

## Elective Clerkship Committee Minutes

<b>Date</b>	April 2, 2018
<b>Time</b>	4:00 – 5:00 PM
<b>Location and/or connection info</b>	A-325 <a href="https://zoom.us/j/592820789">https://zoom.us/j/592820789</a>
<b>Chair</b>	Roger Tatum
<b>Attendees</b>	Roger Tatum, Susan Merel, Eric Kraus, Mark Whipple, Larry Kirven, Paul Borghesani, John Loeser, John McCarthy, Sherilyn Smith, Frank Batcha, Michael Campion, Katie Portante, Sara Fear, Kathryn Jansen, Kathi Sleavin, Lan Nguyen, Kellie Engle, Kelley Goetz
<input checked="" type="checkbox"/> QUORUM REACHED	

### Agenda

	<b>Item</b>	<b>Lead</b>	<b>Time</b>	<b>Attachments</b>	<b>Action</b>
<b>1</b>	Approval of Minutes	Roger Tatum	5 min	Attachment A	Decision
<b>2</b>	Announcement: Credit limit in a specialty policy	Kellie Engle	5 min	Attachment B	Discussion
<b>3</b>	Visiting Students & Elective Clerkship Availability	Roger Tatum	15 min	N/A	Discussion
<b>4</b>	Medical Student of Clerkship Evaluation Form	Jan Carline	10 min	Attachment C	Discussion
<b>5</b>	Medical Student of Educator Evaluation Form	Jan Carline	10 min	Attachment D	Discussion
<b>6</b>	Revised Educator of Medical Student Evaluation Form	Jan Carline	10 min	Attachment E	Discussion
<b>7</b>	Grade Submission Timeliness	Michael Campion	5 min	Attachment F	Discussion

1. Approval of February minutes

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

DECISION REQUIRED?

10 VOTES FOR

0 VOTES AGAINST

**Decision: February minutes were approved.**

2. Announcement: Credit limit in a Specialty Policy

**Discussion:** The Curriculum committee reviewed the credit limit recommendation from the Elective Clerkship Committee and agreed on 4 clerkships, for total of 32 credits to meet specialty requirements for away and UW clerkships. They removed exceptions for Medicine and away clerkships.

Updated Policy reads: "Effective for the entering class of 2016 and subsequent class, students are allowed to take a maximum of four, 4-week, full-time Explore and Focus phase clerkships\* in one department including clerkships taken outside of the WWAMI region (697 course numbers) for a limit of 32 total credits to be counted toward the minimum number of clinical elective credit required for graduation. Exceptions to this policy must be approved and signed off by the departmental clerkship director, School of Medicine career advisor and Assistant Dean for Curriculum."

Students can also meet credit requirements by taking multiple 2 credit courses. Also, the update includes information about exception process for students. There were concerns raised about the language of the policy, steering students toward only 4, 4 week clerkships and there was a request to clarify the policy language.

Proposed updated policy rephrasing:

"Effective for the entering class of 2016 and subsequent class, students are allowed to take a maximum of ~~four, 4 week, full-time~~ 32 credits worth of Explore and Focus phase clerkships\* in one department including clerkships taken outside of the WWAMI region (697 course numbers) ~~for a limit of 32 total credits~~ to be counted toward the minimum number of clinical elective credit required for graduation. Exceptions to this policy must be approved and signed off by the departmental clerkship director, School of Medicine career advisor and Assistant Dean for Curriculum."

Internal medicine raised concerns about limits on clerkships for students and how they were singled out with the exception. Students are encouraged to take minimum of clerkships that relate to specialty but also take outside electives that aren't explicitly relevant. Concern is that students will only do the minimum and fail to challenge themselves. How do we create requirements, which ensure well-rounded students?

Do we have data on how many students take more than 4, 4-week clerkships? How/where do we track these students? Many felt that taking 4 clerkships was a lot. It's been a challenge with every department having various requirements. Let's get the data before we continue discussions.

**Actions:**

- **Reword MD Student Handbook Clinical Elective Clerkship General Policies language to remove four, 4 week, full-time and replace with maximum of 32 credits to clarify that 2 week clerkships are included in the count toward clinical electives in one specialty.**

- **Compile data on how many students take 4+ clerkships (Kellie is working w/Registrar's Office but due to implementation of new policy, it might be after June meeting before we have the information).**

NO DECISION REQUIRED

0 VOTES FOR

0 VOTES AGAINST

### 3. Visiting Students & Elective Clerkship Availability

**Discussion:** The availability of clerkships is an ongoing issue across departments. Many departments don't have enough slots, which has become a greater challenge with expanding class sizes. UW Students have first rights and departments are unable to leave slots open specifically for Electives, unless in specific circumstances, which means some departments are unable to accept visiting students. A lack of visiting students is often a detriment to departments because it dampers their recruitment efforts.

Various Departments offered insights into their specific situations:

In **General Surgery**, doing away rotations is not expected and no slots are reserved. They actually opened another Sub-I last week. Many departments now use a screening and ranking system to help select candidates.

