
Review/Approval of Any New M4 Course Proposals	<ul style="list-style-type: none"> • Nanomedicine • Essentials of Musculoskeletal Care in Primary Care Setting • Endoscopic Spine Surgery/Interventional Pain Management (REVISION) 	<ul style="list-style-type: none"> • All courses approved. • Courses will be sent to CCOM for approval. 	Mr. Staack	In-Progress
Structure of the M3 Year for 2020-2021 and Into the Future	<ul style="list-style-type: none"> • Streamlining of scheduling students for M3 Core Clerkships and M3 Elective – Dr. Klapheke and Margaret Orr • Monitoring of M3 student progress throughout the year, especially to be able to intervene early with assistance if a student is having clinical skill or professionalism deficits. The new clerkship OSCE feedback system each block would appear to be a way to pick up on and hopefully address concerns about clinical skill deficits. The M3/M4 subcommittee discussion today focused on whether SEPC has a role in monitoring of students who have professionalism concerns that do not rise to the threshold of a yellow/red card in a clerkship. For example, should SEPC be monitoring the comments in the Professionalism box of the end-of-clerkship evaluation form completed by the clerkship directors? 	<ul style="list-style-type: none"> • The article from Academic Medicine “The Influence of Prior Performance Information on Ratings of Current Performance and Implications for Learner Handover: A Scoping Review” was reviewed. • Dr. Gibson will be invited to the next M3/M4 meeting to discuss learner handover and professionalism. 	Dr. Klapheke	In-Progress
Next Meeting	<ul style="list-style-type: none"> • Friday, December 20, 2019 - 7:30 AM COM 116 			