



Explore & Focus Phase Committee Minutes

Date	February 27, 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>
<input checked="" type="checkbox"/> QUORUM REACHED: YES, 7	Voting Members: <i>Alson Burke, Barb Doty, Matt Cunningham, Ralph Ermoian, Roger Tatum, Sarah Thomson</i> Guests: <i>Ross Kessler, Kellie Engle, Erin Gunsul, RaQuel Harwick, Aubrey Brown, Julie Bould, Heather McPhillips, Lena Sibulesky, Joely Hannan, Sara Fear, Gina Franco, Kristen Seiler, Jordan Kinder, Amy Say, Nancy Miles, Megan Osika-Dass, Claire Sandstrom, Debbie Blackstone, Erin Indra, Christine Rizkalla, Kris Calhoun, Jung Lee, Ali Ravanpay, Sarah Wood, Margie Trenary, Niels Beck, Paul Borghesani, Liya Savochka, Gerald Tolbert, Alexis Rush, Ivan Henson, Tho Bui, Geoff Jones, Greg Schmale, Karla Kelly, Ai Phuong Tong, Tom Payne, Ruth Sanchez</i>
Regrets	Voting members: <i>Emily Myers, Mike Spinelli, Nam Tran, Troy Johnston</i>

Agenda

ITEM	LEAD	TIME	ATTACHMENT	ACTION	
1	E-Votes Approved: <ul style="list-style-type: none"> • December minutes • Neurosurgery’s clerkship objectives • Set final exam weight cap at 50% • Approve Exam Postponement Policy 	Esther Chung / Joshua Jauregui	5 min	Attachment A, B	Announcement
2	Approve January Minutes	Esther Chung	5 min	Attachment C	Decision
3	Explore & Focus Phase Track Policy: Revisions	Erin Gunsul	5 min	Attachment D	Decision
4	Required Clerkship Requirement Changes for the 2023-2024 Clinical Year: <ul style="list-style-type: none"> • Emergency Medicine • Neurosurgery 	Ross Kessler / Ali Ravanpay / Robert Bonow	20 min	Attachment E, F, G	Decision
5	Follow-up: Student satisfaction with healthcare access <ul style="list-style-type: none"> • Student Committee on Healthcare Access (SCoHA) introductions • Attendance & Absentee Policy: Revisions • Student Access to Anticipated Healthcare Policy 	Esther Chung / Joshua Jauregui	55 min	Separate Handouts	Discussion



1. E-votes Approved

Announcements: Quorum was not reached at the January Explore & Focus Phase Committee meeting. The following motions were approved via e-vote after the meeting:

- The December meeting minutes
- Retroactively updating Neurosurgery's clerkship objectives for the 2022-2023 clinical year
- The Exam Postponement Policy
- Setting the final exam weight cap at up to 50 percent of the final grade.

See the meeting handouts for details.

2. Approve January Minutes

Discussion: The committee reviewed the previous minutes.

<input checked="" type="checkbox"/> DECISION REQUIRED?	[7] VOTES FOR	[0] VOTES AGAINST
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Decision: The Explore & Focus Phase Committee approved January meeting minutes

3. Explore & Focus Phase Track Policy: Revisions

Discussion: Curriculum and Registration staff presented proposed revisions to the Explore & Focus Phase Track Policy. The proposed changes simplify policy language and detail the procedures. See the meeting handouts for details.

<input checked="" type="checkbox"/> DECISION REQUIRED?	[6] VOTES FOR	[0] VOTES AGAINST
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Decision: The Explore & Focus Phase Committee approved changes to the Explore & Focus Phase Track Policy

4. Required Clerkship Requirement Changes for the 2023-2024 Clinical Year

Discussion: Each year, the three required Explore & Focus Phase clerkships present changes for the upcoming clinical year to the committee for review and approval. This is a critical process for the school's continued accreditation from the Liaison Committee on Medical Education (LCME). Changes could include:

- Clerkship objectives
- Required clerkship activities
- Clinical encounters
- Mini-CEX
- Plans to recruit, add or otherwise change clerkship sites
- Assessment
- Grading System

Emergency Medicine and Neurosurgery presented changes for the 2023-2024 clinical year, beginning on March 27, 2023. See meeting handouts for details.

Emergency Medicine

Required clerkship activities:



- Students will no longer be required to write a clinical exploration post on the online discussion board during the clerkship. However, students will continue to post a bioethics essay on the discussion board.

Clerkship sites:

- Planning to add UW Northwest Hospital in July 2023.

Grading system:

- A new EValue system is being implemented that is more aligned with the competency framework from the Association of American Medical Colleges (AAMC) and the Accreditation Council for Graduate Medical Education (ACGME), including changing the grading scale to a 4-point scale.
- The cutoffs for the clinical grade will be updated:

OLD		NEW	
4.5-5.0	Honors	3.5-4.0	Honors
4.0-4.49	High Pass	3.0-3.49	High Pass
3.0-3.99	Pass	2.0-2.99	Pass
2.99 and below	Fail	1.99 and below	Fail

- The final grade will no longer use a 5-point scale since it will be reported as a percentage. The cutoffs will remain the same but adjusted to a 4-point scale:

4-pt Scale Clinical Grade	4-pt Scale Final Grade	Grade
3.5 (87.5%)	86.6%	Honors
3.0 (75%)	74.6%	High Pass
2.0 (50%)	50.9%	Pass

Neurosurgery

Clerkship sites:

- Researching a new required clerkship site at the Billings Clinic in Billings, Montana.

