

## Meeting Minutes for the M3/M4 Subcommittee

**Date:** 10-12-22

**Time:** 8:45am

Attendees: Ms. Warner, Mr. Orengo, Mr. Voorhees, Ms. Ramos, Mr. Quigley, Dr. Taitano, Dr. Selim, Dr. Castro Pagan, Ms. Casey Smith, Ms. Linton Walker, Dr. Moran-Bano, Dr. Bhatti, Ms. Walton, Dr. Thomas, Mr. Nelson, Dr. Martinez, Ms. Newsum, Ms. Marchand, Dr. Klapheke, Mr. Callahan, Ms. Cubero, Dr. Dexter, Ms. Brooks, Dr. Macintosh, Ms. Soraya Smith, Dr. Del Toro, Ms. Kennedy, Ms. Esterline

1. **Review of meeting minutes from the previous meeting – (pg.3) Dr. Moran-Bano**
  - Minutes approved
2. **Action Needed**
  - a. M3 and M4 Academic calendar AY 23-24
    - Proposal for M3 Calendar for AY 23-24 (**Morayma**) - The 2023-24 academic calendar was updated based on the recommendations from our last M3/M4 meeting. The revised calendar has Pediatrics and Ob/Gyn as 6-week courses, Surgery at 8 weeks, IM/FM at 12 weeks, and Neuro, Psych, and the electives at 4 weeks. There will be one block off for 4 weeks. - Approved
    - Proposal for M4 Calendar for AY 23-24 (**Morayma**) – The proposed M4 calendar includes: one required 4-week Acting Internship, one required 4-week Emergency Medicine or Critical Care rotation, and six required 4-week electives (or a combination 2- and 4-week electives equaling 24 weeks). Three additional 4-week rotations can be used for additional electives, research, independent study, residency interviews, make-up, or vacation. – Approved
3. **Student updates – No updates**
4. **Updates Academic Affairs – No Updates**
5. **Updates PKM –( Leslie) - No issues identified.** For Direct observation, tracked number showed a lower % with more students than usual. Footnotes show observations of those who were enrolled in the course but did not complete it. Looking at Web Courses will allow determination of actual numbers of observations of students who completed the clerkship. This report will be updated after each rotation.
6. **Updates Faculty Development Office – (Amanda) – Wrapping up the IMFM clerkship faculty development programs.** Any needs you feel to discuss with preceptors, please let us know. Thank you to CAs and CDs for completing the needs survey, the comments were helpful.
7. **Updates CREATE taskforce –( Dr. Moran-Bano) – no updates since last meeting.** Meeting with Dean next week to get go ahead to begin the design phase.
8. **Updates Assessment group - Reviewed the use of the new Direct Observation Form for Blocks 1-4, AY 2022-23, and AY 2021-22.** Absolute number of narrative comments less on new form compared to form used in previous year. Faculty development provided with subsequent rise in number of useful narrative comments provided on new form - final product by beginning of next year. My goal is to have these in digital format.
9. **Clerkship Curricular updates**
  - a. New orientation procedure for clinical sites – neurology – (**Dr. Bhatti and Celia**) - Neurology Clerkship program has started creating Orientation Videos for each of its clerkship sites for students. These videos provide a visual introduction to the site facilities and placement of things like clinic room and break room etc. It also goes through introduction to the resources such as access to EMR and student expectation. There is also an introduction from the Preceptors at the site including student expectations and any clinical encounter related information they would like the student to know. Some preceptors are also providing helpful resources to students in these videos such as approach to history taking, neurology examination tools or other relevant protocols. All LCME standards (break room, affiliated preceptors, cafeteria, etc.) are displayed and reviewed in the site orientation. These videos are scheduled after initial approval from the preceptor and then final approval from any relevant hospital authorities. UCF Edtech team visits the site with recording equipment on these scheduled visits to do the rough recordings. These

are then edited to polish the presentation under the guidance of Neurology clerkship coordinator Celia and sent back to the original sites for formal approval before publishing them on to web courses.

Example here: <https://ucf.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=d90c8019-3621-43b4-9874-af0f00f17ce7>

#### 10. Timeline reminders for AY 2022- 2023

Timeline	Action	Responsibility
2022 July	Update the list of teaching residents and faculty	CAs, CDs
2022 August	Report on available clerkship clinical spots for AY 23-24	CAs, CDs
	Discuss site/faculty evaluation with site directors/faculty	CDs
2022 October	Finalize the Academic Calendar for AY 23-24	All M3/4
2022 November	Finalize sessions for M3 Intersession	Course directors
	Finalize assessment forms: Clinical preceptor evaluation, H&P, Direct obs	CDs
2022 December	Update the list of teaching residents and faculty	CAs
	Intro to clerkship presentations	CDs
2022 January	Scheduling requests and lottery for M4 courses	Academic leaders, registrar's office
2022 February	Complete lottery for M3 core clerkships	Academic Affairs
	Proposed changes for AY23-24: grading rubrics, required clinical encounters, actions from educational grants, etc.	CDs
	Housing assignment for AY 23-24 completed	Academic Affairs
	Finalize Post M3 Clerkship, Transition to M3, M4 Bootcamp	Course directors
2022 March	M3 elective courses lottery completed	Registrar's office
2022 April	Apply for the Clerkship LCME educational grants	CDs
	Send student rosters to Clinical partners (site coordinators/faculty/directors)	CAs
	Finalize orientation modules for AY23-24	CDs

#### 11. Upcoming events – info only

- a. **Transition to M3** – May 15-June 2, 2023 – clinical and skills content is first 3 weeks
- b. **M3 Intersession** – Jan 3-6, 2023
- c. **Post M3 Clerkship session**– May 30 - June 2, 2023
- d. **M4 Bootcamp** – May 1-5, 2023
- e. **M4 graduation** – May 19, 2023