



## M3/M4 Subcommittee Meeting

### Minutes

Date: 1/28/22

Time: 8:00 am

**Attendees:** Mr. Oregno, Dr. Pasarcia, Dr. Fagan, Dr. LaRochelle, Dr. Berman, Dr. Moran-Bano, Ms. Corsi, Dr. Castiglioni, Dr. Taitano, Ms. Kennedy, Dr. Selim, Ms. Castro Pagan, Ms. Smith, Ms. Linton Walker, Danny, Ms. Walton, Dr. Boucher, Dr. Macintosh, Mr. Voorhees, Dr. Daroowalla, Mr. Jordan, Ms. Newsum, Ms. Esterline, Ms. Orr, Mr. Staack, Ms. Kirulf, Mr. Marshal, Dr. Callahan, Ms. Cubero, Dr. Dexter, Mr. Kroenung, Dr. Smith, Dr. Del Toro

### 1. Review of meeting minutes from previous meeting – Dr. Pasarica (pgs. 1-2)

- Minutes approved.

### 2. Action Needed

#### a. M4 Capstone and M4 Bootcamps – (Dr. Edelstein)

- i. The M4 Bootcamp 2022 proposed schedule was shared with the team. The proposed changes implement student feedback and concerns. May 2 and May 6 – in-person general Bootcamp. May 3,4,5 – specialty boot camps. CDs to decide and communicate to Ken if the specialty Bootcamp activities are in-person or virtual. Brief breakouts (60-90 min) with several specialties will be offered to students. Dr Edelstein will communicate with CDs directly the opportunities identified.

#### b. Procedures list with risk assessment – (Dr. Pasarica)

- i. The procedure list was reviewed.
- ii. Clarification that all procedures are either observed or participated, not performed.
- iii. Committee decided to reclassify the procedure list as direct observation or indirect observation with healthcare professionals directly observing. Dr. Pasarica uploaded this file in teams and asked the CD to complete the classification, that will be used in the supervision policy and in the clerkship manuals.

### 3. Updates on action items from previous meeting:

- a. The two elective courses and the clinical supervision policy were approved in the CCOM

### 4. Updates

#### a. M3/4 Student representatives (Daniel/ Jordan and Patrick/Justin)

- i. M3 students enjoyed sessions during intersession and found them helpful.
- ii. M4 students want an update regarding what items are in person for Capstone, Bootcamp.

#### b. Associate Dean of Academic Affairs

- i. Thanks for all of your work with the LCME data for the site visit
- ii. Dr. Pasarica has been promoted to official M3/M4 Assistant Dean, no longer in an interim role.

#### c. Assistant Dean of Medical Education for M3/4

- i. Congratulations Dr.Moran-Bano, for successfully developing and delivering an impactful and interactive Intersession1. Dr. Moran-Bano will provide an update regarding the evaluation data at the next M3/M4 meeting.
- ii. Clerkship educational grants for AY 21-22 update: RA is available until May 2022; Preliminary grant report on February 25, 2022 – during M3/4 meeting
- iii. Reminders
  1. Clerkship Educational Grant 2022 - Application due date April 21, 2022
  2. It is time to ask site directors about new faculty that may have joined or left, so that we can get them fac appointments in time.

3. Carolyn informed that the faculty annual review process will start next month.
- iv. New clinical site procedure – Dr Pasarica collated the information from each CD response to the LCME elements. The added element of teamwork (fac development, credentialing, legal, housing) was designed to assist the clerkship leadership team in onboarding new sites and was piloted with LNMC. Document is located on teams and ready for review by clerkship leadership for the next week. If no changes, then agreement with the procedure as written is assumed.
- v. Report from the meeting with the Academic Assistant Deans – Dr Pasarica discussed the input from Clerkship leadership, some UCF policies (mistreatment, clinical supervision, no involvement in student medical care for the teachers), clinical teacher professional development available, and LCME requirements for the clinical sites. Academic Assistant Deans were receptive to feedback and are working on optimizing clinical sites. A major improvement is that BayPines VA will have a certificate program for clinical teachers. Next meeting in 1 month. Please submit “issues and needs”.
- d. **PKM** - No areas for concern.
- e. **Faculty Development** - The schedule for January and February was shared. 18 faculty development sessions are scheduled for January – February.
- f. **Transition Couse – Dr Taitano**
  - i. Dr. Taitano will send emails to each Clerkship Director to discuss schedule.

#### 5. Upcoming events – info only

- a. Clerkship Educational Grant 2022 - Application due date April 21, 2022
- b. M4 Bootcamp May 2-6, 2022 (specialty bootcamp May 3,4,5)
- c. LCME Limited Survey visit –May 9-11, 2022
- d. Transition to clerkships AY 22-23 – May 16-June 3, 2022