

Patient Care Committee Minutes

Date	September 20, 2021
Time	4:00 – 5:30PM
Patient Care Co-Chairs	<i>Mark Whipple, Kristine Calhoun</i>
Attendees	Academic Chair: <i>Kristine Calhoun</i> ; Executive Chair: <i>Mark Whipple</i>
<input checked="" type="checkbox"/> QUORUM REACHED: 11	Voting Members: <i>Abena Knight, John McCarthy, Jordan Schroeder, Joshua Jauregui, MaKenna Stavins, Matt Cunningham, Paul Borghesani, Toby Keys, Vicki Mendiratta, Wesley Steeb</i>
	Guests: <i>Sarah Wood, Gerald Tolbert, Karla Kelly, Michael Campion, Julie Bould, Alexis Rush, Jordan Symons, Margie Trenary, Kelley Goetz, Kellie Engle, Sara Fear, Sonya Fukeda, Judy Swanson, Heidi Combs, Erin Gunsul, Kristen Seiler, Sara Kim, Gina Franco, Sylvia Zavactchen, Edith Wang, Eric Kraus, Laura Yale, Mary Barinaga, Esther Chung, Bekah Burns, Geoff Jones</i>
Regrets	Voting members: <i>Devin Sawyer, Doug Paauw, John McCarthy, Leslee Kane, Mike Spinelli, Paula Silha, Serena Brewer</i>

Agenda

	ITEM	LEAD	TIME	ATTACHMENTS	ACTION
1	Approve August minutes	Kris Calhoun	5 min	Attachment A	Decision
2	Update: Clerkship Exam Fails	Kris Calhoun / Matt Cunningham	15 min		Discussion
3	Clerkship Grading Policy: revision and communication	Mark Whipple	20 min	Attachment B	Decision
4	Advance Information Policy	Mark Whipple / Joshua Jauregui	10 min	Attachment C	Discussion
5	Patient Care Committee Bylaws: term limits	Mark Whipple	20 min		Discussion

Next meeting: October 11, 2021

1. Approve August minutes		
Discussion: The committee reviewed the August minutes.		
<input checked="" type="checkbox"/> DECISION REQUIRED?	[11] VOTES FOR	[0] VOTES AGAINST
Decision: The Patient Care committee approved the August minutes.		

2. Update: Clerkship Exam Fails
<p>Discussion: Clerkship subject exams have been decoupled from the ability to pass clerkships. Students do not need to pass the final exam in order to pass the clerkship, but they must pass all final exams in order to graduate. The goal of this policy change was to keep students from repeating an entire clerkship who wouldn't benefit from it. The clerkship directors felt this was being accomplished through the policy change. ACTION: The Patient Care committee will check in at the end of the clerkship year to see if the Clerkship Grading policy is working logistically and if it is still accomplishing this goal.</p> <p>The committee reviewed the number of final exam fails for the 2020-2021 and 2021-2022 clerkship years. The slight increase in fails from 2020-2021 to 2021-2022 can be partially attributed to some clerkships raising their passing threshold.</p>

3. Clerkship Grading Policy: revision and communication
<p>Discussion: In March 2021, Patient Care Committee and Curriculum Committee approved revising the clerkship grading policy, requiring students achieve a passing grade on the final exam in order to enter the next phase in the curriculum and to graduate. Since March, School of Medicine administrative staff have been working to put a tracking system in place and have found that logistically it is not possible to track and enforce the rule that students must pass the final exam before entering the next phase in the curriculum. The start of the Explore & Focus phase varies for students and UWSOM does not have the systems in place to stop students from registering for Explore & Focus Phase clerkships.</p> <p>The following policy revision was proposed and discussed: “All required clerkships require a passing grade on the final exam in order to enter the next phase of the curriculum and to graduate.” The committee asked questions and provided feedback:</p> <p>QUESTION: How do students decide when they will retake a failed exam? ANSWER: Students work with the Student Affairs team to decide when is best for their individual circumstances. For some students, spring quarter is the ideal time to complete exam retakes, so their MSPE letter is ready for residency applications.</p> <p>QUESTION: Clerkship subject exams are proctored, do students have a set time they must take these exams? ANSWER: Students must take the exam at a standardized time (exams are offered every 4 to 6 weeks).</p> <ul style="list-style-type: none"> • There was concern that removing the language in red would cause issues for tracking, Residency Match, and students' ability to graduation. The committee discussed adding a uniform deadline for exam retakes that is easier to track, like Match certification (i.e., “All Patient Care Phase clerkships require a passing grade on the final exam in order to be certified for the Match. Students

participating in the Match are encouraged to retake clerkship subject exams by 'X' date." (before residency interviews).

ACTION: The committee's feedback will be taken to the Registration and Career Advising teams for their review and input. Patient Care committee will vote on the finalized policy revisions at the October meeting.

4. Advance Information Policy

Discussion: The Faculty Council on Academic Affairs (FCAA) drafted a new policy with the goal of improving student support and learning. The policy would require the Chair of the Student Progress Committee (SPC) to inform course and clerkship directors (or other appropriate faculty member) in writing of a student's area(s) of deficiency before the student begins the course/clerkship.

To provide clarity and establish a timeline, the following proposed procedures were added: "The Associate Dean for Student Affairs provides the student with the course chair/clerkship director contact information and encourages the student to contact the faculty member at least 6 weeks prior to the beginning of the course to set up a meeting. It is the student's responsibility to initiate contact."

