



Explore & Focus Phase Committee Minutes

Date	January 30, 2023
Time	4:00 – 5:30PM
Co-Chairs	<i>Esther Chung; Joshua Jauregui</i>
Attendees	Academic Chair: <i>Esther Chung</i> ; Executive Chair: <i>Joshua Jauregui</i>
QUORUM REACHED: NO	Voting Members: <i>Emily Myers, Matt Cunningham, Mike Spinelli, Roger Tatum, Troy Johnston</i>
	Guests: <i>Kellie Engle, Julie Bould, Ruth Sanchez, Bekah Burns, Niels Beck, Darryl Potyk, Kristina Dzara, Kristen Seiler, Eric Kraus, Heather McPhillips, Sarah Wood, Megan Osika-Dass, Erin Gunsul, Gina Franco, Ali Ravanpay, Claire Sandstrom, Karla Kelly, Debbie Blackstone, Jordan Kinder, Jung Lee, Margie Trenary, Paul Borghesani, RaQuel Harwick, Doug Schaad, Alexis Rush, Sara Fear</i>
Regrets	Voting members: <i>Alson Burke, Barb Doty, Nam Tran, Ralph Ermoian, Sarah Thomson, Thomas Payne</i>

Agenda

	ITEM	LEAD	TIME	ATTACHMENT	ACTION
1	Approve December Minutes	Esther Chung	5 min	Attachment A	Decision
2	Neurosurgery Clerkship Objectives for the 2022-2023 Clinical Year	Matt Cunningham / Ali Ravanpay / Robert Bonow	10 min	Attachment B	Decision
3	Exam Postponement Policy	Kris Calhoun / Joshua Jauregui	30 min	Attachment C	Decision
4	PEAC Grading Recommendation: Final Exam Weight Cap	Joshua Jauregui / Matt Cunningham	45 min	Attachment D	Decision



1. Approve December Minutes		
Discussion: The committee reviewed the previous minutes.		
<input checked="" type="checkbox"/> DECISION REQUIRED? MOVED TO E-VOTE	[10] VOTES FOR	[0] VOTES AGAINST
Decision: The Explore & Focus Phase Committee approved December meeting minutes.		

2. Neurosurgery Clerkship Objectives for the 2022-2023 Clinical Year		
<p>Discussion: The 2022-2023 Neurosurgery clerkship learning objectives vary across UW School of Medicine (UWSOM) resources (the Elentra curriculum management system, the assessment form, and the clerkship’s website/resources). It is important for accreditation purposes that objectives are consistent across resources and that all objectives are being assessed. The accrediting body for American medical schools, the Liaison Committee on Medical Education (LCME), expects all clerkship objectives are assessed.</p> <p>Changes to clerkship learning objectives require committee approval. Clerkship leadership and academic affairs administration proposed retroactively aligning Neurosurgery’s clerkship objectives with the eight items on their assessment form for the 2022-2023 clinical year. Ordinarily, learning objectives would not be changed in the middle of a clinical year, however, it is important to fix this clerical error and this change can be implemented with little impact to students.</p> <p>The proposed learning objectives:</p> <ol style="list-style-type: none"> 1. Obtain an appropriate medical history for a patient with a neurosurgical concern. 2. Perform an appropriate neurological exam for a patient with a neurosurgical concern. 3. Construct a differential diagnosis and support the most likely diagnosis for a range of common and/or emergent neurosurgical concerns. 4. Manage a range of neurosurgical diseases by selecting diagnostic tests and treatments, including identifying indications for surgery. 5. Present organized and accurate oral case presentations. 6. Demonstrates an expanding medical knowledge to propose diagnostic and treatment plans. 7. Communicates clearly with patients. 8. Applies feedback provided during the clerkship. 		
<input checked="" type="checkbox"/> DECISION REQUIRED? MOVED TO E-VOTE	[10] VOTES FOR	[0] VOTES AGAINST
Decision: The Explore & Focus Phase Committee approved retroactively updating Neurosurgery's clerkship objectives for the 2022-2023 clinical year.		

