



Explore & Focus Phase Committee Minutes

Date	November 20, 2023
Time	4:00 – 5:30PM PT
Attendees	Academic Chair: Esther Chung; Executive Chair: Joshua Jauregui
<input checked="" type="checkbox"/> QUORUM REACHED:	Voting Members: Matthew Cunningham, Sarah Thomson, Alson Burke, Daniel Robinson, Ralph Ermoian Guests: Eric Kraus, Emmanuel Wright, Kellie Engle, Heather McPhillips, Kristen Seiler, Claire Sandstrom, Jung Lee, Geoff Jones, John McCarthy, Jordan Kinder, Mary Sargent, Megan Osika-Dass, Pam Pentin, RaQuel Harwick
Regrets	Voting members: Barb Doty, Emily Myers, Mahesh Karandikar, Nam Tran, Roger Tatum, Troy Johnston, Erich Garland, Mike Spinelli

Agenda

	ITEM	LEAD	TIME	ATTACHMENT	ACTION
1	Announcements Explore and Focus Bylaw Change	Emmanuel Wright	10 Min		Announcement
2	Approve October Meeting Minutes	Esther Chung	5 Min	Attachment A	Decision
3	New clerkship approval: OB GYN 619 APC Advanced Gynecology - Spokane, WA	Vicki Mendiratta/Sarah Villarreal	15 Min	Attachment B	Decision
4	Clerkship Communication Policy	Esther Chung	20 Min	Attachment C	Discussion
5	Student Access to Healthcare/LCME Citation 12.4	Joshua Jauregui	20 Min	Attachment D	Discussion



1. Announcements

Discussion: The committee received announcements regarding the Explore and Focus Committee Bylaw Changes accepting student candidates who've completed Foundations Phase vs the previous version where students had to complete Patient Care Phase to be eligible candidates.

2. Approve October Meeting Minutes

Discussion: The Committee reviewed October Meeting Minutes and decided to vote on the minutes via e-vote due to lack of quorum during the meeting.

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Decision: The Explore & Focus Phase Committee will vote on Meeting Minutes via e-vote. Quorum was not met.

3. New Clerkship Approval: OB GYN 619 APC Advanced Gynecology – Spokane WA

Discussion:

The committee discussed the new OB GYN 619 APC Advanced Gynecology clerkship in Spokane. This multispecialty 4th year Advanced Patient Care Course is specifically designed for students interested in an OB/GYN career who seek an immersive exposure to the subspecialties of Minimally.

Invasive Gynecologic Surgery, Gynecologic Oncology, Reproductive Endocrinology, and Infertility, Complex Family Planning, and Urogynecology. Students will care for patients in both outpatient and inpatient settings, provide oral case presentations, determine management plans, assist in office and OR procedures, round on in-patients, and actively manage patients with the guidance of the attending physicians. Overall, student will gain an in-depth understanding of these subspecialties with goals to both prepare the student for residency training, and to guide their decisions around career planning and pursuing fellowship after residency

The committee made a motion to approve the OB GYN 619 APC Advanced Gynecology Clerkship. However, due to lack of quorum, the committee will approve via e-vote.

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Decision: The Explore & Focus Phase Committee made a motion to approve the OB GYN 619 APC Advanced Gynecology Clerkship. However, due to lack of quorum, the committee will approve via e-vote.

4. Clerkship Communication Policy

Discussion:

The committee also discussed the Clerkship Communication Guidelines; it was brought to the committee's attention that the policy was first created in 2017 at the request of students to address the following concerns:

- Start date of clerkship
- Info about credentialing
- Website of useful information

The students felt that the "policy" addressed their concerns regarding the following:



- Need for a uniform timeline and content for email communication about upcoming clerkships between site coordinators and students.
- Communication with students that is bulleted, with clear instructions for things students need to complete with clearly outlined action items.
- Provide clear information about exactly what students need to review prior to the clerkship.
- Provide clear and timely communication about credentialing including explicit instructions about what students need to do and what the timing is (with time for students to complete necessary paperwork).

Although the guidelines were in the Student Handbook and on the Intranet labeled as a policy, it never went through the formal approval process. The title was changed to “*Clerkship Communication Guidelines*” to help safeguard students communication expectations before clerkships and to continue to provide faculty with procedures to follow regarding student communication during all clerkships.

The committee discussed the guidelines origins and the potential logistical errors regarding the expectations student communication across all clerkships. After more discussion of the guideline origins, the committee discussed the importance of keeping expectations for communication for clerkship sites and considering the value of the guidelines and its impact on students should be considered during the revision process.

The committee discussed the potential of the rotations who will be at risk if this is made into a policy due to logistical errors. Administrative staff are wrapping-up clerkship rotations every four weeks in the Explore and Focus Phase, and its common practice to reach out to students at least two weeks in advance. Discussion on having the current guideline remain a guideline vs a policy due to the differences in timelines between site and clerkships. Using examples such as the different lengths of clerkships (2,4,6,12-week clerkships) and the Madigan site which mandates clerkships to communicate with students 4 months in advance. Concerns were addressed around revising the guidelines and collaborating with clerkship administrators after they discussed appropriate communication timelines.

The committee addressed potential student impact and the initial guidelines where drafted to address students concerns and the need to keep guidelines in place to for accountability purposes. More discussion followed about the timelines of when communication needs to happen with examples such as onboarding and site location of first day arrivals; with potential solutions including centralized websites or clerkship site canvas pages. Revisions must consider the need for latitude clerkship directors and administrative teams need to have options for communication to best fit their needs.

The committee discussed potentially centralizing information, asking for student input, having discussion with administrators, and potentially making a sub-committee to address the totality of the committee’s concerns. Suggestions were made to discuss the guideline at the next administrators meeting. Perspective was added that an email a few weeks in advance with directions for where to find contact information should suffice. It was emphasized that student input was needed to see how much time they feel is adequate. To ensure all perspectives are addressed, a sub-committee was suggested with representation from students, administrators, and clerkship directors from both clinical phases.



The committee discussed charging a sub-committee during the joint clinical phase committee meeting to receive input from both clinical phases.

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Decision: The Explore & Focus Phase Committee decides to table discussion for joint clinical phase committee meeting with the proposal of keeping it a guideline and form a sub-committee.

5. Student Access to Healthcare/LCME Citation 12.4

Discussion:

The committee was informed about the Student Access to Healthcare/LCME Citation 12.4. In response to the LCME 12.4 citation UWSOM has created the following language to address student access to healthcare resources. As noted in the blurb below, this information was created in collaboration between UWSOM students and the Office of Student Affairs. The following language was added the clerkship websites and integrate into any clerkship orientation materials provided to students. The committee discussed this topic to address any concerns/questions they may have had.

UWSOM Language Address Student Access to Healthcare Resources

Student health related information

The UWSOM supports students' access to healthcare and strongly encourages them to obtain and maintain health insurance while enrolled at the UWSOM. The consolidated content on the links below has been created by collaboration between students and the UWSOM student affairs to ease of referencing for student related health information. All three sources will be updated centrally by student affairs and the Student Committee on Healthcare Access (SCoHA). If you have questions regarding the content, please reach out to admins@uw.edu.

- [Student Health Insurance](#)
- [Healthcare Access for Medical Students](#)
- [SOM-Telehealth Program for Medical Students](#)

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Decision: The Explore & Focus Phase Committee was informed of UWSOM's response to the LCME citation 12.4.