

Elective Clerkship Committee Minutes

Date	May 1, 2017
Time	4:00 – 5:00 PM
Location and/or connection info	A-325 https://zoom.us/j/592820789
Chair	Roger Tatum
Attendees	<i>Voting Members:</i> Larry Kirven, John Loeser, Gautham Reddy, Greg Schmale, Roger Tatum, Fred Wolf <input type="checkbox"/> QUORUM REACHED <i>[0] voting members required for quorum</i> <i>Guests:</i> Erika Goldstein, Lucy Pick, Kathryn Jansen, Kellie Engle, Tomoko Sairenji, Frank Batcha, Suzanne Kraus, Julia Campbell, Katie Porante, Jan Carline, Kathi Sleavin, Paul Borghesani, Tara Gates
Regrets	<i>Voting Members:</i> Suzanne Allen, Mary Barinaga, Heidi Combs, Jay Erickson, Ralph Ermoian, Courtney Francis, Allen Hillel, Chris Kent, Amanda Kost, Eric Kraus, John McCarthy, Vicki Mendiratta, Susan Merel, Tom Nighswander, Michael Porter, Darryl Potyk, Jamie Shandro, Ki Shin, Sherilyn Smith, Jared Strote, Jordan Symons, Jeffrey Virgin

Agenda

#	ITEM	LEAD	TIME	ATTACHMENT(S)	ACTION
1	a. Approval of March Minutes b. '16/'17 Academic Year Meeting Schedule	Roger Tatum	5 mins	Attachment A	Decision
2	Day 1 Communication Report	Julie Campbell/Lauren Jacobson	15 mins	Attachment B & C	Discussion
3	Extramural Clerkship Evaluation	Jan Carline	10 min	Attachment D	Decision
4	Advanced Inpatient/Outpatient Clerkships	Tomoko Sairenji	15 min	Attachment E & F	Discussion
5	Elective Scheduling	Lucy Pick	10 mins		Discussion
6	Enrollment numbers for Spring 2017 Electives for E15	Lucy Pick	10 mins		Discussion

1. A) Approval of March minutes
- B) '16/'17 Academic Year Meeting Schedule

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

DECISION REQUIRED?

[0] VOTES FOR [0] VOTES AGAINST

Decision: March minutes approved by the committee.

2. Day 1 Communication Report

Discussion: The students met with the clerkship coordinators a few times to discuss communication between students and the clerkships. They have decided that it is helpful to have the communication be uniform across each clerkship. The students made a checklist for info to send before the beginning of their rotation, to include their start date, info about credentialing, and a website with helpful information. Site coordinators will also be made aware of this information and they should forward info to the students regarding credentialing, start time and location. Students should have contacted their site no later than 4 weeks prior to the start date. A calendar may be created for the students so they can see who they are working with each day. There will be a clerkship administrator checklist as well as a site coordinator checklist for what they should be doing prior to students starting a rotation. Quarterly emails will be sent out to students with reminders that they need to contact their clerkships. This should help with clarity to the students on where they need to go and what they need to have prepared for their first day of a rotation. This should also be uniform for both required and elective clerkships.

The next step for this is dissemination: For Curriculum we can make sure this gets out of the agenda. Curriculum can also send the emails for the clerkship and site coordinators from Drs. Ryan and Tatum. There will also be a blog created to help clerkship and site coordinators for reference on helpful information.

DECISION REQUIRED?

[0] VOTES FOR [] VOTES AGAINST

Decision:

3. Extramural Clerkship Evaluation

Discussion: A very simple form has been put together that would be distributed to students as they complete their extramural clerkship. There are only four questions based on items that are in general clerkship evaluation form, as well as three additional open ended questions. This would be mounted in E*Value and would be administered to the students in the traditional way. Preceptors would not receive and evaluation to complete. This is for our students at extramural sites.

Could we register in E*Value where the student is going? If we don't have it linked, it's hard to know where the student has been, and it's more difficult to sort the data.

Action: Check in with Director of Educational Evaluation on next steps.

DECISION REQUIRED?

0 VOTES FOR 0 VOTES AGAINST

Decision:

Action:

4. Advanced Inpatient/Outpatient Clerkships

Discussion: We'll have four weeks each of inpatient and outpatient rotations for each department. The main goals for students are to take on primary responsibility for inpatient/outpatient care with appropriate supervision, refine core clinical skills, improve clinical reasoning and expand medical knowledge, and work as an integral part of the care team. Moving forward, we will be looking to collect availability from each clerkship, which will be due June 19th. There will be a small sub-committee to determine which of these fall in to inpatient/outpatient advanced clerkship category.

We need to figure out where the WRITE students stand with these opportunities. We should have WRITE students do this while they are at their WRITE sites. Larry Kiven and John McCarthy will be meeting and can get more information on this by the end of the week. Look at the logistics at each site.

DECISION REQUIRED?

[0] VOTES FOR [0] VOTES AGAINST

Decision:

Action:

5. Elective Scheduling

Discussion:

DECISION REQUIRED?

[0] VOTES FOR [0] VOTES AGAINST

Decision:

Action:

6. Enrollment numbers for Spring 2017 Electives for E15

Discussion: We had 73 students do 130 early patient care clinical clerkships during spring A and there are more registered for Spring B. May 12th is the deadline with upper campus to turn in a course change form for departments to make the elective permanent rather than temporary.

Decision:

[0] VOTES FOR [0] VOTES AGAINST

Action:

Adjourn: 5: pm