The Ohio State University College of Medicine

**LSI Part Two Academic Program Committee**Meeting Minutes

Presiding Chair: Kim Tartaglia, MD
Minutes Recorded by: Rita Arnold
Date: 01.08.20
Location: 400 Prior
Call to Order: 4:08 PM
Adjourned: 5:00 PM

# Member Attendance

| **Present** | **Last Name** | **First Name**  | **Roles**  |
| --- | --- | --- | --- |
|  | Chen  | David  | Student Council Representative, Med3   |
|  | Eapen  | Binay  | Associate Program Director, Mount Carmel Health Systems |
| X | Farrell   | Matthew   | UPWP FM Unit Director   |
| PH | Flanigan  | Matthew   | UPWP Internal Medicine Unit Director   |
|  | Gage   | Daniel   | Student Council Representative, Med 3   |
| X | Grieco  | Alex   | Associate Academic Program Director   |
| X | Hoyle   | Chad  | UPSMN Director of Integration   |
|  | Hsu  | Kevin  | Student Council Representative, Med 3   |
| X | Kopechek  | Jack  | Educational Portfolio and Coaching   |
|  | Lacuesta  | Nanette   | Program Director, OhioHealth   |
|  | Macerollo  | Allison  | UPWP Director of Integration   |
| X | Meyers  | Lori   | UPRSN Co‐Unit Director   |
|  | Niedermier  | Julie   | UPSMN Psych Unit Director   |
|  | Phi   | Kenny  | Student Council Representative, Med 3   |
| X | Quick  | Adam   | UPSMN Neurology Unit Director   |
| X | Reinbolt  | Raquel | UPSMN Associate Director of Integration |
| X | Schaffir   | Jonathan  | UPRSN Director of Integration   |
| PH | Scherzer  | Rebecca   | UPWP Pediatric Unit Director   |
|  | Schmerler  | Betsy  | UPWP Associate Director of Integration    |
|  | Strafford   | Katherine  | UPRSN Associate Director of Integration   |
| PH | Sevov   | Claire   | General Faculty Rep, Med Peds   |
|  | Taylor   | Krista   | Student Council Representative, Med 3   |
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|  | Walsh   | Katherine   | UPSMN Internal Medicine, Unit Director   |

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| **GUESTS:** |  |  |  |
|  | Allen | Chelsea | UPRSN ObGyn Coordinator |
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| PH | Horgan  | Mike  | Program Manager, E&A   |
| X | Langreder   | Tim  | UPSMN: Program Manager, Internal Medicine   |
|  | Khurma   | Anand   | Associate Director for Education Technology   |
|  | Lash  | Todd   | Education Resource Specialist   |
|  | Lynne   | Joanne   | Associate Dean of Student Life   |
| X | McCallister | Jennifer | Associate Dean of Medicine |
| X | Meyer | Michelle | Longitudinal Projects Program Manager |
| PH | Ruff  | Lindsey  | UPSMN: Program Manager, Internal Medicine   |
|  | Sabatino  | Beth  | Project Manager, Vitals   |
|  | Schafer  | Katie   | Education Portfolio Coordinator   |
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|  | Stahr  | Melissa   | UPSMN: Program Coordinator, Psychology   |
|  | Start  | Amanda  | OCS, Education Resource Specialist   |
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|  | Verbeck  | Nicki   | Education Resource Specialist, OECRD   |
|  | Volk   | Laura   | Part 2 & 3 Program Manager   |
| X | Watson   | Dawn  | Program Manager, Obstetrics & Gynecology   |
|  | Werman  | Howard   | General Faculty, Emergency Medicine   |
|  | Williams   | Thomas   | General Faculty, Surgery   |
|  | Winland  | Sheila  | UPWP: Program Coordinator, Pediatrics   |

## Agenda Items

| **#** | **Agenda Item**  |
| --- | --- |
| 1 | Approval of December Meeting Minutes |
| 2 | Announcements / Old Business |
| 3 | New Business: Step 2 CS Task Force (info only) |
| 4 | New Business: End of Part 2 Ring Eval (info only) |
| 5 | Standing Reports: Student Report |
| 6 | Standing Reports: PxDx Ring 2 |
| 7 | Standing Report: LCME updates |

# Item 1, Approval of December Meeting Minutes

# Discussion:

Minutes Approved

# Item 2, Announcements / Old Business: Discussion:

1. PCT2 Update: With the changes in the Part 1 schedule these students have had a minimal amount of time to prepare for Step 1. They have been granted additional study time. They will participate in Ground School, and not complete a Surgical Sub-Specialty. They will use those two weeks to study then and then sit for Step 1 before joining the ring. They should not participate in any other Ring activities until after they sit for Step 1.
2. The Part 2 APC Meeting for November 2020 falls on a holiday. The November Meeting will be cancelled.
3. Part 2 Scheduling Meeting is scheduled for February 3rd. K. Tartaglia will be reaching out to coordinators as she updates the presentations.
4. NCH is looking at how Resident burnout affects Medical Students evaluations of the trainees. If anyone is interested in seeing the pilot study or wanted to run this in their department, please contact Becky Scherzer.

# Item 3, New Business: Step 2 CS Task Force (info only)Discussion: The COM has created at Task Force make sure our students are well prepared for Step 2 CS. Because Part 2 is the group that most immediately prepares the students for Step 2 CS, K. Tartaglia thought it would be helpful for us to review the proposal plan of the Task Force.

1. The recommendation is that all Part 2 students be required to take a Practice Step 2 CS Exam as part of their Pre-Entry into Part 3.

Action:

# Item 4, New Business: End of Part 2 Ring Eval (info only)

# Discussion: K. Tartaglia reviewed the End of Ring Evaluations for each of the Units in Part 2.

Action:

# Item 5, Standing Reports: Student Report

# Discussion:

No students present.

# Item 6, Standing Reports: PxDx Ring 2

Discussion:

Action:

# Item 7, Standing Reports: LCME updates

Discussion: In preparation for our LCME Site Visit, J. Westman has been presenting the new LCME standards at MICRO. K. Tartaglia shared these standards with the Part 2 APC Committee.

Action:

Meeting adjourned at 5:00 PM.

The Ohio State University College of Medicine

**LSI Part Two Academic Program Committee**Meeting Minutes

Presiding Chair: Kim Tartaglia, MD
Minutes Recorded by: Rita Arnold
Date: 02.12.20
Location: 400 Prior
Call to Order: 4:08 PM
Adjourned: 5:15 PM

# Member Attendance

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|  | Allen | Chelsea | UPRSN ObGyn Coordinator |
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|  | Bauer   | Jennifer | Program Assistant, Internal Medicine |
| X | Graham | Emily | Patient Care Competency Director, IM Hospitalist |
| X | Horgan  | Mike  | Program Manager, E&A   |
|  | Khurma   | Anand | Associate Director for Education Technology |
| X | Langreder   | Tim  | UPSMN: Program Manager, Internal Medicine   |
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| PH | Werman  | Howard   | General Faculty, Emergency Medicine   |
|  | Williams   | Thomas   | General Faculty, Surgery   |
|  | Winland  | Sheila  | UPWP: Program Coordinator, Pediatrics   |

## Agenda Items

| **#** | **Agenda Item**  |
| --- | --- |
| 1 | Approval of January Meeting Minutes |
| 2 | Announcements / Old Business |
| 3 | New Business: Patient Care CLO Revisions |
| 4 | New Business: Review of Required Clinical Encounters (PxDx) |
| 5 | Standing Reports: Student Report |
| 6 | Standing Report: Learning Environment |
| 7 | Standing Reports: LCME / CQI Update |

# Item 1, Approval of January Meeting Minutes

# Discussion:

Need to add LCME Update. Will approve at next meeting.

# Item 2, Announcements / Old Business:

# Discussion:

1. USMLE announced today that Step 1 score reporting will change from a three-digit numeric score to reporting only pass/ fail.
2. Rising Med 3’s are Preferencing for Ring Order DATES. And Live Scheduling DATES.
3. Step 2 CS Prep Exams are being scheduled for all current Part 2 Students. The program may be asking for additional assistance with rating these encounters.

# Item 3, New Business: Patient Care CLO

# RevisionsDiscussion: Emily Graham, Patient Care Competency Director, reviewed suggestion for revision to Part 2 Patient Care CLOs

1. PCRS: 1.1 Perform all medical, diagnostic, and surgical procedures considered essential for the area of practice
	1. Part 2: 101.02.01 Perform routine procedures and skills related to surgery, obstetrics and gynecology. (RSN ring)
	2. Suggested Edit: Perform routine procedures and skills related to surgery, obstetrics/gynecology, and inpatient medicine
2. PCRS: 1.2 Gather essential and accurate information about patients and their conditions through history-taking, physical examination, and the use of laboratory data, imaging, and other tests.

a. Part 2: 102.02.04 Interpret abnormal findings on physical examination as they pertain to patients with neurologic, psychiatric and inpatient medical disorders. (SMN ring)

b. Suggested Edit: Interpret abnormal findings on physical examination. (To make this general to all rings)

1. PCRS: 1.3 Organize and prioritize responsibilities to provide care that is safe, effective, and efficient.
2. Part 2: Apply patient-centered techniques to advocate for the needs of patients of all ages, in all clinical settings.
3. Suggested Edit: Delete this CLO as it better relates to Professionalism
4. PCRS: 1.4 Interpret laboratory data, imaging studies, and other tests required for the area of practice.
5. Part 2: 101.02.01 Perform routine procedures and skills related to surgery, obstetrics and gynecology. (RSN ring)
6. Suggested Edit: Perform routine procedures and skills related to surgery, obstetrics/gynecology, and inpatient medicine

1. PCRS: 1.5 Make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment.
2. Part 2: 104.02.01 105.02.04 Apply diagnostic and therapeutic interventions for common medical, neurologic, and psychiatric complaints to the care of individual patients. (SMN ring.
3. Suggested Edit: Apply diagnostic and therapeutic interventions for common medical, psychiatric, and surgical illnesses to the care of individual patients. (To make general to all rings).
4. PCRS: 1.6 Develop and carry out patient management plans.
5. Part 2: 106.02.02 Apply appropriate strategies to address chronic disease management. (PWP ring)
6. Suggested Edit: Assessments. Could consider adding a direct observation of a student counseling a patient regarding a chronic disease management plan to strengthen assessments here. This could also assess CLO 107.02.01.

