

Course-Clerkship Administrators Committee

Meeting Notes

Meeting Date: AUGUST 06, 2020 Meeting Time: 12 – 12:30 – Course 12:30 - 1PM - Clerkship		Meeting Location: ZOOM	
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MEETING SCHEDULE			
<ul style="list-style-type: none"> AUGUST 06, 2020 NOVEMBER 5, 2020 	Course	Clerkship	
	Ayala, Justin Bishop-Jodoin, Maryann Elliott, Deborah Eressy, Carly Masoud, Jennifer Nunes, Sonia Pellegrino, Debra Pierce, Tina Santucci, Michelle Schmeidler, Maxine Sweeney, Michael Zollo, Christina	Baril, Jean Burnham, Colleen Colwell, Kristen Graceffa, Sue Holmes, Lois Johns, Madeline Lavergne, Marilyn Leger, Deb Morrissey, Karen Rayla, Karen Schmeidler, Maxine	Smith, Benjamin Snell, Cindy Sulyma, Rebecca Vigeant, Christine OTHER Delaney, Andrea (IT) Fischer, Melissa (OUME) Roll, Stephen (IT) Welker, Jean (OUME) Yalamanchili, Abhi (IT) GUESTS

Item #	Presenter	Comments/Meeting Notes
1	Melissa Fischer	<p>Review of Accommodations</p> <p>Melissa reviewed the topic of Student Accommodations which was discussed during the course administrator portion of the meeting; details outlined below.</p> <p>There was a brief introduction of Katrina Durham, Director of Student/Learner and Employee Accommodation Services followed by the following tips for success with accommodations for hard of hearing students (multiple in FOM1 class which will not enter the clerkship for two more years but sharing as FYI).</p> <ul style="list-style-type: none"> Ensure that faculty are speaking clearly, always facing the camera or audience, and minimize background noise (A/C, lights, etc.) Have faculty repeat student-asked questions into the microphone for maximum volume Consideration to purchase masks with clear windows for small groups with students hard of hearing, so that they can see people's lips

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		<p>More pressing for clerkships is a second-year student with a wheelchair, who will use a standing wheelchair (which is a chair that is used by surgeons who are not able to stand without assistance). When she does come next year into the clerkships, she will be using that tool, for instance, in the OR during her during her OBGYN and surgery clerkships. While this is not going to happen until April of the coming year, we are giving you a heads up that there are some adjustments that we are going to have to make and that we will start talking with you about that several months in advance. There are also adjustments that we will be making with the clinical system in terms of any changes they need to make for this student to be able to come into the OR. That is a process that will be moving forward later this year and into next year.</p> <p>There is a committee that works to ensure that these students have access to what they need while they are in school, headed by Katrina.</p>
2	Melissa Fischer	<p>Check-in on Sessions</p> <p>Acknowledgement that there has been again enormous change in this year for the clerkship blocks. The schedule changed several times and how we are doing many things changed.</p> <p>For now, we believe that the Block C OSCEs are going to be virtual as they have been for A&B. We are in the process of surveying all of the standardized patients to identify which are safe and comfortable to be on campus and to have close range interactions with students on a high frequency base. We also are talking with the institution about different sort of testing models and other ways to ensure safety and we will keep you posted as that moves forward. But right now, everything is still planned to be virtual with the exception of the neurology physical exams. We have been able to work out a system whereby the students can do the exam first on a number of volunteers and then on each other, so that is a piece that we have been able to continue face to face here.</p> <p>Opportunity for Shelf Exams to be administered on campus – no clerkships have elected to do this at this time. There is availability of on campus space for students with connectivity issues from home.</p>
3	Melissa Fischer	<p>Proposed Changes in Grade Turn-around</p> <p>We are drafting a model that will, if the EPC approves it, require that all student performance evaluations, those being the evaluations that are created by the faculty and the residents, must be submitted within four weeks. The proposal is that the 4th year grades will be submitted in four weeks and that the Clerkship grades will be submitted in five weeks.</p> <p>We recognize that this is going to require some other changes. This would include changes around turn around on OSCE grading and perhaps some changes in when other assignments are due. Therefore, if you are in a clerkship that has students turning in work, all of that might end if this is approved by the Education Policy Committee or else all of those due dates will have to probably be moved up in order to get them in in time to meet a five-week grade submission timeline.</p> <p>Block 1A grades must be submitted – there was a round robin to each admin, asking status of their grades, and strategizing for those who will not be able to meet the deadline. Melissa follows up with Family Medicine offline.</p>