

Elective Clerkship Committee Minutes

Date	December 5, 2016
Time	4:00 – 5:00 PM
Location and/or connection info	A-325 https://zoom.us/j/592820789
Chair	Roger Tatum
Attendees	<i>Attendance: Eric Kraus, John Loeser, Tom Nighswander, Sherilyn Smith, Jordan Symons, Roger Tatum, Fred Wolf</i>
<input type="checkbox"/> QUORUM REACHED [0] voting members required for quorum	<i>Lucy Pick, Nicholas Hill, Kathi Sleavin, Mark Whipple, Sarah Wood, Kellie Engle, Connie Lamb, Tara Gates, Doug Schaad, Michael Campion, Suzanne Kraus, Maggie Tarnawa, Lan Nguyen</i>
Regrets	Suzanne Allen, Mary Barinaga, Heidi Combs, Jay Erikson, Ralph Ermoian, Courtney Francis, Allen Hillel, Chris Kent, Larry Kirven, Amanda Kost, John McCarthy, Vicki Mendiratta, Susan Merel, Michael Porter, Darryl Potyk, Gautham Reddy, Greg Schmale, Jamie Shandro, Ki Shin, Jared Strote, Jeffrey Virgin

Agenda

#	ITEM	LEAD	TIME	ATTACHMENT(S)	ACTION
1	a. Approval of October Minutes b. Announcement: OBGYN 638 Gynecology Planned Parenthood Elective in Spokane Approved	Roger Tatum	5 mins	Attachment A	Decision
2	Family Medicine Elective Approval	Roger Tatum	5 mins	Attachment B	Decision
3	International Away Electives	Kathi Sleavin	20 min	Attachment C	Discussion
4	Timeliness of elective grade submission and scope of the problem	Mark Whipple	20 min		Discussion

1. Approval of October minutes

Discussion: Dr. Tatum gave a brief overview of the October meeting minutes. The October minutes were approved with no objections.

DECISION REQUIRED?

[0] VOTES FOR

[0] VOTES AGAINST

Decision: October minutes approved by the committee.

2. Family Medicine Elective Approval

Discussion: Invite Dr. Misbah Keen to come and talk about this at the next meeting in February

DECISION REQUIRED?

[0] VOTES FOR

[] VOTES AGAINST

Decision:

3. International Away Electives

Discussion: There has been much discussion about the safety of students when they travel for away electives. The Liaison Committee on Medical Education (LCME) will be coming for a site visit and they have many requirements for our electives. We have solved the issues with domestic electives, but we are still working on the international away electives. The LCME has many questions for us regarding international away electives. Nicholas Hill from the travel security office attended the ECC meeting to discuss the global travel security program. There are four main lines of effort: Resource management, data management, process management, and outreach management. We are able to manage data on where students are staying, we have health contacts and we are able to help students if they need to get in touch with the US embassy. The university spends about \$3M annually for our employees, and we really want to get the word out that these services are available for faculty, staff and students. We have a travel registry that we keep for all UW personnel going abroad. You simply send an email to travelregistry@uw.edu. There are people in the travel security office who are available for consultation at any time. Nicholas Hill is the central point of contact for our insurance provider. There is also a 24/7 emergency support line that is available to any students, faculty and staff. You will be routed to the police department and they will put you in touch with the travel security office. There is a small fee associated with this, which is \$375 for continuous enrollment. There is a travel warning waiver process. If students are going to a high risk destination then there is an additional review and approval process. ITRASC reviews all of the international travel waivers and makes a recommendation directly to the provost and the provost makes a final decision on whether or not a student's travel will be approved or not. If ITRASC recommends no, it doesn't mean the student can't go, but they can't go with the current plan.

What are/are not international electives? International site has a UW faculty connection who is the primary mentor or provides elective oversight. The grading will be pass/fail, the minimum length will be four weeks, no approval for courses that are not clinically relevant, and international electives okay if taken through enrollment at another LCME institution. Could department use the research electives that they currently have established for the international away elective or not? Could we have a faculty sponsorship letter for students who are trying to do international electives? Take the UW affiliation out of the draft letter, keep the clinical 4 weeks in length.

Action: Have an annual briefing on away electives.

DECISION REQUIRED?

0 VOTES FOR

0 VOTES AGAINST

Decision: The committee has approved the recommendations as modified by not requiring the UW connections up front, and brief again on this topic in a year. Require that students sign up with the travel security office.

Action:

4. Timeliness of elective grade submission and scope of the problem

Discussion: For several years there has been a requirement that all clerkships submit grades 4 weeks after the end of the clerkship. We have not had a requirement for electives clerkships and there has been a problem with this. This was brought up because there are MSPE letters that are going out without electives grades. As some of these clerkships become requirements we need to clean this up. Should we make all clerkship grades be submitted 4 weeks after the end of the clerkship? If a department does not submit a grade within 4 weeks an email goes out from Dr. Ryan asking them to submit the grades, 5 weeks an email comes from Dr. Allen and 6 weeks Dr. Ramsey follows up with the department chair. It should be the same for all courses.

DECISION REQUIRED?

[0] VOTES FOR

[0] VOTES AGAINST

Decision: The committee approves that the grades all be submitted four weeks after the end of the clerkship. Send a notice out to the departments that this will be taking place. Enforcement will be up to the departments initially, and later on we can have it enforced at another level.

Action: Reassess compliance within a year for the 4 week grading policy.

Action: Inform all departments that this will be happening. Share baseline data, and inform Sara Kim in her role as QI.

Adjourn: 5:06 pm