1. PCRS: 1.7 Counsel and educate patients and their families to empower them to participate in their care and enable shared decision making.
2. Part 2: 107.02.01 Counsel and engage patients and families on the impact of patient care plans.
3. Suggested Edit: Consider adding to PxDx: Counsel and educate a patient regarding their treatment plan (SMN).

1. PCRS: 1.4 Interpret laboratory data, imaging studies, and other tests required for the area of practice.
	1. Part 2: 101.02.01 Perform routine procedures and skills related to surgery, obstetrics and gynecology. (RSN ring)
	2. Suggested Edit: Perform routine procedures and skills related to surgery, obstetrics/gynecology, and inpatient medicine
2. PCRS: 1.8  Provide appropriate referral of patients including ensuring continuity of care throughout transitions between providers or settings, and following up on patient progress and outcomes.
3. Part 2: 108.02.01 Create a management plan that includes continuing care plans.
4. Suggested Edit: UPRSN - Consider adding to PxDx: Participate in post-operative discharge planning.
5. Suggested Edit: UPWP- Consider adding to PxDx: Partipate in a continuing care plan (office follow up, community resource or subspecialty referral, follow up on lab/imaging test).

1. PCRS: 1.9 Provide health care services to patients, families, and communities aimed at preventing health problems or maintaining health.
2. Part 2: 101.02.01 Perform routine procedures and skills related to surgery, obstetrics and gynecology. (RSN ring)
3. Suggested Edit: Suggest adding this CLO: Create a management plan that includes recommendations for preventing health problems and maintaining health.

Action:

# Item 4, New Business: Review of Required Clinical Encounters (PxDx)

# Discussion: K. Tartaglia reviewed PxDx List for each Ring to discuss and assess possible changes.

# Action: K. Tartaglia will have each Ring review suggested changes and bring revisions back to the committee for approval before the new academic year.

# Item 5, Standing Reports: Student Report

# Discussion:

# Tuesday Afternoon Scheduling and Didactics, specifically on UPSMN.

# Students are requesting more consistency between the Rings in how Tuesday afternoons are scheduled to allow more for life activities to be scheduled.

# Making sure that students are given ample notice when schedule changes are made.

Action:

# Item 6, Standing Reports: Learning Environment

# Discussion:

Action:

# Item 7, Standing Reports: LCME / CQI Update

# Discussion:

Action:

Meeting adjourned at 5:15 PM.

The Ohio State University College of Medicine

**LSI Part Two Academic Program Committee**Meeting Minutes

Presiding Chair: Kim Tartaglia, MD
Minutes Recorded by: Rita Arnold
Date: 04.08.20
Location: WEBEX
Call to Order: 4:0 5PM
Adjourned: 5:25 PM

# Member Attendance

| **Present** | **Last Name** | **First Name**  | **Roles**  |
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|  | Chen  | David  | Student Council Representative, Med3   |
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| X | Arnett | Angie | UPRSN: Program Coordinator, Surgery |
| X | Bauer | Jen | UPSMN: Program Coordinator Internal Medicine |
| X | Buchan | Sue | UPSMN: Program Coordinator, Neurology   |
| X | Heacock | Allison | AHSS Program Director |
| X | Horgan  | Mike  | Program Manager, E&A   |
|  | Isler   | Todd   | Technology Manager, OECRD   |
|  | Langreder   | Tim  | UPSMN: Program Manager, Internal Medicine   |
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## Agenda Items

| **#** | **Agenda Item**  |
| --- | --- |
| 1 | Approval of March Meeting Minutes |
| 2 | Announcements / Old Business |
| 3 | New Business: Part 2 Assessment Week |
| 4 | New Business: Make Up Clinical Experiences |
| 5 | New Business: Ring 3 Grades, Designations for Part 2 |
| 6 | New Business: New Academic Year Calendar |
| 7 | Standing Reports: Student Report |
| 8 | New Business: Virtual Learning Opportunities |

# Item 1, Approval of March Minutes

1. Minutes Approved

# Item 2, Announcements / Old Business:

# Discussion:

# Vitals:

# One Way Evaluations are now live in Vitals. There are now tip sheets for the One Way Evaluations available in Vitals for both students and faculty.

# You can now log into Vitals using your Name.# as well as your MedCenter ID

1. Test Item Review Program Lead.

# Item 3, New Business: Part 2 Assessment Week

# Discussion/Action: Mike Horgan reviewed the plan for remote administration of NBME Exams, OSCE’s and Practicals for Part 2

1. NBME: The NBME exams will be proctored using CarmenZoom. The NBME has adjusted their secure browser to allow the use of the Webcam and mic in order to administer the exams remotely.
	1. Assessment week was extended to a two week period to allow students a minimum of two opportunities to take their NBME’s. We allowed them to sign up for their preferred dates via Vitals Scheduling Session.
	2. Scratch Paper- as long as students can show their paper

1. Practical: The practical will be taken during the traditional Assessment Week, interspersed on Tuesday and Thursday. There will be a CarmenZoom session run by Dr. Alex Grieco to run the PowerPoint presentation and the Practical itself will be taken via ExamSoft on students’ iPad’s.
2. OSCE: The OSCE will be administered via CarmenZoom over two days. All students will be assessed on two cases given on two separate days (Tuesday and Thursday). The details on exactly how this will happen are still in flux.

# Item 4, New Business: Make Up Clinical

# Discussion: Students will have completed 43 out of 48 weeks of Part 2 once Assessment Week is complete. There will be 5 missing clinical weeks. ECC voted that a minimum of 2 clinical weeks must be “made-up” to satisfy the minimum core experience. The rest of the time will be granted through virtual learning opportunities. All students were notified of the minimum required experiences needed to complete Part 2.

1. Task Force: A task force has been created of faculty, staff and students to start the discussion about which Part 3 courses will be beneficial for satisfying this Part 2 requirement.  Each student will be assigned a faculty member to meet with to plan their Part 3 rotations using a list of potential clinical experiences.
2. Incomplete: The only students who will have an Incomplete (for grading purposes) are students who have chosen to delay an NBME. This required minimum time will not count as an incomplete.

Action:

# Item 5, New Business: Ring 3 Grades, Designations for Part 2

# Discussion: ECC voted to make Ring 3 grades Pass/Fail both at the Unit Level and the Component Level

Action:

# Item 6, New Business: New Academic Year Calendar

# Discussion:

1. There will be no Part 2 content delivered in May. May will be a virtual opportunity to participate in a Pandemic / Disaster Preparedness course led by Dr. Nick Kman that will include some service learning opportunities.
2. Students are concerned about adding too much to the month of May when they are still preparing for Step 1.
3. As of now, Part 2 will begin June 1.
	1. Option 1. 15 wk,15wk, 15wk
	2. Option 2. 14wk, 14wk, 16wk

Action:  The consensus of the group was to avoid straddling the holiday breaks with a Ring and to utilize option 2 for the new calendar. Finishing during the traditional Session 2 Assessment Week and having a traditional 16 week Session 3 is preferred.

# Item 7, Standing Reports: Student Report

# Discussion: Student Council Reps thank leadership for all of their hard work and transparency during this COVID-19 situation.

# Students are wondering about how Session 3 being made Pass/ Fail will affect the end of the year adjustments typically done with designations.

# The adjustments will still be made for Students with traditional designations in Session 1 and Session 2. Session 3 grades will not have these designations and will be ineligible for this adjustment.

# DOC’s and PxDx. Students are concerned about how their inability to complete them while on service will affect their grade.

# This will be addressed by the Part 2/3 Task Force.

# Item 8, New Business: Virtual Learning Opportunities

# Discussion: Additional opportunities for virtual learning.

# Becky Scherzer- A 3rd year Resident at NCH has created 4 one hour sessions on anabiotic stewardship. UPWP ran a pilot with a small set of students during Session 2. This is another option for learning during the Virtual Learning Month.