**Neurosurgery** offers clerkships to medical students for 8 months of the year, then during the visiting season, slots change to sub-internships (and most UW students don't want to practice surgery so allows for visiting students).

**Pediatrics** closed to visiting students this year other than those in minority students program. It's likely in hindsight that visiting students could've been accepted to UW student drops but it is an administrative burden to screen and search for the candidates.

Concerns were raised about whether departments can hold slots for visiting students? What is the formal policy from Registrar's Office? If it's possible to hold a slot, how does this apply across departments? Should we create specific course numbers for visiting students (Problem arises that if slot goes unfilled, UW student couldn't take the position)? There have also been challenges with many students dropping and changing their specialties because students are declaring their track earlier than before.

While we must account for UW students, we also must account for residency programs, patient care, the institution's reputation, and diversity of candidates, which are enhanced by accepting visiting students. Should we push to have protections in certain departments for visiting students or special electives for students? Can we empower Clerkship Directors to have more authority to review student applicants (Clerkship Administrators wary of paperwork dump)? There was general agreement that no blanket policy should apply to all departments, and this is generally a summer-only problem. The Diversity Clerkship is a strategic goal of UW and can we accommodate this specific program? If an individual UW student is selecting 4<sup>th</sup> or 5<sup>th</sup> clerkship, could department opt for visiting student then? Any recommendations would go to curriculum.

Overall goal is always to protect UW students, but from the department and long-term perspective, there must still be opportunities for visiting students. Concerns were raised about the potential impact on UW students.

A logistical concern was raised about who communicates on clerkships, SoM vs. Department (Registrar issue) and while this committee isn't the proper forum, perhaps that conversation could continue.

**Action:**

- **What is the Registrar's policy about holding slots for visiting students? Kellie will send policy details to committee to confirm.**
- **Gather specific data across departments about number of slots and which students are utilizing (UW or visiting) from May-October. Start with internal and pediatrics as there are not enough Sub-I slots for UW students .**
  - o **This information will not likely be resolved until next year when we have data. Once we have data, let's discuss possible proposal for reform.**
- **Invite Connie/Student Affairs representative to attend next meeting and discuss application timelines for clerkships and impact on students.**

<input checked="" type="checkbox"/> NO DECISION REQUIRED	0 VOTES FOR	0 VOTES AGAINST
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**4. Medical Student of Clerkship Evaluation Form**

**Discussion:** Dr. Carline was unable to present on the evaluation forms but there was general discussion on the forms by the committee. The form will be setup by Jan Carline's office and linked to be sent out.

**Action: Follow-up on whether *visiting* students are required to complete this evaluation?**

<input checked="" type="checkbox"/> NO DECISION REQUIRED	0 VOTES FOR	0 VOTES AGAINST
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**5. Medical Student of Educator Evaluation Form**

**Discussion:** Dr. Carline was unable to present on the evaluation forms, but committee was asked to review. The proposal is that all clerkships (elective and required) provide students with this evaluation form. Right now, not all departments are using an evaluation and each department will have to independently decide what to do with the feedback, but it will be centrally tracked. LCME highlighted that students should have opportunity to provide feedback. Students are requested and not required to complete this form.

There is work for departments to gather data on their educators, and input into E-Value. LCME was very concerned that not all educators in the WWAMI region are in E-Value and students unable to evaluate their educators. Is it possible for the Dean's Office to assist with data input?

There were concerns if this form was duplicative with "Who Did you Work Form" but discussion shared that departments use this form differently.

**Action: Follow-up with Dean's Office to see if they can offer any support.**

<input checked="" type="checkbox"/> NO DECISION REQUIRED	0 VOTES FOR	0 VOTES AGAINST
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6. Revised Educator of Medical Student Evaluation Form		
<b>Discussion:</b> Dr. Carline was unable to present on the evaluation forms, but committee was asked to review.		
<input checked="" type="checkbox"/> NO DECISION REQUIRED	0 VOTES FOR	0 VOTES AGAINST

7. Grade Submission Timeliness		
<b>Discussion:</b> Implementing for electives in Spring 2018, grades must be submitted within 4 weeks of completed clerkships. This process worked well in Required Clerkships and is why we're applying across all Clerkships for LCME compliance.		
<p>Current Procedure: Academic Affairs updates a weekly report that is accessible for Clerkship Directors to monitor if/when they need to submit a grade. Curriculum Department is tracking and if someone is out of compliance, Dr. Ryan follows-up with appropriate staff. If this does not prompt action, then Dr. Allen is notified and she will work with Clerkship Directors and Administrators. If still no action within 6 weeks, Dr. Ramsey will follow-up with Department Chair. We are sharing a quarterly report of grade submissions with Dr. Allen, which is often shared with the SoM Medical Executive Committee and includes information for about Traditional, Electives, and APC Clerkships.</p> <p>The request was made to clarify this new requirement with Elective Administrators because often times they don't have a coordinator that is full-time.</p>		
<input checked="" type="checkbox"/> NO DECISION REQUIRED	0 VOTES FOR	0 VOTES AGAINST

Adjourn: 5:03 pm PST