

## Course-Clerkship Administrators Committee

### Meeting Notes

<b>Meeting Date: 11.12.20</b>  <b>Meeting Time:</b> 12 – 12:30 – Course 12:30 - 1PM - Clerkship		<b>Meeting Location: Remote</b>	
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MEETING SCHEDULE																																							
<ul style="list-style-type: none"> <li>FEBRUARY 06, 2020</li> <li>MAY 07, 2020</li> <li>AUGUST 06, 2020</li> <li>NOVEMBER 12, 2020</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">Course</th> <th colspan="2" style="padding: 5px;">Clerkship</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Ayala, Justin</td> <td style="padding: 5px;">Baril, Jean*</td> <td style="padding: 5px;">Schmeidler, Maxine*</td> </tr> <tr> <td style="padding: 5px;">Bishop-Jodoin, Maryann</td> <td style="padding: 5px;">Bennett, Terrell*</td> <td style="padding: 5px;">Smith, Benjamin</td> </tr> <tr> <td style="padding: 5px;">Elliott, Deborah</td> <td style="padding: 5px;">Burnham, Colleen*</td> <td style="padding: 5px;">Snell, Cindy*</td> </tr> <tr> <td style="padding: 5px;">Eressy, Carly*</td> <td style="padding: 5px;">Colwell, Kristen</td> <td style="padding: 5px;">Sulyma, Rebecca*</td> </tr> <tr> <td style="padding: 5px;">Masoud, Jennifer</td> <td style="padding: 5px;">Holmes, Lois</td> <td></td> </tr> <tr> <td style="padding: 5px;">Nunes, Sonia*</td> <td style="padding: 5px;">Johns, Madeline</td> <td></td> </tr> <tr> <td style="padding: 5px;">Pierce, Tina</td> <td style="padding: 5px;">Lavergne, Marilyn*</td> <td></td> </tr> <tr> <td style="padding: 5px;">Santucci, Michelle</td> <td style="padding: 5px;">Leger, Deb</td> <td></td> </tr> <tr> <td style="padding: 5px;">Schmeidler, Maxine*</td> <td style="padding: 5px;">Morrissey, Karen*</td> <td></td> </tr> <tr> <td style="padding: 5px;">Sweeney, Michael*</td> <td style="padding: 5px;">Rayla, Karen*</td> <td></td> </tr> <tr> <td style="padding: 5px;">Zollo, Christina</td> <td></td> <td></td> </tr> </tbody> </table>	Course	Clerkship		Ayala, Justin	Baril, Jean*	Schmeidler, Maxine*	Bishop-Jodoin, Maryann	Bennett, Terrell*	Smith, Benjamin	Elliott, Deborah	Burnham, Colleen*	Snell, Cindy*	Eressy, Carly*	Colwell, Kristen	Sulyma, Rebecca*	Masoud, Jennifer	Holmes, Lois		Nunes, Sonia*	Johns, Madeline		Pierce, Tina	Lavergne, Marilyn*		Santucci, Michelle	Leger, Deb		Schmeidler, Maxine*	Morrissey, Karen*		Sweeney, Michael*	Rayla, Karen*		Zollo, Christina			<p><b>OTHER</b></p> <p>Delaney, Andrea (IT)*          Fischer, Melissa (OUME)*          Roll, Stephen (IT)          Welker, Jean (OUME)*          Yalamanchili, Abhi (IT)</p> <p><b>GUESTS</b></p>	
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Item #	Presenter	Comments/Meeting Notes
1	Melissa Fischer	<p><b>Open Discussion of Transition to Remote Learning – Course Admins</b></p> <p>This is an opportunity to see what questions or issues are arising and whether they might be things that would be helpful for other people to both hear about and learn from, as well as share ideas about.</p> <p><b>Why?</b></p> <p>The Dean has been looking at our community spread of coronavirus and determined that we had met the thresholds for moving even more things to virtual. We actually had met those thresholds a couple weeks before he made the decision, but since there was not on campus spread, he didn't feel that we needed to make the change. The change still did not involve any information about on campus spread, it was just the continuing rise in the community.</p> <p>At this point, we have moved all of our on campus didactic classes, so anything that we were holding as a small group on campus, we have moved all of those to remote using zoom. We are still holding clinical on campus sessions.</p>

