

Clinical Education Committee
October 6, 2017
Minutes

Open

- Demonstration of approval of [September minutes](#) in Google Docs
 - Approval needs to be done shortly after the meeting online
- Review of approval process of minutes and agenda going forward (see [CEC sequence](#) handout in folder)
- Save the date for the first annual site director retreat Monday April 9, 2018

Reports

- [EC Report](#) (Nacide Ercan-Fang)
 - Transparency data sharing - see handout in folder
 - Two questions to bring back to the group:
 - Are the comments going to be added into the data?
 - Dr. Violato said yes, deidentified comment data will be grouped into themes and unprofessional comments will be taken out
 - Dr. Gleich asked if they would no longer be anonymous so that he could better change issues
 - Dr. Violato explained that it's an ongoing discussion and would have to be a policy decision by Education Council for a change
 - Currently there needs to be at least 5 evaluations in there to for directors to see that feedback
 - This proposal will not change that right now
 - Nicole Cairns said the problem with having identifiable feedback is that students will not be as honest because of the power differential. It can be difficult for sites to hear constructive feedback and it can be challenging when students haven't been taught how to give feedback in a constructive way
 - Dr. Gleich suggested that we encourage students to come and talk to the directors about their concerns
 - Kevin O'Donnell suggested that students give feedback once the grades have been handed out
 - Dr. Kim said the ideal is to get true constructive feedback, but with the high stakes of grades and matching, students are afraid to give that feedback. Could think of using focus groups or other means
 - Dr. Fallert said that in the family medicine clerkship they have a feedback session at the end and leads to positive change in the course - much more valuable than the written feedback
 - Dr. Nikakhtar asked about the sequencing of events when it comes to evaluations and who can see what when
 - Nicole Cairns explained that the students have to fill out all of their evaluations before they can see the assessments of them
 - Dr. Slattery reiterated the importance of giving effective feedback to clerkships
- Clerkship Director of the Month

- Brief explanation from clerkship directors about what is going on in their courses
- Dr. Nelson explained strengths, challenges and innovations
 - Expanding sites to expand capacity and diversity of sites
 - Switched from 6 weeks to 4 weeks and changed lectures to being centralized and led by a team of facilitators
 - Require each student to write a case report paper that can be used for further scholarship
 - Require mid-rotation feedback that they attest to
 - Required to do a public health and health policy reflection
 - Working to be the first to implement a standardized assessment scale where students get feedback on their interprofessional skills
 - Created a self directed learning module to help students find out who to talk to when they have concerns and how to do that
 - Centralized didactics at the U of M
 - Dr. Howell said he has the same issue with parking on the West Bank and he just tells students to take the shuttle over
 - Dr. Nelson said that they have students coming from many different sites that are not on the green line
 - They are looking at different ways to use technology
 - Erin Mustonen said that parking is a challenge and it's nice to know that clerkships are advocating for it
 - Ali Kiernan added that from a Duluth student perspective, the University itself is challenging, so they are grateful that directors are thinking about this
 - Dr. Ercan-Fang asked if it would be possible for Dr. Nelson to share the interprofessional app
 - Dr. Nelson stated that they are using an app that the medical school is licensing (MyProgress)
 - Nicole Cairns said that the Sub-I uses a the same app to collect information
 - Dr. Violato asked how students are attesting to getting mid-rotation feedback
 - Dr. Nelson said it is very rudimentary where students just attest online, but the preceptors at the sites are aware that they need to give feedback. They are getting 100% response rate
 - Erin Mustonen said that parking services will get you a month long parking contract
 - Nicole Cairns also added that there is a \$3 ramp behind the yellow ramp
- Student Council Report (Nicole Cairns)
 - Welcomed new first year members and let them know about the different committees within Student Council
 - Run through representative committee reports (SFC, CEC, Gold Humanism, etc.)
 - General class report of what is going on in each class
 - Dr. Pereira asked Nicole to talk about the legacy letter

- Nicole Cairns explained that there would be a letter from students to students about what students have asked for from directors in the past and have caused meaningful change within their courses
 - Dr. Nikakhtar wondered if there was a way to talk to students about why some feedback was not acted on
 - Nicole Cairns said that it would be good for each clerkship could have their own form of a legacy letter to let students know what had been changed based on student feedback.
- Dr. Murray asked if there were ways in which this committee could engage with student council more effectively
 - Dr. Kim said it might be helpful for someone from this committee to come to student council quarterly

