

Curriculum and Educational Policy Committee Meeting

Date: August 08, 2016

Time: 5:00 PM – 6:30 PM

Location: MEB 1140

Meeting Called By	Richard Brower, M.D., Associate Dean for Medical Education
Type of Meeting	Curriculum and Educational Policy Committee
Chair	Richard Brower, M.D.
Staff Support	Vianey Flores
Attendees	See sign-in sheet

I. Convene and review of minutes from the previous meeting Richard Brower, M.D.

Minutes of the July 11, 2016 meeting were reviewed and approved with no additional revisions.

General Announcements

Dr. Brower stated that this will be the last meeting for Dr. Piskurich as a member of the CEPC after many years of service; he recognized her service and mentioned that she will be serving in the GPC committee. This will also be the last meeting for Dr. Sundin.

II. SCEC Rep Reports Student Representatives

Students mentioned they are experiencing numerous issues on CHAMP; they were informed that all the Academic Technology support requests and/or issues can be directed to Jose Lopez, Associate Director of Academic Technology, or to their e-mail distribution list: : IT-Academics@ttuhsc.edu for assistance. These issues are caused by the implementation of the new curriculum management system, and the assessment and clinical scheduling tools; the IT department is working to minimize the impact until the new platforms become fully implemented.

Justin Hartmann, MS2, was introduced as new Curriculum representative. MS1 representatives will be selected in the next couple of weeks.

Students also mentioned other issues. One was that the IM/PSYCH issues continue, mainly from the Psych department regarding scheduling. Students are scheduled on the child/adolescent outpatient side only one day of the week, however, they would like to stay longer to be able to follow up on patients and have better understanding of the cases. It was also mentioned that longitudinal are much better organized now, and that the FM/Surgery clerkship seems not to have enough preceptors per students.

Action Item: Dr. Francis will address these issues with all the different clerkships.

III. Meeting Booster

Robin Dankovich

Meeting Booster is a cloud-based meeting management system that is integrated with Outlook. It will allow disseminating minutes and all the meeting's material more effectively; it integrates tasks and follows up with the action items. Ms. Dankovich mentioned that this will help to meet an LCME requirement by allowing archiving and keeping track of all the discussions at the meetings more efficiently.

This project is currently in the testing phase, it is projected to be implemented in the next couple of weeks.

Also, it was announced that due to change in personnel and roles, a new centralized e-mail distribution list was created for all CEPC meeting activities.

IV. Block 3 Report and Aggregate AY2015-16 Clerkship Block Data

Maureen Francis, M.D.

A detailed presentation of the Clerkship Report Data provided by Dr. Maureen Francis ensued. This report includes comparability plus clerkship block performance data.

The following conclusions resulted from Dr. Francis' presentation and the discussion by the CEPC:

- Overall, the comparability of experiences at the different sites for the required clerkships is good.
- The current system of clerkship monitoring (including the monitoring of clerkship site comparability) will be maintained – with particular attention to:
 - Monitor the level of responsibility for patient encounters in Op Log in Psychiatry, Internal Medicine, and Surgery at the UMC compared to other sites to watch for trends.
 - Monitor new rotation sites, such as THOP for Internal Medicine. Experience seems comparable but number of students rotating there is too small at this time.
 - Monitor % Honors in each clerkship in light of the new honors policy which will take effect in 4th year for the first time this academic year.
 - Monitor % honors in Neurology at WBAMC site to determine if there is a trend toward higher number of clinical honors.
- The OME will consider and develop methods for routinely including student satisfaction and evaluation data by sites for the required clerkships.

A copy of the report is attached.

V. Need for a new EPGO related to Patient Care: Technical Skills/Procedures

Maureen Francis, M.D.

A new Educational Program Objective was proposed to be added regarding general procedures because of the entrustable professional activities that are supposed to be taught to the students per AAMC guidelines. Dr. Maureen Francis proposed adding a new PGO under the Patient Care section (1.10) that says: "Demonstrates and applies understanding of key issues in performing procedures and mitigating complications, and demonstrates reliable mechanical skills in performing general procedures of a physician."

If approved, all courses would have to remap their objectives to include this objective related to procedures.

Action Item: The CEPC authorized adding this new PGO. It will be implemented next AY.

VI. Revision to Common Clerkship Policies – and Associated Med Ed Policy

Dr. Brower stated that as previously authorized by the CEPC, the following Policies have been finalized:

Copies were circulated as part of the handouts for review.

- SCEC Charter,
- Clerkship Director PD and Course Director PD, and
- Non-Faculty Participation in UME.