# Julie Niedermier – 8 hour Suboxone Training.

The Ohio State University College of Medicine

**LSI Part Two Academic Program Committee**Meeting Minutes

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Location: 400 Prior
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Adjourned: 5:15 pm

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| **X** | Strowder   | Lauren   | Student Council Representative, Med 3   |
| **X** | Traugott   | Amber   | UPRSN Surgery Unit Director   |
| **X** | Walsh   | Katherine   | UPSMN IM Unit Director   |
| **X** | Wozniak   | Phillip   | Student Council Representative, Med 3   |
|  | Yang   | Mike   | Student Council Representative, Med 3  |
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## Additional Attendees

| **Name** | **Role** | **Present** |
| --- | --- | --- |
| Chelsea Allen | UPRSN ObGyn Coordinator   | **X**  |
| Angie Arnett | UPRSN: Program Coordinator, Surgery   | **X**  |
| Jen Bauer | UPSMN: Program Coordinator, Internal Medicine   | **X**  |
| Mike Horgan | Program Manager, E&A   |   |
| Tim Langreder | E&A: Program Coordinator Part 2 & Part 3   | **X**  |
| Todd Lash | Education Resource Specialist   |   |
| Joanne Lynn | Associate Dean of Student Life   | **X**  |
| Jennifer McCallister | Associate Dean of Medical Education   | **X**  |
| Michelle Meyer | Longitudinal Projects Program Manager   |   |
| Kelly‐Ann Perry | Director of Student Life   | **X**  |
| Lindsey Ruff | UPSMN: Program Manager, Internal Medicine   | **X**  |
| Beth Sabatino | Project Manager, Vitals   | **X**  |
| Katie Schafer | Education Portfolio Coordinator   |   |
| Danielle Secrease | Family Medicine Program Coordinator   | **X**  |
| Melissa Stahr | UPSMN: Program Coordinator, Psychology   |   |
| Amanda Start | OCS, Associate Director Medical Education   |   |
| Regina Swartz | UPWP: Program Manager, Pediatrics   | **X**  |
| Nicki Verbeck | Education Resource Specialist, OECRD   |   |
| Laura Volk   | Part 2 & 3 Program Manager   | **X**  |
| Dawn Watson | Program Manager, Obstetrics & Gynecology   | **X**  |
| Howard Werman | General Faculty, Emergency Medicine   | **X**  |
| Thomas Williams | General Faculty, Surgery   |   |
| Sheila Winland | UPWP: Program Coordinator, Pediatrics   |   |

## Agenda Items

| **#** | **Agenda Item**  |
| --- | --- |
| 1 | Approval of April Meeting Minutes   |
| 2 | Announcements/ Old Business    |
| 3 | New Business: Part 2 calendar AY20-21   |
| 4 | New Business: Virtual Learning Month   |
| 5 | New Business: Pandemic Course Updates   |
| 6 | Standing Reports: PxDx, DOC   |
| 7 | Standing Reports: Student Report   |
| 8 |  |

# Item 1, Approval of April Meeting Minutes

Discussion:

Approved

# Item 2, Announcements / Old Business Presenter:

Discussion: None

# Item 3, New Business: Part 2 Calendar AY20-21  Presenter:

Discussion: Reviewed proposed Part 2 Academic Calendar to anticipate the return of Med 3’s into the Clinical Realm.

1. June Virtual Month Proposal – Ground School for all three Rings.
2. Session 1 – 12 Clinical Weeks, 1 Assessment Week
3. Session 2 – 13 Clinical Weeks, 1 Assessment Week
4. Session 3 – 14 Clinical Weeks, 1 Assessment Week

Action: Moved to formally endorse this plan for ECC approval.

# Item 4, New Business: Virtual Learning Month Presenter:

Discussion: The June Virtual Learning Month Task Force will meet for the first time May 14, 2020 to gather more formal plans for the month. Initial plans are to move the Ground School for each Ring into the month of June.

1. Some suggestions for additional content: AHSS, a Radiology Thread, Telehealth and a Universal Ground School that is not specific to a ring.

# Item 5, New Business: Pandemic Course Updates Presenter:

Discussion:

1. Part 2 May Virtual Course Updates –
	1. Pandemic Course –
		1. Absence Requests for Board Prep Week are being rapidly submitted as the dates continue to change and move.
		2. When ECC confirms a final academic calendar a decision will be made as to whether or not the course will count as an Elective.
2. Academic Preparedness Course for students that have not demonstrated readiness to sit for Step 1 with a predictive passing score has just begun.

# Item 6, Standing Reports: Student Report

**Presenter:**

Discussion:

1. In general students are feeling displaced but looking forward to seeing what the schedule for the coming year will look like.
2. Students would like to attend the June Task Force Meetings.
3. Step 1 Extension dates – The current COM deadline for Step 1 is December, 31st of this year. USMLE has recently extended all of the Step 1 active permits to June 1, 2021. Students are wondering if it would be possible to adjust the COM Step 1 gateway dates to align with this date.
4. Out-going Med 3’s – The majority of students who still have time to make up for Part 2 have been in contact with their assigned faculty member. If they have not they should email Dr. Tartaglia directly.

Action:

Meeting adjourned at 5:15 pm.

The Ohio State University College of Medicine

**LSI Part Two Academic Program Committee**Meeting Minutes

Presiding Chair: Kim Tartaglia, MD
Minutes Recorded by: Rita Arnold
Date: 06.10.20
Location: ZOOM
Call to Order: 4:00 pm
Adjourned: 5:17 pm

# Member Attendance

| **Present** | **Last Name** | **First Name**  | **Roles**  |
| --- | --- | --- | --- |
| **X** | Challa   | Nayanika   | Student Council Representative, Med 3   |
|  | Eapen   | Binay   | Associate Program Director, Mount Carmel Health Systems   |
| **X** | Farrell   | Matthew   | UPWP FM Unit Director   |
| **X** | Flanigan   | Matthew   | UPWP Internal Medicine Unit Director   |
| **X** | Geisler   | Reed   | Student Council Representative, Med 3   |
| **X** | Grieco   | Alex    | Associate Academic Program Director   |
| **X** | Hoyle   | Chad   | UPSMN Director of Integration   |
|  | Kopechek   | Jack   | Educational Portfolio and Coaching   |
|  | Lacuesta   | Nanette   | Program Director, OhioHealth   |
|  | Macerollo   | Allison   | UPWP Director of Integration   |
| **X** | Meyers   | Lori   | UPRSN Co‐Unit Director   |
|  | Niedermier   | Julie   | UPSMN Psych Unit Director   |
| **X** | Paradkar   | Komal   | Student Council Representative, Med 3   |
| **X** | Quick   | Adam   | UPSMN Neurology Unit Director   |
|  | Ringwald   | Bryce   | Student Council Representative, Med 3   |
| **X** | Reinbolt   | Raquel   | UPSMN Associate Director of Integration   |
| **X** | Schaffir   | Jonathan   | UPRSN Director of Integration   |
| **X** | Scherzer   | Rebecca   | UPWP Pediatric Unit Director   |
|  | Schmerler   | Betsy   | UPWP Associate Director of Integration    |
|  | Sevov   | Claire   | General Faculty Rep, Med Peds   |
| **X** | Strafford   | Katherine   | UPRSN Associate Director of Integration   |
| **X** | Strowder   | Lauren   | Student Council Representative, Med 3   |
| **X** | Traugott   | Amber   | UPRSN Surgery Unit Director   |
| **X** | Walsh   | Katherine   | UPSMN IM Unit Director   |
| **X** | Wozniak   | Phillip   | Student Council Representative, Med 3   |
| **X** | Yang   | Mike   | Student Council Representative, Med 3  |
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## Additional Attendees

| **Name** | **Role** | **Present** |
| --- | --- | --- |
| Chelsea Allen | UPRSN ObGyn Coordinator   | **X**  |
| Angie Arnett | UPRSN: Program Coordinator, Surgery   |   |
| Jen Bauer | UPSMN: Program Coordinator, Internal Medicine   | **X**  |
| Mike Horgan | Program Manager, E&A   |   |
| Tim Langreder | E&A: Program Coordinator Part 2 & Part 3   | **X**  |
| Todd Lash | Education Resource Specialist   |   |
| Joanne Lynn | Associate Dean of Student Life   |   |
| Jennifer McCallister | Associate Dean of Medical Education   |   |
| Michelle Meyer | Longitudinal Projects Program Manager   |   |
| Kelly‐Ann Perry | Director of Student Life   |   |
| Lindsey Ruff | UPSMN: Program Manager, Internal Medicine   | **X**  |
| Beth Sabatino | Project Manager, Vitals   | **X**  |
| Katie Schafer | Education Portfolio Coordinator   |   |
| Danielle Secrease | Family Medicine Program Coordinator   |   |
| Melissa Stahr | UPSMN: Program Coordinator, Psychology   |   |
| Amanda Start | OCS, Associate Director Medical Education   |   |
| Regina Swartz | UPWP: Program Manager, Pediatrics   |   |
| Nicki Verbeck | Education Resource Specialist, OECRD   |   |
| Laura Volk | Part 2 & 3 Program Manager   | **X**  |
| Dawn Watson | Program Manager, Obstetrics & Gynecology   |   |
| Howard Werman | General Faculty, Emergency Medicine   | **X**  |
| Thomas Williams | General Faculty, Surgery   |   |
| Sheila Winland | UPWP: Program Coordinator, Pediatrics   |   |

## Agenda Items

| **#** | **Agenda Item**  |
| --- | --- |
| 1 | Approval of May Meeting Minutes   |
| 2 | Announcements Resuming Clinical Rotations   |
| 3 | New Business: UPWP Ring Update   |
| 4 | New Business: UPRSN Ring Update   |
| 5 | New Business: UPSMN Ring Update   |
| 6 | Old Business: Virtual Learning Month   |
| 7 | New Business: Part 2 Handbook Review   |
| 8 | Standing Reports: Student Report   |

# Item 1, Approval of May Meeting Minutes

Discussion:

Unavailable, to be approved at next meeting.

# Item 2, Announcements / Old Business Presenter:

Discussion:

1. AOA Honor Medical Society – Dr. Grieco and Dr. Diaz will co-chair a Task Force on the selection committee for AOA.
2. Student Focus Groups- Dr. McCallister and Dr. Lynn are starting to create focus groups to assess student support needs.
3. Dr. McCallister and Dr. Lynn are working on coordinating pick up of PPE for students and access to virtual desktop for students returning to campus.
4. Part 2 Articulate & Modules moving to Mediasite. Please communicate with Dr. Tartaglia if you have not yet regarding which articulates and modules should remain live for your Unit in Mediasite.

