Curriculum and Instruction Committee
Meeting Minutes
Thursday, September 5, 2013

Attendees:

Carolyn Klatt, MLIS
Edward Klatt, MD
McKinley Thomas, EdD
Susan Cline, PhD
Chelsea Bayer, MSI
Robert Donner, MD
Michael Smith, PhD
W. Patrick Roche, MD
Tina Thompson, PhD, Chair
Grady Carter, MD
Wayne Glasgow, PhD
Steve Williams, MD
Dominique Broccoli, PhD
Jeff Ignatoff, MD
Roberta Weintraut, MD
Roy Russ, PhD

Absent:

Wade Fletcher, MD
Ashley Horner, PhD
Erin Meehan, MSIV
David Baxter, MD
David Mathis, MD
Phillip Lunsford, MSIII
Alec Ridley, MSII
Blanca Lopez, MD

Call to order

Dr. Tina Thompson, Chair of the CIC Committee, called the meeting to order at 4:30PM.

Approval of Minutes

The minutes from the August 1, 2013 meeting were presented for approval of the committee.

The minutes were approved by acclamation.
New Business

1. The first order of new business was for Dr. Pallay to present a new proposal to the committee having to do with the accelerated tract family medicine students. There are currently 2 students that are in the program. These students take their Family Medicine clerkship at the end of their second year and just before the beginning of their 3rd year. They then take the rest of the required 3rd year clerkships and do not go back to Family Medicine until residency starts. Dr. Pallay recommends that these students have a monthly, ½ day continuity clinic at the FM health center so that there can be interaction with the family medicine attendings and residents. This way the students can become more acquainted with the faculty and vice-versa before they become residents. They would be in the Family Medicine clinic for 4 hours in the mornings. The floor was opened for discussion. The CIC recommends that this be discussed with the other Clerkship Directors to make sure this would not negatively impact the learning experience of the student. The CIC voted unanimously to approve the proposal in principle but their final decision would be contingent upon the clerkship directors response.

2. The second order of new business was for Dr. Ed Klatt to give a review of the Year 1 Remediation. He presented a power point to the committee with the findings. Because of the change in policy with respect to Year 1 remediation, students were encouraged to participate in remediation. Seven students participated in a total of 11 discipline remediations. Of the 11 remediation events, five were successful and able increase their discipline scores to a 65%. The CIC viewed this increase in first year remediation as a positive. Students will be encouraged to participate again this year if it is mathematically possible for them to benefit from the activity.

3. The third order of new business was for Dr. Thompson to present a review of shelf scores and overall averages for all clerkships and across all campuses for the Class of 2014. She presented a chart to the members of the committee and informed them that this information was not to be shared with students. The data demonstrated that the shelf scores and final clerkship grades averages are comparable across all 3 campuses.

4. The fourth order of new business was to discuss the status of the Internal Medicine Clerkship on the Columbus campus. Columbus lost their director before the end of last year. They now have a replacement, Dr. Rotimi Samuel. He was in place for the start of the Class of 2015, however he was out of town the first week of the clerkship and the first group of students did not get oriented well into the clerkship. Two students sent an email to LaQuanta Brown and David Mathis with concerns about the clerkship. These emails were presented to the members of the CIC. Dr. Mathis immediately contacted Dr. Buckholtz to address these issues. One of the concerns of the students was that there were too many people (9-11) on the teams. The teams have now been re-distributed to alleviate this problem. The second concern was that the students did not know their responsibilities on the clerkship. The program director from Family Medicine, Dr. Janine Burger Jones, met with the students to give them proper orientation and has agreed to be the on-site/go-to
person if these students have any further issues. While their assistance in this manner is noteworthy, it does not address the underlying issue. Dr. Weitraut expressed concern that Drs. Bucholtz and Burger-Jones are already responsible for the FM clerkship and residency and that their coverage of the IM clerkship may negatively impact both clerkships. This sentiment was shared by the entire CIC. There needs to be better oversight in Columbus to insure that the faculty given responsibility for a clerkship have sufficient training, support and follow-up. The CIC will expect an update on the IM situation from Dr. Mathis at the next meeting.

5. The fifth order of new business was for Dr. Thompson to inform the members of the CIC about new LCME standards. She presented a power point with the three new standards to the committee. They are as follows:

   a. **ED-19-A (new)** – The core curriculum of a medical education program must prepare medical students to function collaboratively on health care teams that include health professionals from other disciplines as they provide coordinated services to patients. These curricular experiences include practitioners and/or students from other health professionals.

      **Rationale:** this recommendation follows from the national movement to encourage interprofessional learning as a means of preparing health care professions students to work effectively as clinical team members with the common goal of providing better and safer patient-centered and population-oriented health care.

      The CIC is tasked with beginning discussions on how to best address this and meet this over multiple programs such as clerkships, longitudinal course, etc. If you are interested in serving on a task force addressing this issue, let Dr. Thompson know.

   b. **ED-25-A (new)** – At a medical education program, students in clinical learning situations involving patient care must be appropriately supervised at all times. While students learn through graded responsibility as their skills progress, supervision at all times must ensure patient and student safety.