The Common Clerkship Policies document was previously approved; however, there are some updates that needed to be included in the last version. Dr. Francis presented a quick overview of the new updates to these policies. The main change is that Student Affairs has covered the duty hour's policy for the medical students. This policy has in base GME hour's policy stating that medical students in the clerkship years have the same restrictions as interns. These restrictions include no more than 80-hours a week, no more than 16-hour shifts, and a mandatory break suggesting 10-hour break between duty hours.

The other change is that the contact list for the clerkships will be updated due to changes in personnel.

Action Item: Dr. Francis will provide an updated copy of the Common Clerkship Policies, containing the updated duty hours as per Student Affairs; the Medical Education Policy will be updated to reflect this change as well.

VII. Scholars in Primary Care

Charmaine Martin, M.D.

Dr. Martin gave an overview about the Scholars in Primary Care program. She mentioned that this program is possible through grant funding from the Texas Higher Education Coordinating Board. It is an interdisciplinary, innovative and complementary 4-year curriculum that provides the students with unique training experiences. The goal is to increase the number of primary care medical students in Texas, by developing different elements such as leadership training, introduction to practice management and patient advocacy. They are currently recruiting faculty mentors that are available to meet with the students to discuss academic issues and career goals and plans.

Students receive an educational stipend to cover travel expenses when attending a national primary care conference; faculty mentors will also receive a yearly allowance for travel expenses with the hope of encouraging the bond with their mentee and help them present scholarly work at the conference.

This academic year, it is intended that MS2s take on an MS1 as mentee to guide and provide advice as they course their first year of medical school.

Students team up in rotations at clinics to offer immediate feedback on patient care; this provides students the opportunity to develop clinical skills under faculty supervision.

Dr. Brower stated that this program is basically an elective and supplemental enrichment activity; it is not intended to distract students from the required/core curriculum, and it will be monitored by the CEPC in this regard.

Action Item: Dr. Brower invited Dr. Martin to provide annual updates of the program's progress to the committee.

VIII. UME Program Policies

Richard Brower, M.D.

- Non-faculty Participation in UME
- Course/Clerkship, and Curriculum as Whole Reviews
- Annual Report
- Guidelines for Schemes and Process Worksheets
- WCE Prep Packets
- Other TBD

Naomi Lacy, Ph.D.

It was mentioned that these policies will be sent via e-mail in about a week for the CEPC committee members to review and comment.

Action Item: If there is any issue or concern regarding any policy, Dr. Brower asked to please bring it to the next CEPC meeting for additional discussion. If no further issues arise and policies are acceptable, they will be considered approved.

IX. ICE Case Presentation Exercise

Richard Brower, M.D.

Dr. Brower briefly mentioned that he will circulate an e-mail with these documents for review as well. Item deferred for future meeting.

X. CEPC Curriculum Review Tasks for the Current AY

- Schedule and format for review of curriculum fulfillment of the Program Goals and Objectives
- Syllabus Template Proposal Reviews (Pre-Clerkship and Clerkship Phases)
- Annual Report and Course/Clerkship Team Reviews (Coming soon!)

Dr. Brower went over regarding the upcoming tasks for the current Academic Year:

- Annual Report will be presented by Dr. Lacy in the upcoming month.
- Reviewing the plan to review the Curriculum as a whole and fulfilling the Educational Program Goals and Objectives is a very important task for this Academic Year to be in compliance with the LCME, since the last time it was reviewed was back in 2012.
- Another important task is to review is the combined Year 1-2, Year 3-4, CEPC and UME Task Force Committees Meeting scheduled in early October. This meeting provides an opportunity to look at what has been approached to be able to continue the quality improvement in education.

XI. Need for New Members – Replacements for Dr. Piskurich and Dr. Sundin

After mentioning that this will be the last meeting as members of the CEPC committee for Drs. Piskurich and Sundin, Dr. Brower mentioned that Dr. Pfarr will now be the College Master representative.

He also emphasized the need of new basic scientist clinician members for the CEPC Committee and suggested Dr. Darine Kassir, Neurology Clerkship Director. He will address this with her, based on the interest she has expressed about serving in the committee. He encouraged the members of the committee to make suggestions if they identify any other prospects from other departments interested in serving in the committee.

Action Item: Dr. Brower will ask Dr. Kassir about becoming a member of the CEPC.

XII. Open Forum

There were no items for discussion.

XIII. Adjourn

Richard Brower, M.D.

The next CEPC meeting is scheduled for 5:00pm on September 19, 2016. Dr. Brower adjourned the meeting at 6:38p.m.

CEPC Approved 9/19/2016