# Item 3, New Business: UPWP Ring Update Presenter:

Discussion: B. Scherzer provided an update for the Understanding Patients within Populations Unit that encompasses Family Medicine and Pediatrics.

1. Year in Review:
	1. Implemented two week Pediatrics experiences
	2. Had sufficient Selectives for all students
	3. New Family Medicine Coordinator
	4. Implemented teaching Scripts for Ambulatory Pediatrics
	5. COVID-19 Versatility and Creativity
2. Upcoming Changes and Goals for 2020-21
	1. Virtual Ground School
	2. Implementing Telehealth for Adult Ambulatory
	3. Taking away the optho station for the UPWP Practical in Assessment Week.
3. SWOT
	1. Strengths  - Great Teamwork, Excellent patient care experiences, engaged faculty, effective small group, Ring debrief meetings to inform changes
	2. Weaknesses – Not sufficient clinical evaluation in Adult Ambulatory on all Students to ensure internal validity
	3. Opportunities – Engage Ambulatory preceptors in Telehealth, New OSU Primary

Care Sites opening up

* 1. Threats – Not sufficient clinical sites for Ambulatory experiences, COVID-19
1. How the Ring will look different for 2020-2021
	1. Pediatrics – 6 weeks Pediatrics instead of 8, will have day and evening shifts, working on ways to allow social distancing while not overwhelming the learning environment,
	2. Family Medicine – same amount of time on service, Integration of Telehealth

# Item 4, New Business: UPRSN Ring Update Presenter:

Discussion: J. Schaffir provided an update for the Understanding Patients with Reproductive and Surgical Needs Unit that encompasses Obstetrics and Gynecology, Surgery and Perioperative Services

1. Challenges due to COVID-19
	1. Abbreviated Clinical time
	2. Multiple sites with different restrictions
	3. Many AGPs (Aerosol-Generating Procedures)
	4. Potential need to conserve PPEs
2. Accommodations due to COVID-19
	1. Surgery – Total time 5 weeks. General Surgery 3 weeks, Surgical Sub-Specialty 2 weeks
	2. ObGyn – Total time 5 weeks. General ObGyn 2 weeks, Labor & Delivery 2 weeks, of Gyn Oncology 1week.
	3. Perioperative - 1 week Anesthesia.
	4. Initiating a “Home Week” – One entire week of the first session , Individual days on crowded service days with a homework assignment
	5. Increasing Remote Surgery Viewing
3. Bright Spots to COVID?
	1. Finding appropriate resource for sequestered students
	2. Improved library of supportive videos and case presentations
	3. Plans to revise resources listed on VITALS matched to Ring objectives
4. Pre-COVID Changes
	1. Improving face to face instruction in Surgery
		1. Each student now assigned to a Resident Mentor
	2. Small Group topics not aligned with student rotations
		1. Small groups will now be aligned with rotation on ObGyn or Surgery
	3. Additional Faculty engagement/ teaching
		1. Faculty education champions to lead teaching on specific services: GynOnc

(Drs. Bixel and Copeland), L&D ( Dr. Ware)

* + 1. Working with Residents to improve learning environment
1. The End of Perioperative Services
	1. It will no longer exist as a separate unit
	2. Still required week of Anesthesiology
	3. Second week of Selective will count towards the surgery grade
2. Improving Feedback
	1. More consistent CPAs
	2. Increasing opportunities for students to receive feedback – introduction of CPAs specific to shift
3. Future Goals
	1. Revising ultrasound instruction –
		1. Revising curriculum for ground school instruction,
		2. Hoping to broaden opportunities for simulation
	2. Scholarly Pursuits
		1. 2019-20: Study comparing student performance on quizzes and formative online assessments with performance on shelf exams (presented at APGO

2/20)

* + 1. Manuscript on teaching procedural skills in the COVID era – still shopping for a journal
		2. 2020-21: Plan to assess “journal club” a research methodology in small groups

# Item 5, New Business: UPSMN Ring Update Presenter:

Discussion: C. Hoyle provided an update for the Understanding Patients with Specialized Medical Needs Unit that encompasses Internal Medicine, Neurology and Psychiatry Services.

1. SWOT
	1. Strengths – Organization of the ring, Faculty and Resident teaching engagement, Clinical teaching, Improved Clinical Skills Lab.
	2. Weaknesses – Tuesday Didactics, Better quiz correlations to didactics.
	3. Opportunities – Case based approach to didactics, Increase in asynchronous learning.
		1. Curated online resources for Medicine Mentors
		2. Virtual morning report
		3. Virtual Office Hours and Bedside Teaching
	4. Threats - COVID-19 affecting number of patient encounters and reliability of CPAs, Temporarily not having child and adolescent psychiatry.
2. UPSMN Clinical Time Ring 1
	1. Internal Medicine- General Medicine 3 weeks, IM Consults or IM Selective 3 Weeks
	2. Neurology 3 weeks
	3. Psychiatry 3 weeks

# Item 6, Old Business: Virtual Learning Month

**Presenter:**

Discussion: K. Walsh provided an update on the June Virtual Learning Month.

1. General Structure
	1. Week 1: UPWP Ground School
	2. Week 2: UPSMN Ground School
	3. Week 3: UPRSN Ground School
	4. Week 4: Combined General Ground School. – Part 2 Orientation, Telehealth Content, Student Clinician Ceremony, Ad hoc topics of interests throughout the week, Bias in Healthcare Session, Final Friday specific to the Unit where the student is starting Part 2.

# Item 7, New Business: Part 2 Handbook Review

# Presenter:

Discussion: K. Tartaglia reviewed changes and updates to the 2020-2021 handbook for Part 2.

# Item 8, Standing Reports: Student ReportPresenter:

Students report all is well thus far in the June Virtual Month. They say thank you for all of the flexibility and adjustments on such short notice with COVID restrictions.

Meeting adjourned at 5:17 pm.

The Ohio State University College of Medicine

**LSI Part Two Academic Program Committee**Meeting Minutes

Presiding Chair: Kim Tartaglia, MD
Minutes Recorded by: Kim Tartaglia
Date: 7/8/2020
Location: VIA zoom
Call to Order: 4:00 pm
Adjourned: 5:15 pm

# Member Attendance

| **Present** | **Last Name** | **First Name**  | **Roles**  |
| --- | --- | --- | --- |
|  | Challa   | Nayanika   | Student Council Representative, Med3   |
|  | Eapen   | Binay   | Associate Program Director, Mount Carmel Health Systems   |
| **X** | Farrell   | Matthew   | UPWP FM Unit Director   |
| **X** | Flanigan   | Matthew   | UPWP Internal Medicine Unit Director   |
| **X** | Gage   | Daniel   | Student Council Representative, Med 3   |
| **X** | Grieco   | Alex    | Associate Academic Program Director   |
|  | Hoyle   | Chad   | UPSMN Director of Integration   |
| **X** | Wozniak   | Phillip   | Student Council Representative, Med 3   |
| **X** | Kopechek   | Jack   | Educational Portfolio and Coaching   |
|  | Lacuesta   | Nanette   | Program Director, OhioHealth   |
| **X** | Macerollo   | Allison   | UPWP Director of Integration   |
| **X** | Meyers   | Lori   | UPRSN Co‐Unit Director   |
|  | Niedermier   | Julie   | UPSMN Psych Unit Director   |
| **x** | Quick   | Adam   | UPSMN Neurology Unit Director   |
| **X** | Reinbolt   | Raquel   | UPSMN Associate Director of Integration   |
| **X** | Geisler   | Reid   | Student Council Representative, Med 3   |
| **X** | Schaffir   | Jonathan   | UPRSN Director of Integration   |
| **X** | Scherzer   | Rebecca   | UPWP Pediatric Unit Director   |
|  | Schmerler   | Betsy   | UPWP Associate Director of Integration    |
| **X** | Sevov   | Claire   | General Faculty Rep, Med Peds   |
| **X** | Strafford   | Katherine   | UPRSN Associate Director of Integration   |
|  | Taylor   | Krista   | Student Council Representative, Med 3   |
| **X** | Traugott   | Amber   | UPRSN Surgery Unit Director   |
| **X** | Walsh   | Katherine   | UPSMN IM Unit Director   |
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## Additional Attendees

| **Name** | **Role** | **Present** |
| --- | --- | --- |
| Chelsea Allen | UPRSN ObGyn Coordinator   | **X**  |
| Angie Arnett | UPRSN: Program Coordinator, Surgery   | **X**  |
| Jen Bauer | UPSMN: Program Coordinator Internal Medicine   | **X**  |
| Allison Heacock | AHSS Program Director   | **X**  |
| Mike Horgan | Program Manager, E&A   |   |
| Anand Khurma | Associate Director for Education Technology   |   |
| Tim Langreder | E&A: Program Coordinator, Med 3 & Med 4   |   |
| Todd Lash | Education Resource Specialist   |   |
| Joanne Lynn | Associate Dean of Student Life   | **X**  |
| Jennifer McCallister | Associate Dean of Medical Education   | **X**  |
| Michelle Meyer | Longitudinal Projects Program Manager   |   |
| Lindsey Ruff | UPSMN: Program Manager, Internal Medicine   | **X**  |
| Beth Sabatino | Project Manager, Vitals   | **X**  |
| Katie Schafer | Education Portfolio Coordinator   |   |
| Danielle Secrease | Family Medicine Program Coordinator   |   |
| Melissa Stahr | UPSMN: Program Coordinator, Psychology   |   |
| Amanda Start | OCS, Associate Director Medical Education   |   |
| Regina Swartz | UPWP: Program Manager, Pediatrics   | **X**  |
| Nicki Verbeck | Education Resource Specialist, OECRD   |   |
| Laura Volk | Part 2 & 3 Program Manager   |   |
| Dawn Watson | Program Manager, Obstetrics & Gynecology   | **X**  |
| Howard Werman | General Faculty, Emergency Medicine   | **X**  |
| Thomas Williams | General Faculty, Surgery   |   |
| Sheila Winland | UPWP: Program Coordinator, Pediatrics   |   |

