



Explore and Focus Committee Minutes

Date	September 23, 2024
Time	4:00 – 5:30PM PT
Attendees	Explore and Focus Phase Committee: Academic Co-Chair: <i>Esther Chung</i>; Executive Chair: <i>Joshua Jauregui</i>
<input type="checkbox"/> QUORUM REACHED:	
	Voting Members: Hanna Ahuja, Alson Burke, Matt Cunningham, Erich Garland, Nadia Marnani, Emily Myers Sarah Thomson.
	Guests: Niels Beck, Debbie Blackstone, Kellie Engle, Sara Fear, Gina Franco, Doug Franzen, Ivan Henson, Geoff Jones, Karla Kelly, Sara Kim, Heather McPhillips, Susan Merel, Doug Schaad, Mike Spinelli, Emmanuel Wright
Regrets	Voting Members Barb Doty, Troy Johnston, Mahesh Karandikar, Nam Tran, Roger Tatum

AGENDA

1. Approve June Meeting Minutes			
Minutes will be sent for e-vote. First motion is proposed from Dr. Garland and second motion is proposed from Hanna Ahuja.			
<input type="checkbox"/> DECISION REQUIRED?		[] VOTES FOR	[0] VOTES AGAINST
Decision:			
2. Welcome to Academic Year 2024-2025			
Members were welcomed to the committee.			
<input type="checkbox"/> DECISION REQUIRED?		[] VOTES FOR	[0] VOTES AGAINST
Decision:			
3. Announcements			
APC Change Request MEDECK 608. This clerkship was presented in June and request is for voting members to vote for clerkship via e-vote.			
Clerkship site approval PEDS 632 Seattle Children’s Hospital. This clerkship was presented in June and request is for voting members to vote for clerkship via e-vote.			
<input type="checkbox"/> DECISION REQUIRED?		[] VOTES FOR	[0] VOTES AGAINST
Decision:			



4. Duty Hours Policy

Discussion: Duty hours policy was presented to Patient Care Committee on 9/16. After presentation and vote by Explore and Focus committee the Duty Hour policy will be presented to Curriculum Committee and Faculty Council on Academic Affairs. The duty hours policy was developed in response to changes in ACGME where we lacked behind. The SOM has duty hours policy which are out of date. Changes include shifts up to 24 hours with additional 4 hours permitted for transitions and duty hours average within the clinical clerkship.

Work hours policy will be sent via e-vote. First motion is proposed from Dr. Emily Myers and second motion is proposed from Hanna Ahuja.

<input type="checkbox"/> DECISION REQUIRED?	[] VOTES FOR	[0] VOTES AGAINST
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Decision:

5. Incomplete Policy

Discussion: Need is to develop a policy for the UWSOM to customize incomplete for clinical clerkships within a quarter. The UW policy language allows incomplete at the end of the quarter and the SOM has been granted approval to create a SOM timeline for incomplete. The policy includes background, eligibility and procedure.

Discussion at Patient Care focused on what to do if a student is unable to request an incomplete if they are incapacitated. Could the clerkship director initiate an incomplete without input from the student for an emergent situation. Two – week clerkships are ineligible. The major change is the timeline and incomplete delegation is awarded if doing satisfactory work up until the last 7 calendar days of the clerkships. Discussion occurred around how do we work with students who have circumstances happen in the middle of the clerkship?

The goal is have an easy process which is trackable. Having forms for students to fill out and expectations for what the forms will include and response to an incomplete. The form would be tracked centrally.

Allow courses flexibility for how much time students can make up may be in our interest since clerkships have a variety of requirements.

In terms of time students can miss, as close as we get now in terms of accreditation, is the requirement that students should have no more than 25% of clinical encounters met by alternative methods.

Explore and Focus has tension with graduating students on time and departments making accommodations for make up. Suggested language could include that departments have latitude to make up time and support students toward graduation.. Dr. Chung will bring language about supporting students around graduation.



<input type="checkbox"/> DECISION REQUIRED?	[] VOTES FOR	[0] VOTES AGAINST
Decision:		

6. Clinical Assessment Workgroup Update		
<p>Discussion: In 2022 the larger workgroup was launched and worked toward governance committee to approve moving to pass/fail. Sub-groups were established for strategic implementation with minimal intended consequences. Phased roll out is planned during 2025 to 2027. In 2025 we will build program evaluation strategies and evaluation systems and work based assessment tool and the scale we will use and maintain tiered grading. In 2026 we will move to Pass/Fail. Final proposals will be presented to Curriculum Committee and Faculty Council. Visit website for more details.</p>		
<input type="checkbox"/> DECISION REQUIRED?	[] VOTES FOR	[0] VOTES AGAINST
Decision:		