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		<p><b>Recent Changes</b>  One change that was just announced yesterday in the clinical system is that people must wear goggles or a face shield, not only in clinical areas, but in populated nonclinical areas - so in break rooms and in the cafeteria, etc.</p> <p>In part you should know that we are expecting that there will be some more announcements from the school in the next couple of days and ask you to keep an eye on your emails and pay close attention to what changes might occur. Some of those announcements are probably going to say things around holiday travel and/or holiday gatherings.</p> <p><b>Students who have Chosen to Go Fully Remote (out of state)</b>  The Dean also allowed for students to travel to their homes, particularly those who are not Massachusetts residents. For those courses that do have in person components, we are working with the course leaders such that those can be achieved through remote learning.</p> <p>The thing that may affect courses moving forward from here more directly are exams. We had already moved exams to largely off campus, except if students had challenges. The issue around exams is really going to come up around start time of exams, which is something that of course we learned in the spring when our courses went remote. One thing that we need to do in the next you know couple of days is to re-look at the exam schedule and ask what do we do for students who may have moved off campus to a remote location where the time zone is quite different? If they have an 8:00 AM exam, for instance?</p> <p>We did talk with our second-year curriculum committee representatives about this and their feeling was that their class went through this in the spring, and they recognize that a lot of things cannot be changed schedule-wise. That if you choose to travel to your home, which is in a different time zone than MA, you should do that recognizing that we won't be able to change things for you and you might have to get up and take exams early.</p> <p><b>Course Support</b>  We do have some of the standardized patients or iCELS staff who have some training to help support with zoom sessions and are available to request for support. Kathy Moylan has sent out a couple of emails regarding this. With us moving back to remote, people's needs might also be changing. If the move to remote means that you now feel like you need more zoom support, which you didn't feel like you needed before, please reach out to Kathy and she will do her best to try to coordinate that.</p> <p><b>Protocol for COVID+ Students</b>  The first thing they need to do is contact student health; and that's if they have an exposure, if they're feeling sick, if they got a test outside for some reason and tested positive, student health is the first call. The second thing that they need to do is contact the course leaders &amp; administrators to ask about course requirements because student health will say first how long they are going to have to be out. It really is on a case by case basis in terms of the severity of their illness, as it would be if somebody had the flu or you know had a surgery and was recuperating, etc.</p>

Item #	Presenter	Comments/Meeting Notes
2	Melissa Fischer	<p><b>Open Discussion of Current state of Clinical Learning – Clerkship Admins</b>  This is an opportunity to see what questions or issues are arising and whether they might be things that would be helpful for other people to both hear about and learn from, as well as share ideas about.</p> <p><b>Email Communication</b>  There are things that we have gotten accustomed to, and policies that we have been following over the last couple of months which may be changing, and they may be changing rapidly. As the landscape changes, we will be communicating by email.</p> <p>There was a message that was sent yesterday (11/11) across the clinical system about some of the changes in the clinical system which was forwarded on to the students and the curriculum committees by Anne Larkin. You should have received that, given your membership on the curriculum committees, but if you didn't then please let us know because we need to make sure that you are actually on the right curriculum committee list.</p> <p><b>Potential Changes to Student Activities</b>  At the moment, we do not have any widespread plans for change in the student clinical activities. That will of course depend on the continued progression of spread and on the continued availability of PPE. If we do not have the appropriate PPE for students who are in clinical experiences, then we are not going to put them in those situations.</p> <p><b>UMMS School-wide COVID Policies</b> can be found: <a href="https://umassmed.edu/coronavirus">https://umassmed.edu/coronavirus</a></p> <p><b>Ambulatory Make-Ups (3C)</b>  Question from the group RE: the students that are making up the ambulatory clinic time. Are they getting one week of ambulatory with no evaluation in any shape, manner, or form? What are the specifics of this experience and is there grading or feedback?  The plan is for Melissa to go back to the clerkship directors because the initial discussions had been around a one-week experience; the students had to actually show up and work, and so to that extent they do have to pass it, but there are not the same kind of parameters as around things like you know midweek feedback, etc. We will encourage that the students get some feedback at the end but bringing that back to the clerkship directors will ensure that there is some sort of clear communication about what is happening in each clerkship around requirements.  <i>What about students who need to miss one of the days that week for an interview?</i>  In some clerkships, there is the opportunity to come in on a weekend day to make up for a day that was missed during a week. Unfortunately, it is going to be kind of variable depending on what the possibilities are and how much time the student is asking for, right?  This is a topic that will be brought back again to the Clerkship Directors Committee to see if there's some way that people can learn from each other.</p> <p><b>On-Campus rooms for Students Rotating at University</b>  Rooms that were available for charting and reading time were removed by Room Reservations, but they were going to provide alternative spaces, yet no communication has gone out to admin or students regarding which rooms. Jean Welker to follow up on this with Room Reservations.</p>