



Patient Care Phase Committee Minutes

Date	November 14, 2022
Time	4:00 – 5:30PM
Patient Care Co-Chairs	<i>Kris Calhoun; Joshua Jauregui</i>
Attendees	<p>Academic Chair: <i>Kris Calhoun</i></p> <p><input type="checkbox"/> QUORUM REACHED: NO Voting Members: <i>Abena Knight Devin Sawyer, Jenny Wright, Mike Spinelli, Paula Silha, Toby Keys</i></p> <p>Guests: <i>Heather McPhillips, Sarah Wood, Julie Bould, Alexis Rush, Sara Fear, Eric Kraus, Vicki Mendiratta, Jordan Kinder, Gina Franco, Kristen Seiler, Ross Kessler, Debbie Blackstone, Margie Trenary, Amy Dettori</i></p>
Regrets	Voting members: <i>David Horn, Evan Johnson, John McCarthy, Leslee Kane, Matt Cunningham, Paul Borghesani, Serena Brewer</i>

Agenda

	ITEM	LEAD	TIME	ATTACHMENTS	ACTION
1	Approve October minutes	Kris Calhoun	5 min	Attachment A	Decision
2	Exam Postponement Policy	Kris Calhoun	25 min		Decision



1. Approve October minutes		
Discussion: The committee reviewed the previous minutes.		
<input checked="" type="checkbox"/> DECISION REQUIRED? MOVED TO E-VOTE	[9] VOTES FOR	[0] VOTES AGAINST
Decision: The Patient Care Phase Committee approved the October minutes.		

2. Exam Postponement Policy
Discussion: The committee followed up on the ongoing discussion of standardizing the rules and process around clerkship exam postponements. Faculty presented the proposed Exam Postponement Policy.
Make-Up Date <u>Current practice:</u> Students make up the clerkship exam the Friday following the missed scheduled exam. Overall, this practice is working well. <u>New practice:</u> No change. Student must obtain approval from new clerkship.
Proctoring <u>Current practice:</u> Clerkship administrators from the clerkship of the missed exam proctor the make-up. <u>New practice:</u> <ul style="list-style-type: none"> • Establish a rotation schedule comprised of all clerkship administrators. <ul style="list-style-type: none"> ○ Takes burden off few and distributes the workload equally. • Potential alternative: the School of Medicine is working to secure funds to contract out proctoring services.
Postponement criteria <u>Current practice:</u> Some variability between clerkships. <u>New proposal:</u> Suggested standardization: <ul style="list-style-type: none"> • Personal illness, emergency • Family illness, emergency, or death • Acute issue (<48 hours)
Proposed policy (approved by Student Affairs, Curriculum, and all clerkship directors) <ul style="list-style-type: none"> • Students must be present for scheduled examinations except in the event of acute personal illness or personal/family emergencies. Students who must delay their clerkship exam due to one of the reasons above must complete an exam delay attestation form prior to the start of the exam (or as soon as possible if there are extenuating circumstances). • Regardless of whether an attestation form has been completed, once a student starts an exam, it will be scored and no retake opportunity will be given unless a personal emergency or confirmed technical issue occurs during the actual test that prevents completion of said exam. • If a student fails to complete an attestation form prior to the actual beginning of the test and does not sit for the exam, they will be given a score of zero and no retake opportunity will be given unless a personal emergency or confirmed technical issue prevented the student from completing the form and/or attending the exam. • Makeup exams will be administered one week later (the Friday following the missed date) for those whose acute issue has resolved. Students who delay exams are responsible for contacting



the clerkship administrator for the rotation during which the makeup exam will be administered (not the clerkship whose exam was missed) to request appropriate time away from that clerkship to take the test. For students unable to make this retake date, alternative plans will be made with SOM testing on a case-by-case basis.

- If a student needs to delay more than one exam in a clinical year, they will be contacted by a Dean from the Student Affairs to discuss additional needs.

The committee reviewed the attestation preamble, attestation form, and follow-up/confirmation e-mail students will receive from UWSOM Testing Service. In the confirmation e-mail, the committee recommended including a templated draft e-mail for students to use when reaching out to their next rotation about making up a missed exam.

The committee discussed the importance of monitoring the implementation of the policy and recommended holding a follow-up discussion in 3-6 months. Specifically, to compare the number of exam postponements from before and after the policy is implemented to ensure there is no overuse/abuse.

The policy and associated practices need to be communicated to students regularly. The committee suggested the following venues:

- Required session(s) in Transition to Clerkship for the E-21 cohort
- Clerkship orientations
- Weekly newsletters
- Potentially work with student leaders to disseminate through their regular communication channels.

The committee asked questions:

QUESTION: What are expectations for students for their next rotation? How should students communicate with their next rotation about exam make-ups?

ANSWER: Students will use the templated draft e-mail to communicate with their next rotation. Additionally, if this policy is approved, all clerkship directors and administrators need to agree to approve time off for completing make-up exams.

<input checked="" type="checkbox"/> DECISION REQUIRED? MOVED TO E-VOTE	[9] VOTES FOR	[0] VOTES AGAINST
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Decision: The Patient Care Phase Committee approved the test makeup policy, with the addition of a template e-mail for student use.