



## M3/M4 Subcommittee Meeting

### Minutes

Date: 4/22/22 Time: 8:00am

Attendees: Dr. Pasarica, Mr. Staack, Dr. Moran-Bano, Dr. Boucher, Dr. Berman, Ms. Corsi, Ms. Ramos, Dr. Castiglioni, Ms. Kennedy, Dr. Selim, Ms. Castro Pagan, Ms. Linton Walker, Mr. Orengo, Dr. Bhatti, Mr. Stirt, Ms. Walton, Dr. LaRochelle, Dr. Kibble, Mr. Nelson, Dr. Martinez, Ms. Newsum, Ms. Marchand, Ms. Orr, Mr. Marshal, Dr. Callahan, Ms. Cubero, Dr. Dexter, Ms. Brooks, Dr. Patel, Dr. Del Toro

1. **Review of meeting minutes from the previous meeting – Dr. Pasarica** - Minutes approved
2. **Review of M3/4 electronic votes and CCOM votes**
  - a. **Grading rubric change in Psychiatry clerkship was approved by M3/4 and CCOM**
    - i. video OSCE 5% Will be replaced by a higher % (from 5-10%) on Clinical skills evaluation
  - b. **Grading rubric change in IM/FM clerkship was approved by M3/4 and CCOM**
    - ii. grade rubric was aligned with the rubric for the other clerkships. To receive Honors, the student must have a final calculated overall clerkship grade of 92 points or more.
3. **Action Needed**
  - a. **Proposal for M3/4 electives** - Addiction course - Course approved.
  - b. **Ob/GYN clerkship required clinical encounters change** – Colposcopy removed (as it is included in the management of abnormal pap); Hysterectomy (clarified that all types are included); Sterilization (clarified that all types are included) – changes approved
  - c. **Review intersession course** – Dr. Moran-Bano
    - i. Review of Intersession 1 was provided. Overall students were highly satisfied with the course content and found it as a significant learning experience. It was voted that a similar format will be used for AY 22-23 (only minor changes on the feedback session).
  - d. **Review clerkship educational grant applications**
    - i. Education grant application from Drs. Berman, Bhatti and Celia - Purpose: to develop and implement a process to optimize the mid-clerkship feedback. We will do this by analyzing the elements of the existing neurology mid-clerkship review and also gathering information about the other clerkship reviews. Among the tools which we may use will be surveys of the M4 class to inquire which aspects of reviews they found the most help. Also, we will gather information from clerkship directors and clerkship administrators to find examples of how they used information from mid-clerkship reviews to improve the functioning of their clerkships, especially in relation to meeting the LCME requirements but also considering another improvement which benefited students. We hope to establish a framework to help all UCF Clerkships improve their mid-clerkships reviews. This will also include a forward-looking prospective information gathering process in which clerkship directors and clerkship administrators will record how they are using information from the mid-clerkship reviews to help students, solve problems, and improve their clerkships. This will promote a process of continuous improvement. – approved by the voting members. Find all relevant information on educational grant in the teams folder “educational grants for CDs and CAs [https://ucf.sharepoint.com/:f:/r/sites/UCFTeam-COM-Clerkship\\_Directors\\_Administrators2/Shared%20Documents/Educational%20grants%20for%20CDs%20and%20CAs/2022?csf=1&web=1&e=ekkw5](https://ucf.sharepoint.com/:f:/r/sites/UCFTeam-COM-Clerkship_Directors_Administrators2/Shared%20Documents/Educational%20grants%20for%20CDs%20and%20CAs/2022?csf=1&web=1&e=ekkw5)
  - e. **Procedure for communication with Academic Assistant Deans** – Dr. Pasarica
    - i. Flowchart for communicating with Academic Assistant Deans was reviewed and approved. Meetings occur every three months (March, June, September, December) and PRN. Input from COM is obtained from: Associate Dean of Academic Affairs provides input on future directions/needs; Clerkship leadership provides input on issues and needs at the clinical sites; Faculty Affairs provides input on faculty appointments, development sessions; Assessment Office provides evaluations for site and faculty, and Match data and updates on policies and

accreditation requirements. Input from Clinical site is obtained by the Academic Assistant Dean from: Faculty (clinical preceptors); Site directors; Clinical site staff. The action items are shared with the Associate Dean of Academic Affairs, the clerkship leadership, Faculty Affairs, and the Assessment office, as needed

**f. Procedure for editing of the newly proposed M3/4 forms for AY 23-24**

- i. The committee has agreed on a timeline for providing specific feedback and finalizing the 3 proposed forms: Clinical Preceptor Evaluation, Direct Observation, H&P. Two months to each CD to add their suggestions, another 2 months to collect feedback from clinical preceptors/site directors, and another two months for putting it all together. Suggestions and comments will be reviewed at every M3/4 meeting. Forms to be finalized in November 2022, for implementation in AY 23-24.