## Agenda Items

| **#** | **Agenda Item**  |
| --- | --- |
| 1 | Approval of June Meeting Minutes    |
| 2 | Announcements / Old Business   |
| 3 | New Business: UPRSN updates   |
| 4 | New Business: UPWP updates   |
| 5 | New Business: UPSMN updates   |
| 6 | Standing Reports: Student Report   |
| 7 | New Business: Part 2 End of Program Evaluation   |
| 8 |  |

# Item 1, Approval of June Meeting Minutes

Discussion: June minutes not available to review due to coordinator family emergency. Will be sent out when completed

# Item 2, Announcements / Old Business Presenter:

Discussion:

1. Reminded APC of app to have students report sx and temperatures. Positive reports going to Dr. Lynn who works with hospital epidemiology to investigate and determine testing and quarantine plan.
2. Students are still taking Step 1; some are needing to reschedule their exam or amount of time they are out. Thank you to ring coordinators for being so accommodating.
3. Work-group for Step 2 CS prep may be tasked with a summative OSCE. ECC to decide on this the following week; please send any comments to Kim Tartaglia.
4. Students should all have been tested for N95/N100 masks. To date, only one student has not had an adequate fit test despite multiple attempts. The COM is working to get PAPR hoods for affected students.
5. IHIS, Imaging and Badge access should be fixed for all students. Some students who were on LOA>1yr had difficulties with badge access; L. Volk assisted in working through this.
6. Part 2 Assessment week OSCEs will need to be moved from their original dates, due to CSEAC space constraints during COVID. OSCE dates will be Mon 9/14, Tues 9/15 and Fri 9/18. This is the week prior to the originally scheduled assessment week. NBME exam dates will remain the same.

# Item 3, New Business: UPRSN updates Presenter:

Discussion: J. Schaffir and team updated that on some services, they were working to find adequate space for students. Reminders sent to students to keep masks on when in conference rooms. Also working to make sure enough cases for students. High rosters and Covid limitations are creating challenges.

# Item 4, New Business: UPWP updates Presenter:

Discussion: R. Scherzer shared that NCH has a different quarantine policy and return to work after COVID than OSU. She is in close communication with NCH hospital epidemiology and the COM for any affected students.

# Item 5, New Business: UPSMN updates Presenter:

Discussion: C. Hoyle updated that guidance is needed on socially distancing within conference and resident work rooms. Biggest problems are in Harding hospital for psychiatry. K Tartaglia to seek guidance from COM on spacing concerns.

# Item 6, Standing Reports: Student Report

**Presenter:**

Discussion: Students requested that basic stats for UPRSN quizzes be made available. Students weren’t sure what typical performance is for those quizzes. T. Langreder reported that once all quiz questions are reviewed and finalized, students can see mean and SD for quiz in examsoft. Students also reported that the general surgery intern survival guide was a useful resource for students and it would be helpful to have before starting UPRSN. Asked if it could be made as an official resource.

# Item 7, New Business: End of Part 2 Evaluation

**Presenter:**

Discussion: K. Tartaglia presented data via PowerBI on the End of Part evaluation. Most areas shows sustained / stable responses. New questions on adequate space in the clinical environments is of concern.

Action:

1. Each ring/unit asked to review the drill-down data for their area and will be further addressed at next APC as part of annual report and action plan.
2. K. Tartaglia to discuss space concerns with Dean’s office in the COM>

Meeting adjourned at 5:15 pm.

The Ohio State University College of Medicine

**LSI Part Two Academic Program Committee**Meeting Minutes

Presiding Chair: Kim Tartaglia, MD
Minutes Recorded by: Kim Tartaglia
Date: 8/12/2020
Location: VIA zoom
Call to Order: 4:05 pm
Adjourned: 5:15 pm

# Member Attendance

| **Present** | **Last Name** | **First Name**  | **Roles**  |
| --- | --- | --- | --- |
| **X** | Challa   | Nayanika   | Student Council Representative, Med 3   |
|  | Eapen   | Binay   | Associate Program Director, Mount Carmel Health Systems   |
| **X** | Farrell   | Matthew   | UPWP FM Unit Director   |
| **X** | Flanigan   | Matthew   | UPWP Internal Medicine Unit Director   |
| **X** | Geisler   | Reid   | Student Council Representative, Med 3   |
| **X** | Grieco   | Alex    | Associate Academic Program Director   |
| **X** | Graham   | Emily   | General Faculty, IM   |
| **X** | Hoyle   | Chad   | UPSMN Director of Integration   |
|  | Kopechek   | Jack   | Educational Portfolio and Coaching   |
|  | Kopechek   | Kyle   | Student Council Representative, Med 3   |
|  | Lacuesta   | Nanette   | Program Director, OhioHealth   |
| **X** | Leung   | Cindy   | Director, Evaluation & Assessment , EM   |
| **X** | Lastinger   | Lauren   | General Faculty, IM   |
| **X** | Macerollo   | Allison   | UPWP Director of Integration   |
| **X** | Meyers   | Lori   | UPRSN Co‐Unit Director   |
|  | Niedermier   | Julie   | UPSMN Psych Unit Director   |
|  | Nwodim   | Ogechi   | Student Council Representative, Med 3   |
|  | Paradkar   | Komal   | Student Council Representative, Med 3   |
| **X** | Quick   | Adam   | UPSMN Neurology Unit Director   |
| **X** | Reinbolt   | Raquel   | UPSMN Associate Director of Integration   |
| **X** | Schaffir   | Jonathan   | UPRSN Director of Integration   |
| **X** | Scherzer   | Rebecca   | UPWP Pediatric Unit Director   |
| **X** | Schmerler   | Betsy   | UPWP Associate Director of Integration    |
|  | Strafford   | Katherine   | UPRSN Associate Director of Integration   |
| **X** | Strowder   | Lauren   | Student Council Representative, Med 3   |
|  | Traugott   | Amber   | UPRSN Surgery Unit Director   |
|  | Walsh   | Katherine   | UPSMN IM Unit Director   |
|  | Wozniak   | Phillip   | Student Council Representative, Med 3   |
|  | Yang   | Mike   | Student Council Representative, Med 3   |
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## Additional Attendees

| **Name** | **Role** | **Present** |
| --- | --- | --- |
| Chelsea Allen | UPRSN ObGyn Coordinator   | **X**  |
| Angie Arnett | UPRSN: Program Coordinator, Surgery   |   |
| Jen Bauer | UPSMN: Program Coordinator Internal Medicine   | **X**  |
| Allison Heacock | AHSS Program Director   |   |
| Mike Horgan | Program Manager, E&A   | **X**  |
| Tim Langreder | E&A: Program Coordinator, Part 2 & Part 3   | **X**  |
| Todd Lash | Education Resource Specialist   |   |
| Joanne Lynn | Associate Dean of Student Life   |   |
| Sonia Mann | Program Manager, LCME   | **X**  |
| Jennifer McCallister | Associate Dean of Medical Education   |   |
| Michelle Meyer | Longitudinal Projects Program Manager   |   |
| Lindsey Ruff | UPSMN: Program Manager, Internal Medicine   | **X**  |
| Beth Sabatino | Project Manager, Vitals   |   |
| Katie Schafer | Education Portfolio Coordinator   |   |
| Danielle Secrease | Family Medicine Program Coordinator   |   |
| Melissa Stahr | UPSMN: Program Coordinator, Psychology   |   |
| Amanda Start | OCS, Associate Director Medical Education   |   |
| Regina Swartz | UPWP: Program Manager, Pediatrics   |   |
| Nicki Verbeck | Education Resource Specialist, OECRD   |   |
| Laura Volk | Part 2 & 3 Program Manager   |   |
| Dawn Watson | Program Manager, Obstetrics & Gynecology   | **X**  |
| Sheila Winland | UPWP: Program Coordinator, Pediatrics   |   |

## Agenda Items

| **#** | **Agenda Item**  |
| --- | --- |
| 1 | Approval of July Meeting Minutes    |
| 2 | Announcements / Old Business   |
| 3 | New Business: Session 1 Assessment Week Updates   |
| 4 | New Business: Optional Evaluations (1‐Way)   |
| 5 | Standing Reports: Student Report   |
| 6 | New Business: Duty Hours, Safety/ Supervision   |
| 7 |  |
| 8 |  |

# Item 1, Approval of May – June - July Meeting Minutes

Discussion:

1. May Minutes Approved
2. June Minutes Approved
3. July Minutes Approved

# Item 2, Announcements / Old Business Presenter:

Discussion:

# Item 3, New Business: Session 1 Assessment Week(s) Updates Presenter:

Discussion: M. Horgan reviewed the Session 1 Assessment Schedule. Assessments will run over the course of two weeks in order to accommodate social distancing guidelines.