3. Exam Postponement Policy		
<p>Discussion: The committee discussed standardizing the rules and process around clerkship exam postponements. The Patient Care Phase Committee reviewed and approved the Exam Postponement Policy at the November 14, 2022 meeting. Faculty presented the policy for the Explore & Focus Phase Committee’s review and approval.</p> <p>Clerkship Exam Make-Up Date</p>		



Current practice: Students make up the clerkship exam the Friday following the missed scheduled exam. Overall, this practice is working well.

New practice: No change. Student must obtain approval from new clerkship.

Exam Proctoring

Current practice: Clerkship administrators from the clerkship of the missed exam proctor the make-up.

New practice:

- Establish a rotation schedule comprised of all clerkship administrators.
 - 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

Current practice: Some variability between clerkships.

New proposal: Suggested standardization:

- Personal illness, emergency
- Family illness, emergency, or death
- Acute issue (<48 hours)

Proposed policy (approved by Student Affairs, Curriculum, and all clerkship directors)

- 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 discussed the importance of monitoring the implementation of this policy and recommended holding a follow-up discussion in 3-6 months. Specifically, to compare the number of exam postponements from before and after policy implementation 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.

DECISION REQUIRED? **MOVED TO E-VOTE** [10] VOTES FOR [0] VOTES AGAINST

Decision: The Explore & Focus Phase Committee approved the Exam Postponement Policy.

4. PEAC Grading Recommendation: Final Exam Weight Cap

Discussion: In March 2022, Curriculum Committee approved required clerkship grading recommendations from the Program Evaluation and Assessment Committee (PEAC):

Curriculum Committee approved (3/7/2022):		Status:
1.	UWSOM should explore making broad changes to clerkship grading, centering equity and transparency.	In progress. A clinical assessment workgroup is developing recommendations.
2.	Departments should adopt a percentage weighting system for combining clinical evaluations and final exam scores into a final grade (starting with the 2023-2024 clinical year).	Clerkships must implement starting March 2023.
3.	The final exam weight can be different by department and the cap should be set and approved by the Patient Care Phase and Explore & Focus Phase committees (starting with the 2023-2024 clinical year).	
4.	There should be a set uniform standard for passing final exams, based on national percentile. This standard should be set and approved by the Patient Care Phase and Explore & Focus Phase committees.	The standard has been set at the third percentile.
5.	UWSOM should discontinue the use of final exam performance thresholds students must meet in order to get a final grade of Honors (starting with the 2023-2024 clinical year).	Clerkships must implement starting March 2023.

Check-in: Uniform Standard for Passing Final Exams



Item number four has been set and approved at the third percentile. The committee checked in on this and reviewed the number of exam fails and at what percentile for the last year. The committee also reviewed the most recent data from the National Board of Medical Examiners (NBME) and the NBME’s recommendation for minimum passing scores for required clerkships.

The committee felt the standard is appropriate at the third percentile. This topic will be revisited annually.

Decision: Final Exam Weight Cap

A final exam weight cap was first discussed at the December Patient Care Phase Committee meeting. The committee could not reach a consensus. Possibilities discussed included 15% and 50%, however concerns were raised about both. Since the December Patient Care Phase Committee meeting, Clerkship Directors met with the Director of Evaluation to discuss how grading would be affected by possible final exam weight caps.

The Patient Care Phase Committee approved setting the final exam weight cap at up to 50 percent of the final grade at the January 23, 2023 meeting.

While most clerkships plan to weight the final exam at 20%, others feel the final exam is a critical metric of clinical knowledge and want the flexibility to set the final exam weight cap at a higher percent. The committee also discussed the importance of recognizing the differences between clerkships, including the unique clinical knowledge and clinical experiences of each specialty. Additionally, it was emphasized that the 50% approved by the Patient Care Phase Committee is a cap and not a suggested final exam weight.

☑ DECISION REQUIRED? MOVED TO E-VOTE	[8] VOTES FOR	[2] VOTES AGAINST
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Decision: The Explore & Focus Phase Committee approved setting the final exam weight cap at up to 50 percent of the final grade.