



Patient Care Phase Committee Minutes

Date	September 16, 2024
Time	4:00 – 5:30PM PT
Attendees	Patient Care Committee: <i>Academic Chair: Kris Calhoun; Executive Chair: Joshua Jauregui</i>
<input checked="" type="checkbox"/> QUORUM REACHED:	<i>Voting Members:</i> Paul Borghansani, Kris Calhoun, Matt Cunningham, Toby Keys, John McCarthy, Devin Sawyer, Jenny Wright, <i>Guests:</i> Nadejda Bepalova, Rebekah Burns, Amy Dettori, Kellie Engle, Jerome Graber, Max Griffith, Jung Lee, Heather McPhillips, Vicki Mendiratta, Alexis Rush, Michael Santiago, Doug Schaad, Sarah Wood, Emmanuel Wright
Regrets	<i>Voting members:</i> David Horn, Alicia Scribner, Paula Silha

AGENDA

	ITEM	LEAD	TIME	ATTACHMENTS	ACTION
1.	Approve June Meeting Minutes	Kris Calhoun	5 Min	Attachment A	Decision
2.	Welcome to Academic Year 2024-2025	Joshua Jauregui	10 Min		Announcement
3.	Announcement WRITE Clerkship Site Approval: Plains Montana	Emmanuel Wright	5 Min		Announcement
4.	Duty Hours Policy	Joshua Jauregui	25 Min	Attachment B	Decision
5.	Incomplete Policy	Joshua Jauregui	25 Min	Attachment C	Discussion
6.	Clinical Assessment Workgroup Update	Joshua Jauregui	20 Min	Available at meeting	Discussion



1. Approve June Meeting Minutes		
The Committee reviewed and approved the meeting minutes from June, 2024.		
<input checked="" type="checkbox"/> DECISION REQUIRED?	[8] VOTES FOR	[0] VOTES AGAINST
Decision:		

2. Welcome to the Academic Year 2024-2025
The Committee introduced members, and reviewed the mission statement. Members clarified their roles and noted that new members will gain voting rights for the October 14 th meeting after the October ratification by the Curriculum Committee.

3. Announcement
WRITE Clerkship Site Approval: Plains Montanna
The committee was informed the WRITE clerkship site in Plains Montanna was approved via over the summer.
The WRITE Clerkship Site offers Office/Clinic and hospital experiences for students
<ul style="list-style-type: none"> Office experience is based at Plains Family Medicine and Thompson Falls Family Medicine clinics. Experiences will be primarily focused on our family medicine clinic but will also include time with urgent care clinic and specialty clinics. Clark Fork Valley Hospital is a 16-bed critical access hospital. Students will spend time with our hospitalist service. Opportunity will be provided to spend time with our surgical services team as well.

4. Duty Hour Policy
Discussion:
The Committee discussed revisions to the University of Washington School of Medicine duty hour policy, noting that the current policy is outdated compared to residency standards and inconsistent with ACGME guidelines. Key updates include reducing maximum shift lengths from 30 to 24 hours, mandating 14 hours off between shifts, and limiting the workweek to 80 hours averaged over a four-week period. These changes aim to align student work hours with residency policies and ensure consistency. There was a focused discussion on how these policies apply within individual clerkships and how they accommodate students needing additional time due to disabilities or other factors.
Questions:
<ul style="list-style-type: none"> What is the maximum shift length, and does it effectively extend to 28 hours with the handoff period? How will the policy address ableism by ensuring students with disabilities receive appropriate accommodations? Should the policy explicitly state how accommodations are to be implemented without requiring students to work longer shifts?



Resolutions:

- The maximum shift length remains 24 hours with an additional 4 hours for transitions in care, following ACGME guidelines. Clarifying language may be added to ensure it is clear to all students, especially first- and second-year students.
- Accommodations for students with disabilities will be addressed by providing tools to help students complete their work within the 24-hour window, rather than extending their hours. The accommodations may include assistive technology (e.g., voice recognition software) or other support, ensuring that students with disabilities are not disadvantaged by the time constraints.
- The committee agreed that the policy should not force students needing accommodations to work longer hours, but rather adjust workload expectations or provide necessary tools within the 24-hour limit. It was also suggested that explicit language around accommodations may not be necessary in the policy itself, as accommodations are addressed on a case-by-case basis by the appropriate offices.

Conclusion:

The committee agreed on the need to update the duty hour policy to ensure consistency with ACGME standards and to better accommodate students transitioning into clerkships. While the general policy was approved, there was significant discussion around accommodations for students with disabilities. The committee resolved that accommodations should focus on providing students with the tools to complete their tasks within the standard shift length, rather than extending their working hours. The committee moved forward with these considerations, and approved the Duty Hour Policy

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Decision:

5. Incomplete Policy

Discussion:

The Committee Discussed proposed revisions to the policy on awarding incomplete grades for clerkships. The discussion focused on ensuring the policy aligns with university guidelines, offers flexibility for students, and clarifies the responsibilities of both students and clerkship directors in the process. The proposed policy would allow incomplete grades to be awarded when students experience personal illness or emergencies, provided they have made satisfactory progress up until the last 7 calendar days of the clerkship. The committee raised several concerns regarding the scope and potential consequences of the policy and debated ways to ensure fairness while maintaining clear expectations.