1. **Full UPSMN Assessment Week Schedule:**
	1. 9/15 – SMN OSCE. CSEAC Basement. Runs all day.
	2. 9/17 – SMN Remote Clinical Cases Session. Conducted via Zoom. 3:30-4:30pm.
	3. 9/21 – Neuro NBME Exam (runs all day)
	4. 9/23 – Psychiatry NBME Exam (runs all day)
	5. 9/24 – Medicine NBME (runs all day)
2. **Full UPRSN Assessment Week Schedule:**
	1. 9/14 – RSN OSCE. CSEAC Basement. Runs all day.
	2. 9/21 – RSN Procedures stations. 6th floor Prior Hall. Runs all day.
	3. 9/22 – RSN Remote Clinical Cases Session. Conducted via Zoom. 1-2pm.
	4. 9/23 – OBGYN NBME Exam (runs all day)
	5. 9/24 – Surgery NBME Exam (runs all day)
3. **Full UPWP Assessment Week Schedule:**
	1. 9/18 – PWP OSCE. CSEAC Basement. Runs all day.
	2. 9/21 – Peds NBME (runs all day due)
	3. 9/23 – PWP Remote Clinical Cases Session. Conducted via Zoom. 9-10am.
	4. 9/24 – Fam Med NBME (runs all day due)

# Item 4, New Business: Optional Evaluations (1- Way) Presenter:

Discussion: Vitals has launched a new evaluation that allows a Student to complete a one-way evaluation on an Instructor or an Instructor to complete a one- way evaluation of a Student.

1. The evaluation has to be turned on by Ring Coordinators.
	1. Currently only active on the UPRSN Ring but should be activated for UPSMN and UPWP.
2. The evaluation is the same CPA and SECI used with traditional evaluations and will count towards all aggregated points.

# Item 5, Standing Reports: Student ReportPresenter:

Discussion:

1. Standardized deadlines for Quizzes between the Rings. Students would like to see UPRSN join UPSMN and UPWP in their 11:59pm Thursday deadline for weekly quizzes.
2. Students are concerned about the Session 2 NBME schedule and whether they will be required to take a shelf before Winter Break.
3. Step 1 Deadline - Has the COM considered moving the Step 1 deadline until after the start of Part 2?
4. D&I Sub- Committee Concerns
	1. Is there any data regarding research on biases in evaluation and does Part 2 have a systematic approach to mitigate them?
	2. Consideration of socioeconomic and familial obligations with regards to placement on rotations.
	3. Would like for evaluations to be available to see prior to all rotations.

# Item 6, New Business: Duty Hours, Safety/ Supervision

**Presenter:**

Discussion:

Due to time will review at next meeting.

Meeting adjourned at 5:25 pm.

The Ohio State University College of Medicine

**LSI Part Two Academic Program Committee**Meeting Minutes

Presiding Chair: Kim Tartaglia, MD
Minutes Recorded by: Rita Arnold
Date: 9/9/2020
Location: VIA zoom
Call to Order: 4:00 pm
Adjourned: 5:25 pm

# Member Attendance

| **Present** | **Last Name** | **First Name**  | **Roles**  |
| --- | --- | --- | --- |
|  | Challa   | Nayanika   | Student Council Representative, Med 3   |
|  | Eapen   | Binay   | Associate Program Director, Mount Carmel Health Systems   |
| **X** | Farrell   | Matthew   | UPWP FM Unit Director   |
| **X** | Flanigan   | Matthew   | UPWP Internal Medicine Unit Director   |
|  | Geisler   | Reid   | Student Council Representative, Med 3   |
| **X** | Grieco   | Alex    | Associate Academic Program Director   |
|  | Graham   | Emily   | General Faculty, IM   |
|  | Hoyle   | Chad   | UPSMN Director of Integration   |
| **X** | Kopechek   | Jack   | Educational Portfolio and Coaching   |
|  | Kopechek   | Kyle   | Student Council Representative, Med 3   |
|  | Lacuesta   | Nanette   | Program Director, OhioHealth   |
|  | Leung   | Cindy   | Director, Evaluation & Assessment , EM   |
| **X** | Lastinger   | Lauren   | General Faculty, IM   |
| **X** | Macerollo   | Allison   | UPWP Director of Integration   |
| **X** | Meyers   | Lori   | UPRSN Co‐Unit Director   |
|  | Niedermier   | Julie   | UPSMN Psych Unit Director   |
|  | Nwodim   | Ogechi   | Student Council Representative, Med 3   |
|  | Paradkar   | Komal   | Student Council Representative, Med 3   |
| **X** | Quick   | Adam   | UPSMN Neurology Unit Director   |
| **X** | Reinbolt   | Raquel   | UPSMN Associate Director of Integration   |
| **X** | Schaffir   | Jonathan   | UPRSN Director of Integration   |
| **X** | Scherzer   | Rebecca   | UPWP Pediatric Unit Director   |
| **X** | Schmerler   | Betsy   | UPWP Associate Director of Integration    |
| **X** | Strafford   | Katherine   | UPRSN Associate Director of Integration   |
|  | Strowder   | Lauren   | Student Council Representative, Med 3   |
| **X** | Traugott   | Amber   | UPRSN Surgery Unit Director   |
| **X** | Walsh   | Katherine   | UPSMN IM Unit Director   |
|  | Wozniak   | Phillip   | Student Council Representative, Med 3   |
|  | Yang   | Mike   | Student Council Representative, Med 3   |
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## Additional Attendees

| **Name** | **Role** | **Present** |
| --- | --- | --- |
| Chelsea Allen | UPRSN ObGyn Coordinator   |   |
| Angie Arnett | UPRSN: Program Coordinator, Surgery   | **X**  |
| Jen Bauer | UPSMN: Program Coordinator Internal Medicine   |   |
| Philicia Duncan | AHSS Program Director   | **X**  |
| Mike Horgan | Program Manager, E&A   | **X**  |
| Tim Langreder | E&A: Program Coordinator, Part 2 & Part 3   |   |
| Todd Lash | Education Resource Specialist   |   |
| Joanne Lynn | Associate Dean of Student Life   | **X**  |
| Andrei Manilchuk | General Faculty, Surgery   | **X**  |
| Sonia Mann | Program Manager, LCME   | **X**  |
| Jennifer McCallister | Associate Dean of Medical Education   |   |
| Michelle Meyer | Longitudinal Projects Program Manager   |   |
| Lindsey Ruff | UPSMN: Program Manager, Internal Medicine   | **X**  |
| Beth Sabatino | Project Manager, Vitals   | **X**  |
| Katie Schafer | Education Portfolio Coordinator   |   |
| Danielle Secrease | Family Medicine Program Coordinator   |   |
| Claire Sevov | General Faculty, IM   | **X**  |
| Melissa Stahr | UPSMN: Program Coordinator, Psychology   |   |
| Amanda Start | OCS, Associate Director Medical Education   |   |
| Regina Swartz | UPWP: Program Manager, Pediatrics   |   |
| Nicki Verbeck | Education Resource Specialist, OECRD   |   |
| Laura Volk | Part 2 & 3 Program Manager   | **X**  |
| Dawn Watson | Program Manager, Obstetrics & Gynecology   |   |
| Sheila Winland | UPWP: Program Coordinator, Pediatrics   |  |

## Agenda Items

| **#** | **Agenda Item**  |
| --- | --- |
| 1 | Approval of August Meeting Minutes    |
| 2 | Announcements / Old Business   |
| 3 | New Business: QI Dept. Requirements for Clinical Time   |
| 4 | New Business: Portfolio Coach Check‐Ins   |
| 5 | New Business: Session 2 Assessment Week(s)   |
| 6 | New Business: DOC Forms/ Requirements   |
| 7 | New Business: Part 2 Annual Report and Action Plan   |
| 8 | Standing Reports: Student Report   |
| 9 | Standing Reports: PxDx, Duty Hours, Safety/ Supervision   |

# Item 1, Approval of August Meeting Minutes

Discussion:

# Item 2, Announcements / Old Business Presenter:

Discussion:

# Item 3, New Business: QI Dept. Requirements for Clinical TimePresenter:

Discussion: P. Duncan discussed new requirements for MSTP students returning to Part 2 for Patient Safety and Crew Resource Management as a part of the Re-Introduction to Clinical Medicine Course.

# Item 4, New Business: Portfolio Coach Check-Ins Presenter:

Discussion: J. Kopechek updated on changes to Portfolio Coaching check-ins. Students said they wanted less story writing, and more contact with their coaches.

1. It was decided that the requirement has reduced from two stories per ring to one story per ring.
2. Requirement for two half hour meetings added an additional 10 min phone call check-in

# Item 5, New Business: Session 2 Assessment Week(s) Presenter:

Discussion: M. Horgan presented a summary of how the Session 2 Assessment Week will run.

1. Part 2 will administer the NBMEs 1/15/21, 1/20/21, and 1/22/21.
	1. The Friday before the designated Assessment Week (January 18 – 22, 2021) will host the exams typically taken on Monday, Neuro and Peds.
	2. The OSCEs and Practical exams will be administered 1/19/21,1/20/21,1/21/21

# Item 6, New Business: DOC Forms/ Requirements

**Presenter:**

Discussion: K. Tartaglia addressed some edits and updates that need to be made to the Direct Observation of Competency forms.

1. When the forms were migrated into Vitals the comment boxes and headings need to be corrected and revised.
2. Discussed with the committee the utility of requiring that a faculty member has reviewed Oral Presentations and Written Notes.

Action: Committee has decided to maintain the requirement for faculty review of Oral Presentations and Written Notes. The formatting will be revised for the next Academic Year.

# Item 7, New Business: Part 2 Annual Report and Action PlanPresenter:

Discussion: K. Tartaglia reviewed Part 2 Annual Report as was presented to ECC.

