

Elective Clerkship Committee Minutes

Date	April 1, 2019
Time	4:00 – 5:00 PM
Location and/or connection info	A-325 https://zoom.us/j/592820789
Chair	Roger Tatum
Attendees	Roger Tatum, Mark Whipple, Doug Schaad, Michael Campion, Susan Merel, John Loeser, Sylvia Zavatchen, Alexis Rush, Paul Borghesani, Anna Borisovskaya, John McCarthy, Katie Portante, Emily Myers, Sara Fear, Kathi Sleavin, Erin Gunsul, Kellie Engle, Heidi Combs, Lena Sibulesky, Darryl Potyk, Geoff Jones, Kelley Goetz
<input checked="" type="checkbox"/> QUORUM REACHED	

Agenda

	ITEM	LEAD	TIME	ATTACHMENT	ACTION
1	Approve November Minutes	Roger Tatum	5 min	Attachment A	Decision
2	Clerkship Evaluations at Outside Institutions	Roger Tatum	15 min	Attachment B	Discussion
3	Elective Clerkship Development	Mark Whipple	15 min		Discussion
4	Wenatchee Anesthesiology Clerkship Applications	Geoff Jones	10 min	Attachment C, D	Decision

Next meeting: June 3, 2019 at 4pm PST

1. Approval of November Meeting Minutes		
Discussion: The committee reviewed the November meeting minutes.		
<input checked="" type="checkbox"/> DECISION REQUIRED?	11 VOTES FOR	0 VOTES AGAINST
Decision: The November Elective Clerkship meeting minutes were approved.		

2. Clerkship Evaluations at Outside Institutions		
<p>Discussion: This is a continued conversation from the November meeting. All clerkships have challenges receiving evaluations from outside institutions, which often leads to delays in grade submissions. Clerkship Administrators and Directors are under pressure to get grades submitted in a timely manner.</p> <p>The committee reviewed data about the number of late grade submissions, average length to submit by clerkship and from sites around the country. What is the scope of the problem? Can see that the majority of clerkships are in compliance, submitting within 4 weeks or 6 weeks. There was an update to how the school monitors grade submissions. Away electives are included in the data but we are no longer following up with departments if there's only an outstanding away elective evaluation. There continue to be challenges identifying away rotations in evaluate though.</p> <p>Pediatrics sends a paper copy of the UW evaluation to outside, away rotations. Is it possible to centralize away grade submissions tracking? Do clerkship departments have to be involved? From an advising standpoint, it would be imperative to keep clerkships involved. At other institutions, registration or curriculum office manage evaluations. Departments still want to approve the away rotations that the career advisors may not. Can we the data presented with career advising? Also, could we see what departments students are seeking away electives in?</p> <p>At the last meeting, we discussed accepting outside evaluations to satisfy UW requirements or creation of a simplified grade form. Ask Evaluation & Assessment to propose mock-ups of possible simplified form in connection with registration, evaluate. Add to E&F Agenda to discuss simplified form.</p>		

3. Elective Clerkship Development		
<p>Discussion: Would it be helpful to develop process for clerkships on how to create a new clerkship? How can curriculum help coordinate? Can we work with regional faculty? Is it possible to develop a packet of "how-to" develop a clerkship? Ex. What are steps? What is Quali? Who do we contact? Concerns were raised about uniformity in clerkships across the region as we move away from 699s. Elective clerkships are easier to sell in the community. Work with new Clinical Curriculum Specialist to develop a document and reconnect, possibly in June.</p>		

4. Approval of Wenatchee Anesthesiology Clerkships		
<p>Discussion: The committee reviewed a proposal for a new anesthesiology, elective clerkship in Wenatchee at Confluence Health System. They have multiple specialties such as neurosurgery, surgery, OB/GYN, etc. They sought us out to develop electives. There are two faculty who will be the primary preceptors. Is it possible to incorporate elective into required Wenatchee Track? Add Wenatchee Anesthesiology 4 week to E&F for APC approval.</p>		
<input checked="" type="checkbox"/> DECISION REQUIRED?	11 VOTES FOR	0 VOTES AGAINST
Decision: The two-week clerkship Anesthesiology elective clerkship was approved.		

Adjourn: 4:42 pm PST