

Patient Care Committee Minutes

Date	October 11, 2021
Time	4:00 – 5:30PM
Patient Care Co-Chairs	<i>Mark Whipple, Kristine Calhoun</i>
Attendees	Academic Chair: <i>Kristine Calhoun</i>
<input checked="" type="checkbox"/> QUORUM REACHED: 11	Voting Members: <i>Abena Knight, Doug Paauw, John McCarthy, Jordan Schroeder, MaKenna Stavins, Matt Cunningham, Mike Spinelli, Paul Borghesani, Toby Keys, Vicki Mendiratta</i>
	Guests: <i>Kellie Engle, Erin Gunsul, Eric Kraus, Julie Bould, Jordan Symons, Laura Yale, Rebekah Burns, Michael Champion, Doug Schaad, Barb Doty, Carmelita Mason-Richardson, Esther Chung, Geoff Jones, Molly Jackson, Gerald Tolbert, Gina Franco, Heidi Combs, Karla Kelly, Kelley Goetz, Kristen Seiler, Laura Yale, Margie Trenary, Sara Fear, Sara Kim, Sylvia Zavatchen, Edith Wang, Maya Sardesai, Sarah Wood</i>
Regrets	Voting members: <i>Devin Sawyer, Joshua Jauregui, Leslee Kane, Paula Silha, Serena Brewer, Wesley Steeb</i>

Agenda

	ITEM	LEAD	TIME	ATTACHMENTS	ACTION
1	Approve September minutes	Kris Calhoun	5 min	Attachment A	Decision
2	Curriculum Committee approved revised Patient Care Committee Bylaws	Kris Calhoun / Jessica Wheeler	5 min	Attachment B	Announcement
3	Recruit new Patient Care Committee representative to Explore & Focus committee	Jessica Wheeler	5 min		Announcement
4	Clinical encounters: 2021 Spring and Summer quarters	Erin Gunsul	10 min	Attachment C	Discussion
5	Clerkship Grading Policy revisions	Kellie Engle	15 min	Attachment D	Decision
6	Identifying and supporting “at risk” students prior to starting clerkships	Vicki Mendiratta	20 min		Discussion

Next meeting: November 8, 2021

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

2. Curriculum Committee approved revised Patient Care Committee Bylaws
<p>Announcement: 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.</p> <p>This topic was 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 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.</p> <p>In September, CC and PCC reviewed and discussed proposed revisions to the PCC bylaws (based on CC's February 2020 feedback). PCC had extensive discussion and ultimately decided the proposed revisions were acceptable.</p> <p>On October 1st, CC voted to approve the below revised PCC bylaws (Article 4: Membership, item b. Faculty):</p> <p><i>Faculty: The Patient Care Phase Committee will consist of about 20 members in good standing, with approximately half from WWAMI training sites, as follows:</i></p> <ul style="list-style-type: none"> <i>i. Eight Five members will be individuals responsible for the required clerkships (emergency medicine, family medicine, medicine, obstetrics & gynecology, neurology, pediatrics, psychiatry, and surgery).</i> <i>ii. One member will be a member of the Foundations Phase Committee</i> <i>iii. One member of the Explore and Focus Phase Committee</i> <i>iv. One member will be a member of the Themes Committee</i> <i>v. One member will be a member of the Program Evaluation and Assessment Committee (this individual may be a staff member)</i> <i>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.</i> <i>vii. Two members will be general faculty</i> <p><i>Clerkship Directors for required clerkships not serving as voting members will become non-voting (ex-officio) members.</i></p>

3. Recruit new Patient Care Committee representative to Explore & Focus committee

Announcement: Dr. Robert Urata resigned from the Patient Care Committee this summer. Along with being on a voting member on this committee, he also acted as the Patient Care representative to, and full voting member of, the Explore & Focus Committee. Explore & Focus committee meetings are typically held the third Monday of the month at 4PM. If you are a voting member of the Patient Care committee and are interested in becoming the Patient Care representative to the Explore & Focus committee, e-mail somgov@uw.edu.