The Patient Care committee provided feedback on the policy and proposed procedures:

- Clerkship representatives expressed concern that the six-week timeline is too short (particularly for changing a student's site assignment).
- This process is very similar to what students with DRS (Disability Resources for Students) accommodations are supposed to do. It is challenging to get students to fulfill the DRS meeting requirement. The onus is on the student to schedule a meeting with the faculty member; it is often difficult to identify the appropriate faculty member. Fulfilling this requirement could be even more challenging for a student with academic difficulties. The concerns were largely around:
 - The six-week timeline
 - The onus falling on the student to initiate communication
 - The lack of specificity of the term "appropriate faculty member"
- How would this policy be enforced?
- If a student is identified early (i.e., before third year clerkship scheduling has taken place), clerkship directors could provide input into the timing and location of their clerkship schedule to maximize the student's success. Clerkship directors have special insight into sites that could be better or worse for students with specific needs.
- The procedure language should be changed: "The Associate Dean for Student Affairs provides the student with the course chair/clerkship director contact information and encourages the student ~~to~~ **must** contact the faculty member at least 6 weeks prior to the beginning of the course to set up a meeting. It is the student's responsibility to initiate contact."
 - Originally, "encourages" was used as a way to address student consent and wellness.
 - Another option is for the SOM administration to meet with the student and recommend concerns be shared with their next course/clerkship but give the student the option to decline.
- In addition to individual students reaching out to the clerkship director, the SPC chair should provide a list of all students with deficiencies to the clerkship director ("Here is a list of students with deficiencies and when they will be coming to you. We expect these students will reach out to you").

- To ensure we are reducing bias, how should the clerkship directors inform site directors, preceptors, residents, and other educators of what to look out for when teaching these students? Should clerkship directors ask the student for permission to share certain information?
- Student feedback included:
 - Credentialing can be burdensome and instituting this policy on the same timeline could be overwhelming for students.
 - It would be beneficial to have a faculty or staff member partner with the student to support them during this process. Communication to students should emphasize how this policy supports their development as a physician and that is not meant to be punitive.
 - Is there a role for College mentors in this process? College mentors are advocates, have established relationships with students, and can help them navigate this process.
 - Schedule changes (especially within six weeks of the start of a clerkship) would be difficult and disruptive for students.

Dr. Jauregui will take the Patient Care committee's feedback to FCAA for further edits before final approval. **ACTION:** Jessica will send Dr. Jauregui the meeting recording and minutes.

5. Patient Care Committee Bylaws: term limits

Discussion: The Patient Care Committee (PCC) and Curriculum Committee (CC) have been discussing how to handle term limits and clerkship director representation on the Patient Care Committee since 2018. The UWSOM governance committees' bylaws allow voting members to serve two 3-year terms and stipulate that no one person will serve more than six consecutive years. This has been an issue for departments with few faculty directly involved in clerkships who could serve on the committee when the clerkship director's second term expires.

This topic was last discussed at CC in February 2020. CC did not want to grant exceptions in phase committee membership and suggested reducing the number of clerkship director/faculty leader seats, while encouraging clerkship directors to attend the meetings to provide input, share their expertise, and have their voice heard. No decision was made in February 2020, and this topic was tabled because of the COVID-19 pandemic.

While the authority to make this decision lies with the Curriculum Committee, the Patient Care committee was consulted and asked to provide input on the following suggested edits (in red) to the PCC bylaws (Article 4: Membership, item b. Faculty):

***Faculty:** The Patient Care Phase Committee will consist of about 20 members in good standing, with approximately half from WWAMI training sites, as follows:*

- ~~Eight~~ Five members will be individuals responsible for the required clerkships (emergency medicine, family medicine, medicine, obstetrics & gynecology, neurology, pediatrics, psychiatry, and surgery).*
- One member will be a member of the Foundations Phase Committee*
- One member of the Explore and Focus Phase Committee*
- One member will be a member of the Themes Committee*
- One member will be a member of the Program Evaluation and Assessment Committee (this individual may be a staff member)*

- vi. ~~Six~~ Five members will be faculty based at regional sites and involved in the Patient Care Phase implementation and representing the longitudinal integrated clerkships (LICs) and Tracks: ~~one each from~~ western Washington, eastern Washington, Wyoming, Alaska, Montana and Idaho.
- vii. Two members will be general faculty

Clerkship Directors for required clerkships not serving as voting members will become ex-officio members.

Benefits:

- Reducing the number of voting seats dedicated to the clerkships encourages broader thinking and representation (these members would represent all clerkships as a whole). This worked well over the past year with difficult decisions the committee made. The votes were decided on a broad consensus of multiple groups of stakeholders.
- This is in line with the other UWSOM governance committees.
- This embodies the philosophy of the governance committees: putting together a broad range of faculty and students to make decisions for the phase as a whole, while not establishing lifelong membership.

Concerns:

- It takes a long time for a new clerkship representative to learn the UWSOM program, its nuances, etc.
- How will we ensure that the voting members representing the clerkships receive input from all clerkships on decisions that impact them?
 - The committee chairs can postpone holding votes on any critical decisions that require specific stakeholder feedback until all stakeholders are informed and their voices are heard. We have done this in the past.

Ultimately, the clerkship representatives at the meeting felt this proposal was acceptable.

ACTION: The Curriculum Committee will vote to approve the proposed changes to the Patient Care Committee bylaws.