

Course-Clerkship Administrators Committee

Meeting Notes

Meeting Date: Meeting Time: 1 – 2pm		Meeting Location: S1-123	
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MEETING SCHEDULE				
November 16, 2017 - JOINT February 8, 2018 – Course February 15, 2018 – Clerkship May 17, 2018 - JOINT				

Item #	Presenter	Comments/Meeting Notes
1	Kathee Li, 4 th year SOM student intern (EPIC)	<p>EPIC Implementation Follow-up</p> <p>Process for obtaining EMR access for visiting students is changing – will no longer require access to EL4U and therefore will no longer require all students to be entered into the clinical HR system. All current UMMS students should have access to EPIC – onboarding will be rolled out in the first year beginning AY18-19 to avoid extra steps. Step by step onboarding process for visiting students is outlined below:</p> <p>When visiting students are onboarding, coordinators should do the following:</p> <ol style="list-style-type: none"> 1. Create a IS Self Service ticket to request system access for the incoming student (SAR). Must specific level of training in ticket so Epic team can assign appropriate template. 2. UMMHC IS will create a network log in for the student and pass along information to the coordinator 3. Coordinator will email the student with their log in and the following instructions to complete the Clinical View Only Training: <ol style="list-style-type: none"> a. Download FMD in order to access UMMHC clinical workstation on your personal computer (instructions here). Use your clinical username and password when logging in.

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		<p>b. Once you have logged in, open up Internet Explorer and copy and paste the following link to complete Epic Training: https://ournet1.umassmemorial.org/Administrative/Departments/Information%20Services/IS%20Training%20Documents/Pages/Epic-Clinical-View-Only-Training-Page.aspx</p> <p>c. Watch all the online training videos</p> <p>d. Complete the online assessment</p> <p>e. Email epictraining@umassmemorial.org and your elective coordinator when you have complete the assessment with a screenshot of their score (students should e-mail regardless even though there is an auto response generated)</p> <p>f. Download and review the MD/NP/PA Student Training Manual</p> <p>4. Once Epic Training receives an email confirmation that the student has completed the assessment, they will contact the Epic User Security team to activate the student's Epic account.</p> <p>5. When student leaves, coordinator needs to submit an IS Self Service ticket to deactivate their account. Alternatively, can specify start and end dates when creating the account.</p> <p>Can visiting students with EPIC access from their own sites utilize their current credentials / skip training?</p> <ul style="list-style-type: none"> - All students must complete mandatory ½ modules through UMMS <p>How fast is a request ticket processed?</p> <ul style="list-style-type: none"> - Usually within a week; coordinators recommend following up with clinical IS 2 – 3 days after initial ticket submission if no response <p>How far in advanced should a coordinator begin the onboarding for visiting students?</p> <ul style="list-style-type: none"> - 2 weeks prior to student start date <p>How do coordinators access the EPIC playground environment?</p> <p>FMD login instructions:</p> <ul style="list-style-type: none"> • At your start menu, search for "VMWare Horizon Client". Double click to open the application and log in using your clinical username/password.

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		<div data-bbox="428 99 1094 792" data-label="Image"> </div> <ul data-bbox="380 802 1982 867" style="list-style-type: none"> • If you do not have VMWare Horizon Client on your computer, follow the instructions to download the application. Link here <p data-bbox="354 911 621 943">Playground access:</p> <ul data-bbox="380 948 1671 980" style="list-style-type: none"> • On a clinical desktop, double click on the following icon to access our Playground Environment: <div data-bbox="428 980 621 1175" data-label="Image"> </div> <ul data-bbox="380 1180 1365 1284" style="list-style-type: none"> • Use the following credentials to log in as a clinical year medical student: <ul data-bbox="453 1218 756 1284" style="list-style-type: none"> • Username: mededu • Password: epic <p data-bbox="354 1393 1430 1425">All of this information can also be found on the Administrator Resources webpage.</p>

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2	Carly Eressy	<p>Review of Course Submission Process for FOM1 & FOM2</p> <p>Administrators will receive correspondence from Carly regarding scheduling a meeting time for their course to discuss scheduling for AY18-19 with OUME. So far OUME has met with three FOM1 courses – DCS1, POP, & PoHG. Carly & Gail Cohen (Asst Dean of OUME) will meet with the remainder of the courses over the coming weeks and collect submissions by February for the entire AY18 – 19.</p> <p>As a refresher– these meetings will be used to address potential scheduling conflicts and possible adjustments to the calendar before publishing. All courses will receive an excel spreadsheet with their course sessions, a link to the draft calendar environment, and notes with key points for discussion to remain on track at our meetings.</p> <p>Some reminders on process: Under the new submission process, course administrators will adjust the pre-populated excel spreadsheets (provided as prep material to our meetings) with any updated session titles, locations, presenters, etc. Please highlight any changes to pre-existing data in yellow (i.e. different Faculty, Dates, Titles, etc.) – please highlight the entire cell containing the change. For example: This is a test versus This is a test. This can be done by selecting the cell and using the paint bucket symbol (instead of the highlighter symbol).</p>
3	Carly Eressy	<p>Review of updated Course Administrator page</p> <p>Link: https://umassmed.edu/oume/admin-resources/</p> <p>Suggestions</p> <ul style="list-style-type: none"> - Add link to LC mentor-mentee list (Complete) - Follow up with ADA student coordinators on when and how the list of students with accommodations is distributed (In Process) <p>Please reach out to Carly directly with any further information you may find helpful on this site, or any edits you think are necessary.</p>

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4	Sue Collette / Carla Diaz	<p>NBME Exam Proctor Pool</p> <p>Up to three additional proctors for exams may be attained through the OUME – these additional proctors are provided through the SP program. Contact Sue Collette directly to coordinate noting the course name, number of proctors requested, date and time required as well as the location of the exam and the ‘chief’ course proctor’s name. Additional proctor information can be found on the Administrator Resources webpage.</p> <p>Sue Collette will reach out to administrators directly to create a ‘Proctor Pool’ distribution list – if you are interested in being listed as a last minute proctor (not mandatory – can volunteer to help if available at the time). Sue would send out an e-mail to the group if a course came up with a need at the last second, and admins could volunteer if their schedule allows.</p> <p>IT is in the testing phases of determining a locked-down browser/online proctoring system; hope to implement by January for full utilization in Spring semester.</p> <p>Proposal to combine NBME clerkship shelf exams if needed – with smaller groups of students, more flexibility in testing environment and may be helpful if a clerkship coordinator has a conflict.</p>
5	Maxine Schmeidler	<p>PeopleSoft</p> <p>Maxine to provide the group with IT contact for PeopleSoft customization / troubleshooting.</p>