**g. M3/4 meeting length, structure – need for an update? - Dr Pasarica**

- i. The committee have agreed on the following: M3/4 meetings should continue to be 1.5 hours, however we need to work on improving efficiency. Dr. Pasarica will review current national practices and propose some guidelines for discussion and approval.

**4. Updates on action items from previous meeting:**

- a. **List of benefits for affiliated faculty** – information was created by faculty development and was posted in teams (clinical site visits materials: [https://ucf.sharepoint.com/:f:/r/sites/UCFTeam-COM-Clerkship\\_Directors\\_Administrators2/Shared%20Documents/team%20work%20products%20for%20clerks%20leadership/Clinical%20site%20visits?csf=1&web=1&e=77OqNG](https://ucf.sharepoint.com/:f:/r/sites/UCFTeam-COM-Clerkship_Directors_Administrators2/Shared%20Documents/team%20work%20products%20for%20clerks%20leadership/Clinical%20site%20visits?csf=1&web=1&e=77OqNG) for easy use when communicating/visiting the clinical sites. Please email [amanda.ramos@ucf.edu](mailto:amanda.ramos@ucf.edu) with any additional information about benefits for teachers.

**5. Updates**

- a. **M3/4 Student representatives (Daniel/ Jordan and Patrick/Justin)** - No updates.

- b. **Associate Dean of Academic Affairs** - Dr. LaRochelle is working on hiring additional staff support for the months with concomitant curricular events.

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

- i. Congratulations Dr. Berman on your upcoming retirement (June 30, 2022). Thank you, Dr. Berman for your contribution to UCF College of Medicine until June 30, 2022, and for ensuring an appropriate transition period.
- ii. Welcome Dr. Bhatti – as the Clerkship Director for the Neurology Clerkship, overlapping with Dr Berman until June 30, 2022.
- iii. Congratulations Dr. Boucher for your promotion to PD! Thank you for your contribution to the clerkship.
- iv. Welcome Dr. Thomas as Co-Clerkship director for Ob/GYN on May 13, 2022.
- v. Please review the recording for the fac development presentation on summary evaluation. Next M3/4 meeting we will discuss and vote on procedure for summary evaluations [https://ucfmed.zoom.us/rec/share/Y\\_56LOHwPAqcujaZ2tqrPe9QFFAQuXLVfsu2cycjYJ8e8\\_B5Rbz520dk1StTXDk.2N3CSpQ6ZwnzGJ8h](https://ucfmed.zoom.us/rec/share/Y_56LOHwPAqcujaZ2tqrPe9QFFAQuXLVfsu2cycjYJ8e8_B5Rbz520dk1StTXDk.2N3CSpQ6ZwnzGJ8h)  
Access Passcode: 61626342. Dr. LaRochelle encouraged changing the clerkship director summary evaluations for the 22-23 academic year, especially since this group of students will not have a three-digit step score. Dr. Kibble echoed this sentiment, and mentioned that at this time the MSPE letter includes all the clinical preceptors summary comments, but this may change in the future, as per national guidelines.

- d. **PKM - LCME outcomes update** - No areas of concern.

- e. **M3/4 Meeting updates** - May 20, 2022 meeting is canceled (overlap with Graduation Day, Transition)

- f. **M3/4 elective courses updates** – Please direct all interested to <https://med.ucf.edu/academics/md-program/course-proposals/>. Note that the submission form was updated in Nov 2021. Please direct all questions & submissions to [mdcourseproposals@ucf.edu](mailto:mdcourseproposals@ucf.edu)

**6. Upcoming events – info only**

- a. M4 Bootcamp May 2-6, 2022
- b. LCME Limited Survey visit –May 9-11, 2022
- c. Transition to clerkships AY 22-23 – May 16-June 3, 2022
- d. M3 Intersession II – May 31 – June 3, 2022