



M3/M4 Subcommittee Meeting Minutes

Date: July 21, 2021

Time: 8:00am – 9:30am

Chaired by: Magdalena Pasarica M.D., Ph.D.

Voting members present: Drs. Stephen Berman, Donna Boucher, Colleen Moran-Bano, Feroza Daroowalla, Yanisa Del Toro, Martin Klapheke, Susanne Osborne. M3s Daniel Stirt and Jordan Nelson. M4 Patrick Kroenung.

Attendees: (Doctors) Analia Castiglioni, Denise Kay, Jonathan Kibble, Marcy Verduin. (Staff) Alisha Corsi, Andrea Berry, Ann Kennedy, Dr. Basma Selim, Celia Linton Walker, Christopher Orengo, Dale Voorhees, Deedra Walton, Katherine Newsum, Ken Staack, Kiaya Anderson, Leslie Marchand, Margaret Orr, Dr. Michael Callahan, Morayma Cubero, Dr. Nadine Dexter.

1. Meeting minutes from previous meeting were approved

2. Updates

- a. M3/M4 Student Representatives
 - i. No specific complaints or concerns from the current M3 & M4 classes.
- b. Academic Partners – Dr. LaRochelle (Associate Dean of Academic Affairs)
 - i. The Lake Nona Medical Center will begin to take OBGYN clerkship students starting August 2, 2021. Dr. Osborne will be on site with the students.
- c. Data from Assessment Office – Leslie Marchand (Manager, Assessment and Evaluation)
 - i. No LCME data report to present today.
 - ii. Once Block 1 grades are signed off and turned in, Leslie will send out the course and site feedback to the 4-week clerkships which have finished their first rotations.
 - iii. Student feedback was recently sent out for the Transition to Clerkships course.
- d. Instructional Technology – Dale Voorhees (Director, Instructional Technology)
 - i. Dale's team is looking into developing 3D video orientations for various sites utilizing Oculus headsets and/or computers. The department has already created videos for the Clinical Skills department and Dr. MacIntosh.
 - ii. Dale will share the video orientation developed for Dr. MacIntosh.
- e. Faculty Life Office – Andrea Berry
 - i. The FLO office has sent out a survey to clerkship faculty and staff to gather information on what is happening within each specific clerkship pertaining to faculty development. This survey will continue to be sent out on a monthly basis.
- f. MSPE Discussion – Dr. Kibble (Assistant Dean for Students)
 - i. Dr Kibble brought up to discussion a challenge with the MSPE letter. The summative evaluation for the clinical preceptors and the clerkship directors is too long. Editing this narrative takes a long time for the SA to complete.

The committee members agreed on the following:

- ii. The current culture of the school has been to ask clinical preceptors to enter as many thoughtful narrative comments. Faculty development sessions focused on this. Clerkship directors did not edit the narrative evaluation from the clinical preceptors.
- iii. If the clerkship summary evaluation is changed, then we need to:
 - Define the culture of the school regarding summary evaluation from clinical preceptors
 - Define a clear framework (standardized) for summary evaluation for clerkships
- iv. We will work on a standardized process this year and have it deployed next academic year
 - Limit word count for the clinical preceptor evaluation?
 - Make the summative comments from the clinical preceptors required?
 - Using data mining software?
 - Using the following categories: Knowledge base, clinical performance, attitudes and behavior.
 - Hire a staff person to perform a qualitative analysis of the narrative comments and eliminate redundancies

Potential problems:

- If the clinical preceptors narrative evaluations are edited (for redundancy) by the clerkship directors, then this would cause a word-by-word negotiation with each student
- Technical problems to change something in oasis
- Lack of enough time of the CD and student affairs to synthesize the comments
- Selecting the most informed/trained person to make the edits
- using a core competencies framework
- changing a procedure in the middle of the year

3. Action Needed

- a. Proposals for M3/M4 electives- all approved and passing to curriculum committee.
 - i. Pain Medicine
 - ii. Internal Medicine Outpatient
 - iii. Emergency Medicine Fellowship Experience Elective
 - iv. Allergy & Immunology
 - v. Cardiovascular Sub Specialty
 - vi. Gastroenterology Medicine Clerkship

4. Upcoming events – info only

- a. Chris will no longer coordinate M3/4 meeting → you will receive a cancellation followed by a meeting invite from Ken Staack for the M3/4 meetings
- b. M4 Bootcamp – May 2-6, 2022
- c. Educational grants for clerkships – review meeting August 6, 2021 from 7:00-8:00AM

5. Training for clerkship directors

- a. Professionalism reporting app – Michael Callahan

- i. Clerkship Directors should report any concerns in the teams app: COM Student Professionalism “reporting app”.
 - ii. A step-by-step instructions on navigating the app has been included in the meeting materials.
 - iii. Any questions can be directed to Michael Callahan Michael.Callahan@ucf.edu
- b. Review and sign AI – Dr. Pasarica and Ken Staack**
 - i. A step-by-step instructions on how to sign off on an AI is included in meeting materials
 - ii. Clerkship directors are required to review the narrative evaluation and final grade for the AIs in their specialty. If the evaluation and grade match, then the director will sign it. If they do not, please notify Ken.Staack@ucf.edu. If there are significant issues noted in the evaluation, please notify Magdalena.Pasarica@ucf.edu