1. Covid-19 Disruptions
	1. Classes made virtual starting Tuesday, March 10, 2020.
	2. Students pulled from clinical rotations, Sat March 14
	3. Completed 11 weeks of Ring 3 (9 Clinical weeks + GS+ AW)
		1. Missed 5 clinical weeks
		2. Virtual Learning plus Tuesday afternoon Zoom/ Didactics.
		3. Most students with 2-3 weeks of clinical time deferred to Part 3.
	4. Ring 3 Satisfactory/ Unsatisfactory (Pass/ Fail) only for all components.
2. New Initiatives Driven by COVID-19
	1. Virtual clinical learning for Mar- April 2020
	2. Virtual OSCEs continuing for current AY
	3. Individual student Meetings to review Med 4 Schedule and arrange make up time
	4. Revision of Part 2 Calendar for 2020-21 (twice)
	5. Development of a virtual learning month for June 2020.
3. Action Items for AY2019-20
	1. Service-specific orientation
		1. Create templated one-pagers for all core clinical assignments in Part 2
	2. Increase student documentation in the EHR
		1. Determine baseline of student documentation in EHR and increase by 20%
		2. Increase billing off student notes by 20%
	3. Short term action items
		1. Med Ed Journal Club for Part 2 Expert Educators/Faculty
		2. Implement centralized repository for absences at unit/ring level
		3. Create a system for follow-up and evaluation for EE consults
4. Progress Updates for Part 2
	1. Service-specific orientation
		1. Task force of coordinators, ring faculty, expert educators, led by Alex Grieco
		2. Collated various documents created by clerkships
		3. Template being drafted but priorities shifted during COVID and new timeline for creation – Dec 31, 2020. Will Pilot for Ring 3 2020-21AY.
	2. Increase student documentation in the EHR
		1. Collaboration with IW and OCS
		2. Unable to get billing data off Student Notes
		3. First data pull from IW Jan-Mar 2020 and OCS put data in PowerBI
	3. Progress on Short Term Action Items
		1. Med Ed Journal Club for Part 2 Expert Educators/Faculty
			1. Implemented January 2020 at EE Meeting
		2. Implement centralized repository for absences at unit/ring level
			1. Completed
		3. Create a system for follow-up and evaluation for EE consults
			1. Completed with development of evaluation for EE experience (by Students) as well as evaluation of student review experience.
5. Short term action items
6. Med Ed Journal Club for Part 2 Expert Educators/Faculty
7. Implement centralized repository for absences at unit/ring level
8. Create a system for follow-up and evaluation for EE consults

Action Items for 2020-21 (Due date April 30, 2021)

1. Improve student satisfaction with Tuesday afternoons by 20%
	1. Move towards consistent approach to case-based teaching across all rings
	2. UPSMN presented their plans to enhance student satisfaction with more interactive case based style, continue successful medical knowledge metrics and mirror the UPWP format.
2. Review Internal Developed Medical Knowledge Measures
	1. Revise quizzes / midterm questions to align with CLOs and improve quality of clinical vignettes
3. Develop action plan to address concerns for bias in clinical evaluations
	1. Implicit bias training for faculty?
	2. Collaborating with task force led by Drs. McCallister and Rankin
4. Work with COM and departments to improve agreement to adequate student space by 20%.
5. Implement Rotation-Specific Tip Sheets by Jan 2021

# Item 8, Standing Reports: Student Report Presenter:

Discussion: No students available to report.

# Item 9, Standing Reports: PxDx, Duty Hours, Safety/ Supervision

**Presenter:**

Discussion: Each Ring Please review the Reports available in the Box.

Meeting adjourned at 5:25 pm.

The Ohio State University College of Medicine

**LSI Part Two Academic Program Committee**Meeting Minutes

Presiding Chair: Kim Tartaglia, MD
Minutes Recorded by: Rita Arnold
Date: 10/14/2020
Location: VIA zoom
Call to Order: 4:00 pm
Adjourned: 5:23 pm

# Member Attendance

| **Present** | **Last Name** | **First Name**  | **Roles**  |
| --- | --- | --- | --- |
|   | Challa   | Nayanika   | Student Council Representative, Med 3   |
|   | Eapen   | Binay   | Associate Program Director, Mount Carmel Health Systems   |
| **X**  | Farrell   | Matthew   | UPWP FM Unit Director   |
|   | Flanigan   | Matthew   | UPWP Internal Medicine Unit Director   |
| **X**  | Geisler   | Reid   | Student Council Representative, Med 3   |
| **X**  | Grieco   | Alex    | Associate Academic Program Director   |
| **X**  | Graham   | Emily   | General Faculty, IM   |
|   | Hoyle   | Chad   | UPSMN Director of Integration   |
|   | Kopechek   | Jack   | Educational Portfolio and Coaching   |
| **X**  | Kopechek   | Kyle   | Student Council Representative, Med 3   |
|   | Lacuesta   | Nanette   | Program Director, OhioHealth   |
|   | Leung   | Cindy   | Director, Evaluation & Assessment , EM   |
| **X**  | Lastinger   | Lauren   | General Faculty, IM   |
| **X**  | Macerollo   | Allison   | UPWP Director of Integration   |
| **X**  | Meyers   | Lori   | UPRSN Co‐Unit Director   |
| **X** | Moranville | Robert | Med 3 Student |
|  | Niedermier   | Julie   | UPSMN Psych Unit Director   |
|   | Nwodim   | Ogechi   | Student Council Representative, Med 3   |
|   | Paradkar   | Komal   | Student Council Representative, Med 3   |
| **X**  | Quick   | Adam   | UPSMN Neurology Unit Director   |
| **X**  | Reinbolt   | Raquel   | UPSMN Associate Director of Integration   |
| **X**  | Schaffir   | Jonathan   | UPRSN Director of Integration   |
| **X**  | Scherzer   | Rebecca   | UPWP Pediatric Unit Director   |
| **X**  | Schmerler   | Betsy   | UPWP Associate Director of Integration    |
| **X**  | Strafford   | Katherine   | UPRSN Associate Director of Integration   |
|  | Strowder   | Lauren   | Student Council Representative, Med 3   |
|   | Traugott   | Amber   | UPRSN Surgery Unit Director   |
|  **X**  | Walsh   | Katherine   | UPSMN IM Unit Director   |
|  | Wozniak   | Phillip   | Student Council Representative, Med 3   |
| **X** | Yang   | Mike   | Student Council Representative, Med 3   |
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## Additional Attendees

| **Name** | **Role** | **Present** |
| --- | --- | --- |
| Chelsea Allen | UPRSN ObGyn Coordinator   | **X**  |
| Angie Arnett | UPRSN: Program Coordinator, Surgery   |   |
| Rakhi Basuray | Part 2 Expert Educator | **X**  |
| Jen Bauer | UPSMN: Program Coordinator Internal Medicine   | **X**  |
| Matt Chetta | Part 2 Expert Educator | **X**  |
| Philicia Duncan | AHSS Program Director   |    |
| Mike Horgan | Program Manager, E&A   |  |
| Tim Langreder | E&A: Program Coordinator, Part 2 & Part 3   | **X**  |
| Todd Lash | Education Resource Specialist   |   |
| Joanne Lynn | Associate Dean of Student Life   | **X**  |
| Andrei Manilchuk | General Faculty, Surgery   |   |
| Sonia Mann | Program Manager, LCME   |   |
| Jennifer McCallister | Associate Dean of Medical Education   | **X**  |
| Michelle Meyer | Longitudinal Projects Program Manager   |   |
| Lindsey Ruff | UPSMN: Program Manager, Internal Medicine   | **X**  |
| Beth Sabatino | Project Manager, Vitals   |   |
| Katie Schafer | Education Portfolio Coordinator   |   |
| Danielle Secrease | Family Medicine Program Coordinator   |   |
| Claire Sevov | General Faculty, IM   |   |
| Melissa Stahr | UPSMN: Program Coordinator, Psychology   |   |
| Amanda Start | OCS, Associate Director Medical Education   |   |
| Regina Swartz | UPWP: Program Manager, Pediatrics   |   |
| Nicki Verbeck | Education Resource Specialist, OECRD   |   |
| Laura Volk | Part 2 & 3 Program Manager   |   |
| Dawn Watson | Program Manager, Obstetrics & Gynecology   | **X**  |
| Sheila Winland | UPWP: Program Coordinator, Pediatrics   |   |

## Agenda Items

| **#** | **Agenda Item**  |
| --- | --- |
| 1 | Approval of August Meeting Minutes    |
| 2 | Announcements / Old Business   |
| 3 | New Business: Revised Evaluation Questions   |
| 4 | New Business: Session 2 Assessment Week   |
| 5 | New Business: UPRSN Quiz Data Analysis   |
| 6 | Information Only: Quarantine Rules   |
| 7 | Standing Reports: Student Report   |

# Item 1, Approval of September Meeting Minutes

Discussion:  Minutes approved as written

# Item 2, Announcements / Old Business Presenter:

Discussion: None.

# Item 3, New Business: Revised Evaluation Questions Presenter:

Discussion: UPRSN has a number of rotations where students spend shorter amounts of time on service and the standard evaluation form is not able to capture the student experience well. UPRSN would like to add a short form evaluation for relatively brief exposures to be evaluated. UPRSN has adapted a shift form that was previously approved for use by the Emergency Medicine department.   Also would like to add a not observed or not applicable

Action:

1. Approve the Shift Form for UPRSN.
2. Take question of not observed or not applicable to current Part 2 questions to MICRO.

# Item 4, New Business: Session 2 Assessment Week Presenter:

Discussion: Assessment week for Session 2, is one day short due to the MLK, Jr. Holiday. The following is the proposed schedule for all Assessments.