Consent

- Request for membership and governance guidelines has been made to Education Council Steering Committee
 - Dr. Murray explained that we are supposed to have 2 liaisons to the Ed Council and they are to be elected by vote
 - Asked Education Council for rules around voting membership
 - Will be asking for feedback from CEC about how to do this as well
- Meeting time change to 7:30-9:00
 - Trying to figure out how to do this but doesn't want to exclude anyone from the meeting
- Coffee with meetings
 - Will continue to happen due to staff effort. Will only do that if the members will drink it
- Two-sided table tents
 - Erin Mustonen and Claudio Violato are missing table tents
 - Would like to solicit feedback from directors to let us know a single substitute who would come if you are unable to come
 - Could instead put substitute behind the original tag and add same name on both side so that the back row can see who is sitting at the table

Other

- Dr. Kim announced that there will be a new position for a director of clinical coaching (.25 position)
 - Both proactive and remedial clinical coaching
 - Dr. Lawson asked if it was an automatic process for students who have failed
 - Dr. Kim said that person does not have the time for that necessarily
 - Dr. Nikakhtar asked if this person would be able to let people know that a student is ready to back to clerkships
 - Dr. Slattery said that this would not be someone who would make a unilateral decision on something like that
 - Dr. Henry asked if this was for test taking in addition to clinical skills
 - Dr. Kim said that this is really for history taking, exams, differentials, interpreting labs, etc.

- Dr. Nikakhtar asked about the referral process
 - Dr. Kim said referrals could come from COSSS, milestone exams, students who have passed but need longitudinal coaching, faculty advisors, students referring themselves
- Dr. Clark asked if they were going to collate resources they're using
 - Dr. Kim added that the hope is to have this later on as a faculty development opportunity
- Dr. Gleich asked where this person would be in the process of a student failing a course
 - Dr. Kim said it would be nice to be proactive if they could do that but would also be involved after a student fails a course
- Dr. Murray stated it would be useful to have a one page document on the processes and procedures for how to refer students to this person
 - Dr. Kim said that ideally this person would attend this meeting
- Dr. Kim would also like to remind directors of the [excused absence policy](#) that states students get a half day per week of the rotation for excused absences for interviews. Always up to the course director to decide what amount of time needs to be made up.
 - Dr. Murray said they would recirculate this policy

Discussion

- Clerkship director responsibilities and departmental support letter (Dr. Pereira)
 - Funding is passed through medical education to the departments through tuition allocation based on the amount of teaching that occurs in each department
 - Funds to protect time for directors and faculty time in general for teaching med students
 - Working towards more transparency in allocation process
 - Will be having a line item on that allocation for what is going for clerkship directors
 - Would also like to add an addendum to outline the responsibilities of clerkship and course directors to explain why we recommend 20% protected time for directors
 - Questions to the committee are: 1. Would this be helpful? And 2. Who should it go to?
 - Dr. Howell asked if there was some range for how they manage tuition?
 - Dr. Pereira said there is wide variability between departments
 - Dr. Murray explained that the allocation is based on national benchmarks of 20% salary which may be above or below the salary directors are getting paid
 - Hoping to spark a conversation with leadership in the departments to help with protected time and tuition allocation transparency
 - Dr. Ercan-Fang asked what that would mean for affiliate sites
 - Dr. Pereira explained that each department manages affiliate sites differently but department chair negotiates with the chief at the affiliate sites. Will bring back the idea of bringing the letter to the affiliate sites as well.
- [12 month work plan](#) (Dr. Murray)

- See handouts in the google folder
- Would like to have a 12 month work plan to structure the time. Doesn't necessarily need to be the current draft plan, but need some structure for advanced preparation.
- Also wondering how we can have the committee membership engage with these topics
- Suggested that each person would lead one topic and would contribute to the development of another topic. Asked for feedback on this.
 - Mary Ann McNeil said that there was a lot of issues around implicit bias and there is a concern that this is not included on the 12 month plan
 - Nicole Cairns said it would be good to fit into discussions around learning environment. The other students agreed.
 - Dr. Murray will solicit feedback on this after the meeting for any topics that people would like to see.
- Dr. Nelson asked about when advanced selectives will need to be created by
 - Dr. Pereira stated that it will be starting in 18-19
 - Brooke Nesbitt will be sending out an email detailing those before the next meeting
 - Nicole Cairns stated that for 4th years who are here, they would need clinical curriculum review to move forward to get their feedback