Key Discussion Points:

- **Incomplete Grade Criteria:**
 - Incomplete grades may be given if a student, due to personal illness or emergency, cannot complete clerkship requirements but has made satisfactory progress up to the last 7 days of the clerkship.
 - This policy is aligned with university faculty code, but adapted for the medical school's unique curriculum schedule.
- **Faculty Discretion and Responsibility:**
 - Faculty are not obligated to grant an incomplete upon request, but they may also initiate an incomplete if they determine a student hasn't met the necessary course requirements.



- Discussion emphasized clarifying that faculty can initiate an incomplete for students who may not realize they need it or who have not met course requirements, regardless of whether the student requests it.
- **Challenges in Defining Timing:**
 - The "last 7 days" rule was created to ensure consistency and fairness, but several committee members expressed concern about limiting incompletes to students who only miss time at the end of the clerkship.
 - Proposals were made to explore alternative criteria, such as ensuring students complete a percentage of the clerkship rather than a strict focus on timing (e.g., satisfactory completion of 70% of the clerkship). However, concerns were raised about the complexity of calculating percentages versus a clear calendar day rule.
- **Potential for Increased Use of Incompletes:**
 - The committee acknowledged that implementing a clearer incomplete policy could lead to more frequent use of incompletes, particularly in post-pandemic settings where flexibility is increasingly needed.
 - Clerkship directors raised concerns about handling the logistics of students making up missed clinical time and the potential burden on clerkship administrators.
- **Exam Delays and Incompletes:**
 - The policy on exam delays is separate but connected to the incomplete policy. Students delaying a clerkship exam may receive an incomplete if they do not take the exam within the prescribed timeframe. The committee agreed to revise the wording to “may result in an incomplete grade” to ensure flexibility for students who complete exams promptly.
- **Financial Aid and Tuition Considerations:**
 - Representatives from student affairs and the registrar highlighted potential financial aid and tuition implications if students miss significant portions of a clerkship, particularly at the start. This could complicate students’ financial aid status, requiring careful coordination with the university registrar.
- **Examples and Practical Application:**
 - Several members suggested including examples in the policy to guide students on how incomplete grades would be applied. This would help clarify expectations, especially in cases where students may assume they can make up missed time through alternative arrangements that may not be realistic.

Resolutions for Concerns:

- The policy will explicitly allow clerkship directors to initiate an incomplete, ensuring students who are unable to meet requirements receive the necessary support.
- The committee agreed to adjust the policy language to clarify the conditions under which incomplete grades are granted, including allowing more flexibility around the timing of missed coursework (e.g., not just in the last 7 days).
- The phrase “may result in an incomplete grade” will be added to clarify that exam delays do not automatically trigger an incomplete if the exam is completed in a timely manner.

Next Steps:

- The committee will present a revised draft of the policy in October, incorporating the suggestions discussed, including faculty-initiated incompletes and flexibility in timing criteria.
- Additional input will be gathered from the clinical huddles and relevant stakeholders, particularly regarding financial aid implications and how the policy may affect clerkship logistics.



- The updated policy will aim to streamline the process while balancing flexibility with practical constraints to ensure students can complete their coursework without unintended delays.

Conclusion: The Committee engaged in a thorough discussion on the proposed incomplete grade policy, focusing on aligning it with university guidelines, addressing practical concerns from clerkship directors, and ensuring fair and clear expectations for students. The Committee aims to finalize the policy in the October meeting, ensuring that it provides necessary flexibility while maintaining academic integrity and operational feasibility.

<input checked="" type="checkbox"/> DECISION REQUIRED? (postponed)	<input type="checkbox"/> VOTES FOR	<input type="checkbox"/> VOTES AGAINST
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Decision: The Committee decided to postpone further discussion on the incomplete grade policy until after the Explore and Focus Phase Committee meeting on 9/23. Feedback from that meeting will be used to refine the policy before bringing it back for a final vote in October.

6. Clinical Assessment Workgroup Update

Discussion: The Committee received an update from the Clinical Assessment Work Group, detailing the progress on the implementation of workplace-based assessments using Entrustable Professional Activities (EPAs) for clerkship evaluations. The phased rollout plan includes a trial year in 2025 followed by full implementation in 2026. Subgroups are actively working on developing assessment tools, educator training, and evaluation strategies. Future decisions and proposals on these changes will be brought back to the committee for review and approval.