Grading system:

- The exam will be weighted at 50%.
- The Honors threshold is changing from 3.7 and higher to 3.8 and higher:

NEW	
3.80 or higher	Honors
3.00-3.79	High Pass
2.00-2.99	Pass
< 2.00	Fail

See meeting handouts for details.

<input checked="" type="checkbox"/> DECISION REQUIRED?	[7] VOTES FOR	[0] VOTES AGAINST
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Decision: The Explore & Focus Phase Committee approved Emergency Medicine's clerkship changes for the 2023-2024 clinical year

<input checked="" type="checkbox"/> DECISION REQUIRED?	[7] VOTES FOR	[0] VOTES AGAINST
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Decision: The Explore & Focus Phase Committee approved Neurosurgery's clerkship changes for the 2023-2024 clinical year

5. Follow-up: Student satisfaction with healthcare access

Discussion: At the 2018 Liaison Committee on Medical Education (LCME) accreditation site visit, the UW School of Medicine (UWSOM) received an *Unsatisfactory* citation for 12.4 "Clinical students' access to healthcare services:"

A medical school provides its medical students with timely access to needed diagnostic, preventive, and therapeutic health services at sites in reasonable proximity to the locations of their required educational experiences and has policies and procedures in place that permit students to be excused from these experiences to seek needed care.

In 2020, UWSOM submitted a status report to the LCME detailing efforts to improve students' access to healthcare and guidance offered by the school. From this report, UWSOM received an updated rating (*Satisfactory with a Need for Monitoring*).

UWSOM's Academic Affairs office, in collaboration with the Student Committee on Healthcare Access (SCoHA), monitor student satisfaction through surveys. Since 2020, dissatisfaction with the adequacy of UWSOM's guidance on accessing healthcare has increased among clinical students. A thematic analysis of student comments revealed common concerns:

- The school's large geographic region:
 - Finding providers and scheduling regular healthcare appointments is difficult (rotations are typically six-weeks in length).
 - Health insurance and Medicaid coverage often does not carry over state lines.
- Difficulty accessing and navigating the healthcare system.
- Fear of school/faculty/preceptor retaliation (specifically to students' grades).

UWSOM is taking a multi-prong approach to address LCME 12.4 citation and improve student satisfaction:

1. Improve communication to students on how to report issues accessing healthcare (Student Affairs, Learning Environment Committee, and Educational Quality Improvement)
2. Revise Attendance & Absentee policy (Patient Care Phase and Explore & Focus Phase Committees)
3. Improve student access to telehealth services (Student Affairs)
4. Improve communication to and faculty development for clinical site preceptors (Faculty Development)

The Curriculum Office, in collaboration with the Student Committee on Healthcare Access (SCoHA), is leading efforts to revise policy for the 2023-2024 clinical year (starting on March 27, 2023).

Policy updates were informed by:

- Extensive stakeholder feedback
 - Formal and informal discussions
 - Student, faculty, and staff surveys



- Stakeholders include: SCoHA, clerkship directors and administrators, Student Affairs, Curriculum leadership and staff, the Vice Dean of Academic Rural & Regional Affairs, Educational Quality Improvement (EQI), and UWSOM’s special Programs (WRITE and LIC)
- Peer medical schools’ policies
 - University of California San Francisco, University at Buffalo, Wright State University, Texas Tech University, University of Nebraska Medical Center, and Boston University

The goals of the policy updates:

1. Simplify language
2. Balance the needs of all stakeholders
3. Maintain an excellent medical education program
4. Address LCME citation
5. Emphasize the importance of student wellness and encourage/protect access to healthcare
6. Support departments and UWSOM’s capacity to operationalize change

The policy updates were presented at the February Patient Care Phase Committee meeting. Consensus was not reached at this meeting. Additional feedback was gathered by the Curriculum Office to inform the additional revisions. The Explore & Focus Phase Committee reviewed the most recent revisions and high-level policy proposal:

Rotation	Anticipated Healthcare Absences	Anticipated Personal or Academic Absences
2-week elective clerkship 3-week required clerkship (WRITE) 4-week Sub-Internship (Sub-I) 4-week Advanced Patient Care clerkship (APC)	Up to 1 day	NONE
4-week required clerkship 4-week clinical elective clerkship 6-week required clerkship	Up to 1 day	Up to 2 days *
Greater than six weeks (> 6 weeks)	Up to 2 days	Up to 2 days *
* Approved at the discretion of the Clerkship Director		

Common concerns were addressed:

Concern	Solution
Non-healthcare-related, anticipated absences (i.e., academic or personal events)	<i>Maintain current policy: students are allowed up to two (2) days of non-healthcare-related, anticipated time away in most rotations.</i>



<p>Partial day absences for healthcare</p>	<p><i>Students are required to notify the appropriate clerkship administrator for healthcare absences greater than three hours. Students must work directly with their clinical site team for healthcare absences less than three hours.</i></p>
<p>Timeline to submit an absence request</p>	<ul style="list-style-type: none"> • <i>Six weeks before the beginning of the clerkship for academic and personal events.</i> • <i>Within the first two weeks of the clerkship for religious holidays/accommodations (per UW policy).</i> • <i>Two weeks in advance of an anticipated healthcare absence greater than 3 hours.</i>
<p>Shorter, Explore & Focus Phase courses</p>	<p><i>Non-healthcare-related, anticipated absences are not allowed during two-week electives, four-week Sub-Is, or four-week APCs.</i></p>

The committee discussed the proposed revisions. The Explore & Focus Phase committee will review and vote on the final policy revisions at the March meeting.