1. Thursday, January 14th: UPSMN Practical
2. Friday, January 15th: Neuro and Peds NBME
3. Tuesday, January 19th: UPSMN OSCE
4. Wednesday, January 20th: Psych and ObGyn, UPWP OSCE/ Practical
5. Thursday, Jan 21st: UPRSN OSCE/ Practical
6. Friday, January 22nd: IM, FM and Surgery

Action: Approved pending availability of space with the following changes.

1. Decompress the Exams set for Friday, January 15th.
	1. Neuro will still be administered January, 15th.
	2. Peds will be administered Tuesday January 19th.
2. UPSMN half day of service on Thursday to study, complete Practical in the afternoon.

# Item 5, New Business: UPRSN Quiz Data Analysis Presenter:

Discussion: R. Gupta-Basuray and M. Chetta reviewed the UPRSN Quiz items for the 2019-2020 academic year. All Ring 3 quiz item analysis reports from the 2019-2020 academic year (time period includes the beginning of the current COVID pandemic), were reviewed. Half were reviewed by Dr. Chetta, the other half by Dr. Gupta-Basuray.

Ring 2 item analysis reports from the 2017-2018 academic year were provided as a cross-reference.

1. The overall mean of the quizzes reflects an appropriate level of difficulty
2. The range in mean scores could be tighter, e.g. 70-80
3. The questions aligned well with provided learning objectives
4. The questions were thoughtful and well worded, in the form of clinical vignettes, requiring application of learned material
5. Some questions referenced specific articles, which may be landmark articles with generalized information, however referencing specific articles is advised against to allow the focus to remain on the generalized clinical information
6. Some questions used abbreviations more specific to a specialty than would be considered standard medical terminology

# Item 6, Information Only: Quarantine Rules

**Presenter:**

Discussion: As we move towards the holiday’s Part 2 has been asked to review the rules for travel. The University has no restrictions for domestic travel. There are international restrictions based on the CDC guidelines.

# Item 7, Standing Reports: Student Report

**Presenter:**

Discussion:

1. Students have questions about grading and designations for Session 1.
	1. The week before grades are released Part 2 Sends out an email that explains all things grading. Grades are due Friday November 6th.
2. Thanks UPRSN for moving Session 2 small groups to virtual and aligning your quizzes with the way that the other Rings procedure.

Meeting adjourned at 5:23 pm.

The Ohio State University College of Medicine

**LSI Part Two Academic Program Committee**Meeting Minutes

Presiding Chair: Kim Tartaglia, MD
Minutes Recorded by: Kim Tartaglia
Date: 12/09/2020
Location: VIA zoom
Call to Order: 4:00 pm
Adjourned: 5:07 pm

# Member Attendance

| **Present** | **Last Name** | **First Name**  | **Roles**  |
| --- | --- | --- | --- |
|  | Challa   | Nayanika   | Student Council Representative, Med3   |
|  | Eapen   | Binay   | Associate Program Director, Mount Carmel Health Systems   |
| **X** | Farrell   | Matthew   | UPWP FM Unit Director   |
| **X** | Flanigan   | Matthew   | UPWP Internal Medicine Unit Director   |
|  | Geisler   | Reid   | Student Council Representative, Med 3   |
| **X** | Graham   | Emily   | General Faculty, IM   |
|  | Grieco   | Alex    | Associate Academic Program Director   |
|  | Hoyle   | Chad   | UPSMN Director of Integration   |
| **X** | Kopechek   | Jack   | Educational Portfolio and Coaching   |
|  | Kopechek   | Kyle   | Student Council Representative, Med3   |
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|  | Lastinger   | Lauren   | General Faculty, IM   |
|  | Macerollo   | Allison   | UPWP Director of Integration   |
| **X** | Meyers   | Lori   | UPRSN Co‐Unit Director   |
|  | Moranville   | Robert   | Student Council Representative, Med 3   |
|  | Niedermier   | Julie   | UPSMN Psych Unit Director   |
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| **X** | Schaffir   | Jonathan   | UPRSN Director of Integration   |
| **X** | Scherzer   | Rebecca   | UPWP Pediatric Unit Director   |
| **X** | Schmerler   | Betsy   | UPWP Associate Director of Integration    |
|  | Sevov   | Claire   | General Faculty Rep, Med Peds   |
| **X** | Strafford   | Katherine   | UPRSN Associate Director of Integration   |
|  | Strowder   | Lauren   | Student Council Representative, Med 3   |
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## Additional Attendees

| **Name** | **Role** | **Present** |
| --- | --- | --- |
| Chelsea Allen | UPRSN ObGyn Coordinator   |   |
| Angie Arnett | UPRSN: Program Coordinator, Surgery   | **X**  |
| Jen Bauer | UPSMN: Program Coordinator Internal Medicine   | **X**  |
| Mike Horgan | Program Manager, E&A   | **X**  |
| Tim Langreder | E&A: Program Coordinator, Med 3 & Med 4   | **X**  |
| Todd Lash | Education Resource Specialist   |   |
| Joanne Lynn | Associate Dean of Student Life   |   |
| Sonia Mann | Program Manager, LCME   | **X**  |
| Jennifer McCallister | Associate Dean of Medical Education   |   |
| Michelle Meyer | Longitudinal Projects Program Manager   |   |
| Lindsey Ruff | UPSMN: Program Manager, Internal Medicine   | **X**  |
| Beth Sabatino | Project Manager, Vitals   | **X**  |
| Katie Schafer | Education Portfolio Coordinator   |   |
| Danielle Secrease | Family Medicine Program Coordinator   |   |
| Melissa Stahr | UPSMN: Program Coordinator, Psychology   |   |
| Amanda Start | OCS, Associate Director Medical Education   |   |
| Regina Swartz | UPWP: Program Manager, Pediatrics   |   |
| Nicki Verbeck | Education Resource Specialist, OECRD   |   |
| Laura Volk | Part 2 & 3 Program Manager   |   |
| Dawn Watson | Program Manager, Obstetrics & Gynecology   | **X**  |
| Thomas Williams | General Faculty, Surgery   |   |
| Sheila Winland | UPWP: Program Coordinator, Pediatrics   |   |

## Agenda Items

| **#** | **Agenda Item**  |
| --- | --- |
| 1 | Approval of October Meeting Minutes    |
| 2 | Announcements / Old Business   |
| 3 | New Business: Part 1 Updates   |
| 4 | New Business: AAMC GQ   |
| 5 | New Business: Ring 1 Evaluation Data   |
| 6 | Part 2 Action Plan Updates   |
| 7 | Standing Reports: Student Report   |
| 8 | CQI / ECC Data Dashboard   |
| 9 | Standing Reports: PxDx, Duty Hours, Safety/ Supervision |

# Item 1, Approval of October Meeting Minutes

Discussion: Minutes approved with one correction.

1. Correction to October Minutes – Session 2 Assessment Week, UPSMN will dismiss at noon on January 14 to study, complete practical in the afternoon.

# Item 2, Announcements / Old BusinessPresenter:

Discussion: No Announcements or Old Business to address.

# Item 3, New Business: Part 1 Updates  Presenter:

Discussion: K. Tartaglia reviewed updates for the Med 2 class.

ECC decided to have the Part 1 Students leave for Thanksgiving break and not return to on-Campus instruction. This particularly impacts the Med2’s who will complete Host Defense block and Professional Development Week virtually. These students will be lacking in accomplishing the objectives they would normally achieve during LP and LG.

1. A Task Force has been formed to develop a plan to ensure competency in clinical skills and completion of required administrative tasks prior to the start of Part 2. Part 2 Expert Educators have been asked to participate in this task force with, Part 1Leadership and students under the leadership of Dr. Kristin Rundell.
2. The start of Part 2, 2021 – 2022 may be delayed to accommodate the need to bring these students to competency.
3. Hoping to have concrete guidelines by the end of January.

# Item 4, New Business: AAMC GQPresenter:

Discussion: K. Tartaglia reviewed the results of the AAMC GQ for 2020.

# Item 5, New Business: Ring 1 Evaluation DataPresenter:

Discussion: K. Tartaglia reviewed the results of the End of Ring Evaluations for Ring 1.

# Item 6, Part 2 Action Plan Updates

**Presenter:**

Discussion:

1. Tip Sheets: We have some ready to pilot for Ring 3. The Expert Educators are working to solidify the template.
2. Peer Review - Workshop on Bias in Medical Education with Amy Caruso Brown. More to come on guidance from the COM on using the bias checklists used in this workshop.
3. Bias & Anti-Racism Task Force - J. McCallister asked OCS do a Quantitative Analysis of our CPAs to see if there was any difference in our CPA scores for URM students vs Non-URM students. There was concern that enough students have reached out to Dr. McCallister and expressed concern that we needed to get some qualitative data. K. Tartaglia submitted a request for focus groups by an outside body through the UITL. UITL has recommended that they will create a brief survey for our Students seeking feedback and to share experiences with the option to participate in a focus group.

# Item 7, Standing Reports: Student Report  Presenter:

Discussion: No students available today. Part 3 Scheduling meeting set for same time as APC meeting.

# Item 8, CQI/ ECC Data Dashboard Presenter:

Discussion: K. Tartaglia shared the PowerBI LSI Monitoring Competencies Dashboard.

# Item 9, Standing Reports: PxDx, Duty Hours, Safety/ Supervision

**Presenter:**

Discussion: K. Tartaglia reviewed the Standing PxDx, Duty Hours and Safety/ Supervision reports.

1. Discussed Timely Grades. Keri Rubadue from OCS is working with Coordinators from all three parts to discuss streamlining our processes and creating a standard process.

Meeting adjourned at 5:15 pm.

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