      **Annotation:** The accountability of physicians and non-physicians who supervise medical students in clinical learning settings will be clearly described in the program’s policies and procedures. The level of responsibility delegated to the student by the supervisor will be appropriate for the student’s level of training, and the activities supervised will be within the scope of practice of the supervising health professional.

      **Rationale:** This new standard and annotation address patient and student safety and the clinical supervision of medical students by health professionals in clinical learning settings.

      This item will be set as an agenda item at the next Clerkship Directors meeting.
c. **MS-20 (updated)** – If a medical student at a medical education program is permitted to take an elective under the auspices of another medical education program, institution, or organization, there should be a centralized system in the dean’s office at the home program to review the proposed extramural elective prior to approval and to ensure the return of a performance assessment of the student and an evaluation of the elective by the student.

**Annotation: (new):** Information about issues such as the following should be available, as appropriate, to inform the program’s review of the learning experience prior to its approval:

- Potential risks to the health and safety of patients, students, and the community
- The availability of emergency care
- The possibility of natural disasters, political instability, and exposure to disease
- The need for additional preparation prior to, support during, and follow-up after the elective
- The level and quality of supervision; and any potential challenges to the code of medical ethics adopted by the home institution

**Rationale:** This standard was revised and an annotation added to address the medical education program’s responsibility for reviewing medical students’ proposed elective experiences, especially those that will occur in under-resources areas, to ensure patients’ and students’ health and safety.

The 4th year Program Director, Steve Williams, will take responsibility to ensure that the medical school is in compliance with these policies and procedures.

6. The last order of new business was the Campus specific Curricular Issues:

a. Savannah -- Dr. Thompson did not have any issues
b. Macon – Dr. Carter informed the committee that in Macon, they are working with Radiology Associates and are in the process of implementing a new radiology program. The lectures will begin in October. They will be given on the first Wednesday of each month from 4-5. Students will be allowed two excused absences. Dr. Carter is making sure that all residents understand their responsibilities in teaching the students. All of the clerkship directors are meeting with their residents. He also mentioned that Lisa Killingsworth is the new Clerkship Coordinator and there is also a new OB/GYN Clerkship Director, Kristina Hawkins.

c. Columbus – No report. Dr. Williams informed the committee that the ER physician in Columbus does not have a faculty appointment and they are working on that. There is also the issue of a lack of 4th year electives on the Columbus campus and this is being addressed by the 4th year committee with Dr. Mathis’ assistance.
Old Business

1. The first order of old business was to review the proposed changes to the Longitudinal Course. The following changes are recommended by the Longitudinal course committee and brought to the CIC for a vote:

   a. The course topics remained the same, but the order was changed. The topics and dates are:
      a. Tues, September 17, 2-5 PM-Patient Safety
      b. Tues, October 22, 2-5 PM-Teamwork, Communication and Leadership (Columbus will be October 23; delivered by Drs. Carter and Dent)
      c. Tues, December 3, 2-5 PM-Clinical Reasoning
      d. Tues, January 28, 2-5 PM-US Healthcare System
      e. Tues, April 29, 2-5 PM-Chronic Disease
      f. Tues, June 3, 2-5 PM-Cost of Quality/Quality Improvement
   b. Except for the team training, the format of the session will be a didactic (usually no more than 45 minutes) followed by small group work.
   c. Students seemed to be fuzzy on the relevance of these sessions to practice, so the first few minutes of a session will be devoted to the rationale behind the course/session.
   d. Some type of evaluation will be required at each session. One of the problems last year is that students came to the session unprepared, often not having read the cases. The suggestion was made that a system similar to that used in Team-based Learning which calls for an IRAT and a GRAT (individual and group readiness test) should be implemented. This means that session developers will be required to develop some questions to be used in assessment. IHI certificates may also be required.
   e. Tutors have asked for more explicit instructions as to their responsibilities, so this will be addressed.
   f. There was some discussion about shortening the sessions. It was decided that implementation of the assessment component would require additional time so for the short term, the sessions will continue to be conducted 2:00-5:00.
   g. Rather than rotate group members each session, groups membership will remain the same through the six sessions.

   The floor was opened for discussion and a vote was taken. The changes were unanimously approved.

Subcommittee Reports
1. BMP—Ed Klatt had to leave the meeting early
2. CS—Blanca Lopez was not at the meeting
3. CM—McKinley Thomas had to leave the meeting early
4. Year 3—Dr. Baxter was not at the meeting
5. Year 4—Steve Williams informed the members of the CIC that his committee met face to face in Macon and went over the 4\textsuperscript{th} year catalog to determine if the faculty member listed for each elective actually had a Mercer faculty appointment. They made it through 1/3 of the catalog and discovered that 6 people in Columbus and 2 in Macon did not have those appointments. The 4\textsuperscript{th} year committee is going to meet again to go over the rest of the catalog. They are also looking into some possible changes in the 4\textsuperscript{th} year paperwork.

**Adjournment**

There being no further business to discuss, the meeting was adjourned at 6:00PM

Minutes recorded by:
Leigh Anne Kirkland