

Elective Clerkship Committee Minutes

Date	November 26, 2018
Time	4:00 – 5:00 PM
Location and/or connection info	E-309 https://zoom.us/j/592820789
Chair	Roger Tatum
Attendees	Mark Whipple, Heidi Combs, Doug Schaad, Sherilyn Smith, Jordan Symons, John Loeser, Kristine Calhoun, Greg Schmale, Marilyn Cope, Anna Nolin, Judy Swanson, Larry Kirven, Lan Nguyen, Julie Bould, Michelle Madeen, Bernadette Dupperon, Christen White, Kellie Engle, Kelley Goetz
<input checked="" type="checkbox"/> QUORUM REACHED	

Agenda

	ITEM	LEAD	TIME	ATTACHMENT	ACTION
1	Approve October Minutes	Roger Tatum	5 min	Attachment A	Decision
2	Clinical Catalogue	Christen White	10 min	https://sites.uw.edu/med/evalu/clerkshipcatalog/	Discussion
3	Clerkship Evaluations at Outside Institutions	Roger Tatum	15 min		Discussion

1. Approval of October Meeting Minutes

Discussion Dr. Tatum gave a brief overview of the October meeting minutes. The ObGyn clerkship is on hold until funding issues are resolved related to Washington State Initiative 200, which bars educational advantages. Some schools have setup a non-profit to get around but more to come in the future.

<input checked="" type="checkbox"/> DECISION REQUIRED?	10 VOTES FOR	0 VOTES AGAINST
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Decision: The October Elective Clerkship meeting minutes were approved.

2. Clinical Catalogue

Discussion: A clinical course catalogue was created to create a single-source webpage highlighting available clerkships for departments, faculty, and staff. It will be updated monthly. You can sort by credit, site, course name, department, permission, prerequisites, and compliance. This will be a resource for students searching for clerkships in the region. So far, curriculum has received positive feedback from students and faculty. The site is slow but is a useful tool for clerkship departments and students and creates a single source for availability.

3. Clerkship Evaluations at Outside Institutions

Discussion: Departments frequently struggle to receive evaluations from away elective clerkships at outside institutions in a timely manner. Goal today is to discuss best practices on working with outside institutions and if Curriculum has any additional guidance? There are challenges receiving evaluations from outside institutions to the point where curriculum/departments accept a verbal confirmation that a student passed. As an institution, UW also struggles to complete evaluations for visiting students. Departments also work to translate evaluation into to UW's evaluation form. A student can take up to 24 elective clerkships, or basically every three months.

Is UW's evaluation form burdensome to complete? From other's experiences, the form seems to be in line with what most other institutions. Is it possible to allow outside institutions to utilize their clerkship evaluations and accept at UW? Would a Pass/Fail Clerkship form suffice for students to receive credit? Concerns were raised that this wouldn't comply with LCME but all schools are held to the same standard. **Could it be a LCME violation if the school doesn't approve of the evaluation form and utilizes an outside institution's form?** MSPE doesn't have breakdown of elective credits. What is the minimum amount we're willing to accept/request from outside institutions?

Is it possible to reach out to a site to share the evaluation form prior to the student's arrival? Or could students find ways to incorporate evaluations. Follow-up with Emergency Medicine and/or talk with students to learn about their experiences. **Curriculum will research data comparing away electives, grade submissions whether timely and/or if there's specific institutions we struggle with. Follow-up on this issue at the next meeting.**

Action: Invite Emergency Medicine to speak to challenges of evaluation of visiting/away students.

Action: Curriculum to follow-up with Evaluation & Assessment team.

Adjourn: 4:41 pm PST