



Patient Care Phase Committee Minutes

Date	November 13, 2023
Time	4:00 – 5:30PM PT
Attendees	<p>Academic Chair: Kris Calhoun; Executive Chair: Joshua Jauregui</p> <p><input checked="" type="checkbox"/> QUORUM REACHED: Voting Members: Abena Knight, David Horn, Devin Sawyer, Jennifer Wright, John McCarthy, Kris Calhoun, Leslee Kane, Matt Cunningham, Mike Spinelli, Paul Borghesani, Alicia Scribner, Joshua Jauregui, Jesse Tonkinson</p> <p>Guests: Vicki Mendiratta, Emmanuel Wright, Sara Fear, Kellie Engle, Alexis Rush, Jung Lee, Sara Kim, Julie Bond, Debbie Blackstone, Edith Wang, Gina Franco, Jordan Kinder, Karla Kelly, Kristen Seiler, Margie Trenary, Mary Sargent, Max Keyes, Megan Mast, Megan O’Gilvie, Micheal Campion, Neha Deshpande, Raquel Harwick</p>
Regrets	Voting members: Evan Johnson, Paula Silha, Serena Brewer, Toby Keys, Johnson Huang

Agenda

ITEM	LEAD	TIME	ATTACHMENTS	ACTION	
1	Introduce New Committee Members	Kris Calhoun	5 Min		Discussion
2	Announcements				
	Grade Appeal Committee Bylaw Changes	Emmanuel Wright	5 Min		Discussion
	Planetary Health Endorsed by All Curriculum Committees				
2	Approve October Meeting Minutes	Joshua Jauregui	10 Min	Attachment A	Decision
3	Clerkship Communication Policy	Joshua Jauregui	30 Min	Attachment B	Discussion
4	Exam Reschedule Policy Revisions	Kris Calhoun	30 Min	Attachment C	Discussion



Announcements: Grade Appeal Committee Bylaw Changes, Planetary Health Endorsed by All Curriculum Committees

Discussion: The committee was informed of the Bylaw changes made to the Grade Appeal Committee’s Bylaws and that the Planetary Health Workgroup’s Phase two endorsement has been approved by all committees.

1. Approve Meeting minutes

Discussion: The committee reviewed the previous meeting’s minutes.

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Decision: The Patient Care Phase Committee approved the October minutes.

2. 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.

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Decision: The Patient Care Phase Committee decided to table the discussion to the joint meeting on 12/11/2023



3. Exam Reschedule Policy

Discussion: The committee discussed the Exam Reschedule Policy revision that were made recently and approve at the Patient Care Phase Committee 10.9.2023 meeting. The changes include:

1. Rename the policy to “rescheduling policy” to be in alignment with similar policies across all phases of medical school.
2. Change the language from personal emergency to medical emergency in the policy statement.
3. Add clarity to the policy’s makeup exams procedures.
4. Adding the phrase “Acute Illness” to the Policy Statement.
5. Also stating that students who fail to retake missed exam by the end of the next quarter will get a failure grade for the entire clerkship.

The committee discussed the need for more discussion about revisions needed to be made to the policy. It was mentioned that exam reschedules have increased by 50% in the clinical phases, but the numbers are still small. The committee is hopeful that the policy revisions will help mitigate the number of students who aren’t able to take their exams in a prescribed amount of time. The committee discussed charging a workgroup in Dec to discuss student absenteeism to help address the issue with exam reschedules.

The committee address explicitly putting into the policy that “not being prepared” isn’t a valid excuse or personal emergency to avoid these occurrences. There was a correlation made between the exam delays from Foundations Phase and the clinical phases. More discussion is needed to address cultural issues with student delaying without a personal illness/emergency or those who seek to get more time to study for their exam. Recommendations were made to make it mandatory for students to have a conversation with the Dean for requesting a delay, especially related to students with multiple delays.

The committee discussed the needed skills that can be learned from taking your exams on time and not delay unless it’s a real emergency and the correlation between abusing the current policy and professionalism. Suggestions were made to the committee to investigate how to support student learning. Helping them gain necessary tools and professional skills needed to flourish in their careers. Interjecting once students are identified to be repeated users of the policy to provide learning resources, even working with surgical department leads to help identify students who may be less prepared than their peers.

Discussion was had regarding student’s definition of personal emergency, with examples including interviews, MATCH, and residency eligibility effect by exams which may cause students to delay. Input from clerkship administrators include:

- Previous Procedures
 - Clerkship Administrators receive an email the morning of exam.
 - Clerkship Administrator takes note of the exam delay the new exam date.
- Pros to New Procedure
 - Not having to decide whether a student’s request is/isn’t approved.

The policy was enacted to keep consistency across clinical phases for approving exam reschedules. Also, to create a consistent process/guideline to follow for everyone involved in the exam rescheduling process. More discussion was had around students rescheduling exams for more time to study and that abusing this policy shows a lack of professionalism; and adding language into the policy to address misuse of the policy can mitigate these occurrences. The committee discussed the potential of taking a more longitudinal



curricular approach of addressing these concerns, by integrating this topic into the Student Absenteeism Workgroup’s Charge and adding professional development to the integration weeks; to help develop student’s competency in professionalism, better preparing them for real world practice.

Discussion was had around specific examples of students rescheduling in response to interview(s) request and that different interpretations need to be consider when discussing policy changes. A brief discussion was had surround potentially terminating the policy, but the committee tried to find different solutions to address everyone’s concerns. Suggestions were made to carefully chose the wording with examples of student interpretation of policy and how it affects their decision making. Suggestions were made for addressing students who misuse the policy, by identifying students who repeatedly use this policy during their clerkships and potentially having them sit in front of a committee to discuss their reasons for rescheduling so many exams throughout their clerkship. Currently the policy states that if a student needs to delay more than one exam in a given clinical year, they will be contacted by a Dean from Student Affairs to discuss additional needs. Discussion was had regarding if the Dean that students meet with can raise any professionalism concerns. The committee addressed working with the Student Affair Deans to get more data to help with policy revisions.

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Decision: The Patient Care Phase Committee tabled conversation until the joint meeting on 12/11/2023. With making amendment suggestions to present to other group to help conversations regarding policy revisions.