4. Clinical encounters: 2021 Spring and Summer quarters

Discussion: The committee reviewed the clinical encounters data for the 2021 spring and summer quarters. Total completion rates for each quarter were high (above 95% for every required clerkship). A majority of clinical encounters were well under the LCME’s 25% threshold for alternative method.

See meeting handouts for details.

5. Clerkship Grading Policy revisions

Discussion: The Curriculum, Student Affairs, and Registration teams met to discuss feedback from the September Patient Care Committee meeting concerning new potential deadlines for retaking failed clerkship exams. Ultimately, it was decided to keep the Clerkship Grading Policy revisions as is (“All required clerkships require a passing grade on the final exam in order to graduate”). This logistically works the best in our system. The concerns brought up in the September Patient Care Committee will be addressed through a new policy the Student Affairs unit is creating for requirements students must meet for Match Certification.

The UW School of Medicine administration will create a procedures document to share with students on how and when they should retake failed clerkship exams.

<input checked="" type="checkbox"/> DECISION REQUIRED?	[9] VOTES FOR	[0] VOTES AGAINST
--	---------------	-------------------

Decision: The Patient Care committee approved the Clerkship Grading Policy revisions.

6. Identifying and supporting “at risk” students prior to starting clerkships

Discussion: The committee discussed how information is shared prior to and during the Patient Care phase for students who need additional support. There are students with learning challenges who need additional consideration for clerkship scheduling (i.e., the order of clerkships and site assignment). Clerkship directors are in the best position to know which sites would best support a student’s learning and/or the best order of their rotations.

It would be beneficial to bring together College Mentors, Student Progress Committee (SPC), and Clerkship Directors to discuss how best to support students and set them up for success in the Patient Care Phase. This topic dovetails with last month’s discussion of the Advance Information Policy the Faculty Council on Academic Affairs (FCAA) is drafting. The goal of this policy is to support students and address how sensitive information should be shared.

There are multiple factors to consider:

- There are instances in which a student is struggling, but the concern does not reach the level of SPC. Currently, SPC is only notified if a student fails a course or has a professionalism concern. How should the School identify students who are passing, but could benefit from additional support?
- Documentation needs to be improved. While students may receive verbal feedback, written documentation of concerns may not be completed. For Patient Care clerkships, there are two options for documenting concerns on evaluation forms, either under the “For MSPE” section or the “Not for MSPE” section. There needs to be an improved system for documenting concerns and there needs to be faculty development on how to document concerns and how to provide feedback to students.
- There needs to be targeted communication to students on how feedback, documentation, and the Advance Information Policy helps and supports their learning.
- It is critical to receive students’ consent in sharing data and concerns.
- Many faculty do not know who to reach out to in the administration for assistance.
- From a systems perspective, the School should implement regular checkpoints where student performance is reviewed and students in need of additional support are identified.
 - The Student Affairs team and the Colleges unit are creating a holistic advising model with the following checkpoints:
 1. End of Foundations Phase
 2. Before the start of clerkships
 3. Halfway through required clerkships

The committee discussed what is needed to moving forward:

- Establish thresholds for identifying students. It would also be helpful to identify core competencies shared across clerkships. This is key to developing a learning plan.
- Approximately how many students need targeted, proactive support? This will help determine the resources and FTE needed.
- How should the School communicate with community preceptors on this topic? Many community preceptors have been frustrated that information was not shared with them.
- A Learning Management System should be set up to track all this information (compliance information, whether students are passing courses, any documented concerns, etc.).
 - The Academic and Learning Technologies (ALT) team is developing a dashboard for this purpose. Currently, the Proactive Advising team in Student Affairs has access to this information and receives alerts for students they should reach out to. The ALT team is working on building out this dashboard.
- The School should aim to empower students and set an expectation that they should be prepared to share any previous concerns they have had and what their goals are with clerkship faculty.

There are several groups working on this topic (Student Affairs, the Colleges, ALT, etc.). Building off the work already done, it would be beneficial to put together a small work group to address how these efforts should be implemented in the Patient Care Phase. **ACTION:** The Curriculum team will share the meeting minutes and the names of interested individuals with the Student Affairs team.