

LCME Self-Study
Working Group Meeting – Standards 6&7
03/7/18
Meeting Minutes

Time/Location	3:00 pm NAB 1143	Handouts	<ul style="list-style-type: none"> • Std 6&7 Element Progress Notes updated with PwC remediation suggestions • Draft DCIs (electronic)
Attendees	Ann Botash, Margaret Maimone, JoAnne Race, James Megna, Tom Poole, Lisa Phelan, Sarah McNamara		

DISCUSSION	For element 6.1, discussed needs. Development of drop down menu key (Lisa Phelan), with definition table, and education to course and clerkship directors. Need narrative to capture work done by curriculum committee to review whole curriculum (every 3 or 5 years? In a retreat?) Ann Botash to add narrative of process for clerkship director interviews; Margaret Maimone to collect information regarding Rural Medical Scholars Program (RMSP) - additional objectives and how assessed.		
ACTION ITEM	ITEM	PERSON RESPONSIBLE	DUE DATE
	Write description of process to review whole curriculum, include timeframe	Paul Ko	4/4/18
	Write description of review process of third year clerkships, by interviews in November and December 2017	Ann Botash	4/4/18
	Collect and add information regarding Rural Medical Scholars Program (RMSP) - additional objectives and how assessed.	Margaret Maimone	4/4/18
	Addition of year 4 assessments – AIs and March into Residency	Lisa Phelan	4/4/18
	Create lines between years in table for clarity, add 4 th year information	JoAnne Race	4/4/18

DISCUSSION	For element 6.2, document process for Dean approval of curriculum committee activity - ie monthly/quarterly review? Move forward items to be approved by Dean, ie required clinical experiences and alternative experiences.		
ACTION ITEM	What are the alternative experiences besides WISEMD, SIMPLE, and CLIPP cases? Clarify one student responsibility per line -- an example from psychiatry has 2 listed		
	ITEM	PERSON RESPONSIBLE	DUE DATE
	Write a description of the process for Dean approval of curriculum committee activity	Paul Ko	4/4/18
	Ask Clerkship coordinators about other examples of cases. Ask psychiatry about the student responsibility line.	JoAnne Race	soonest

DISCUSSION	For element 6.5, discussion of PwC suggestion to evaluate current approach to disseminating elective information. Note: mass email sent to first year students in fall 2017. Assign student to ask registrar office to improve web location of the elective list for increased access. Can this be in a searchable file format? Review elective listing and make sure all electives are included.		
ACTION ITEM	ITEM	PERSON RESPONSIBLE	DUE DATE
	Assign student to ask registrar office to improve web location of the elective list for increased access. Can this be in a searchable file format? Review elective listing and make sure all electives are included.	John, Sam, Mitchell	Soonest
	Add narrative about 2017 process developed to send mass email containing elective opportunities to first year students each fall.	Margaret Maimone	4/4/18
DISCUSSION	For element 6.7, Provide increased opportunities available for medical students to interact with other health care professionals. Add more detailed response to CME -- how are opportunities communicated to students? Are they encouraged to attend, ways? Examples discussed included pediatrics – clerkship students are required to attend Grand Rounds and student group (Docs for Tots) disseminates opportunities to members. In psychiatry, students are encouraged to attend and some Grand Round presentations are transmitted to Binghamton campus for remote viewing.		
ACTION ITEM	ITEM	PERSON RESPONSIBLE	DUE DATE
	Add to narrative examples that we are aware of	Ann Botash	4/4/18
DISCUSSION	For element 7.6, JoAnne confirmed that these 2 examples were included in 1/9 submission to PwC. Comment from PwC: provide a description of how the curriculum prepares medical students to be aware of cultural bias. Need a summary statement to go with examples given.		
ACTION ITEM	ITEM	PERSON RESPONSIBLE	DUE DATE
	Draft summary statement narrative to complement examples given.	James Megna	4/4/18
DISCUSSION	For element 7.7, Discussion of process for student professionalism evaluation. Amy Brown outlined notes for narrative. Some programs use check box, form. What is used by POM? Need narrative draft with detail; add ARB as appendix.		
ACTION ITEM	ITEM	PERSON RESPONSIBLE	DUE DATE
	Draft narrative for description of methods used to assess medical student's ethical behavior in the care of patients and to identify and remediate medical students' breaches of ethics	Paul Ko	4/4/18
	Sarah McNamara emailed Kristen Vella to ask for professionalism detail within POM and will forward information.	Sarah McNamara	soonest