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: 01/13/2021   
Location: VIA zoom   
Call to Order: 4:00 pm    
Adjourned: 5:11 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 |
|  | Flanigan | Matthew | UPWP Internal Medicine Unit Director |
| **X** | Geisler | Reid | Student Council Representative, Med 3 |
|  | Graham | Emily | General Faculty, IM |
| **X** | Grieco | Alex | Associate Academic Program Director |
| **X** | Hoyle | Chad | UPSMN Director of Integration |
| **X** | Kopechek | Jack | Educational Portfolio and Coaching |
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| **X** | Meyers | Lori | UPRSN Co‐Unit Director |
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|  | Traugott | Amber | UPRSN Surgery Unit Director |
| **X** | Walsh | Katherine | UPSMN IM Unit Director |
|  | Wozniak | Phillip | Student Council Representative, Med 3 |
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## Additional Attendees

| **Name** | **Role** | **Present** |
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| 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 |  |
| 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** |
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## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Approval of October Meeting Minutes |
| 2 | Announcements / Old Business |
| 3 | New Business: Med 3 Students and COVID + Patients |
| 4 | New Business: Rising Part 2 Student Prep |
| 5 | New Business: Make‐Up for current Part 2 Students |
| 6 | Old Business: Grade Entry Audit – Update of Task Force |
| 7 | Standing Reports: Student Report |
| 8 | Standing Reports: Learning Environment |

# Item 1, Approval of December Meeting Minutes

Discussion: Minutes approved as written.

# Item 2, Announcements Presenter:

Discussion:

1. UPSMN - Internal Medicine Unit Director Kathy Walsh is leaving OSU for a new opportunity at Vanderbilt. Dr. Walsh will be joining the Myeloproliferative Neoplasm Program working with their GME.
2. LCME Updates: LCME is scheduled March 2022. DCI progress and the Self-Study are moving along without issue.
3. Evaluation & Assessment – Students are remotely taking their NBME exams. E&A has secured rooms for any students with concerns for their testing environment to come to Graves Hall to take their exams.

# Item 3, New Business: Med 3 Students and COVID+ patients Presenter:

Discussion: K. Tartaglia shared a request for students to participate in the care of COVID + patients. The original request was specifically for Med4 students but we have been asked to consider if we have any objections to extending this to Med3’s. This discussion will be brought to ECC and we will revisit.

# Item 4, New Business: Rising Part 2 Student Prep Presenter:

Discussion: Dr. Kristin Rundell led a Task Force to determine what was needed for the Rising Med 3’s to make up time missed on their Longitudinal Preceptorship. Med 2’students have been off of campus since late November. The following will be presented to ECC at the end of January.

1. Each student will be required to complete an additional session with their LP (one half day session) after they sit for Step 1.
2. Everything else the Med 2’s are missing the Task Force felt that could be incorporated into their Host Defense OSCE or final LP session.
3. Physical exam practice sessions will be offered but will not be mandatory.

# Item 5, New Business: Make-Up for Part 2 Student Presenter:

Discussion: R. Arnold reviewed the number of Part 2 students with time to make up for absences due to COVID Quarantine and/ or Step 1 prep. Given these numbers, are we ok with invoking the minimums for this class given the disruptions we have faced this academic year?

1. UPRSN- 10 total students with time to remediate, 3 with more than two weeks
2. UPSMN – 19 total students with time to remediate, 4 with more than two weeks
3. UPWP- 12 total students with time to make up, 2 with more than two weeks

Action: Part 2 will request to invoke the minimums for all students in all areas regardless of why they missed time. As we complete our Session 2 grading, if someone is on the borderline for failing a competency or a unit we should review whether or not they need more time to prove competency.

# Item 6, Old Business: Grade Entry Audit – Update of Task Force

**Presenter:**

Discussion: K. Rubadue with OCS has led a Task Force to look at our grade entry processes. The Task Force delineated who is in charge of entering and approving grades and streamlining that process where possible. Also asking that we set an internal goal for 5 week grade submission deadline. The LCME requirement is for 6 weeks. This will be presented at the next MICRO meeting for final approval.

# Item 7, Standing Reports: Student Report Presenter:

Discussion: Rising Med 3 class has had questions regarding when scheduling will occur for Session 1 of 2021.

1. Part 2 will schedule after Part 3 has completed their competitive rounds in mid-March.

# Item 8, New Business: Rising Part 2 Student Prep Presenter:

Discussion: K. Tartaglia reviewed the Learning Environment follow-up report.

Meeting adjourned at 5:11 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: 02/10/2021   
Location: Via CarmenZoom   
Call to Order: 4:00 pm    
Adjourned: 5:15 pm

# Member Attendance

| **Present** | **Last Name** | **First Name** | **Roles** |
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|  | Challa | Nayanika | Student Council Representative, Med3 |
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|  | Farrell | Matthew | UPWP FM Unit Director |
| **X** | Flanigan | Matthew | UPWP Internal Medicine Unit Director |
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| Jen Bauer | UPSMN: Program Coordinator Internal Medicine |  |
| Mike Horgan | Program Manager, E&A | **X** |
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| Michelle Meyer | Longitudinal Projects Program Manager |  |
| Lindsey Ruff | UPSMN: Program Manager, Internal Medicine | **X** |
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| Sheila Winland | UPWP: Program Coordinator, Pediatrics |  |
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## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Approval of September Meeting Minutes |
| 2 | Announcements / Old Business |
| 3 | Old Business: Med 3 Students and COVID + pts |
| 4 | Old Business: Part 2 Make‐up Time 2020‐21 |
| 5 | New Business: Part 2 Absence Policy |
| 6 | New Business: End of Ring 2 Evaluation |
| 7 | Standing Reports: Student Report |
| 8 | Standing Reports: Duty Hours, Safety/Supervision |

# Item 1, Approval of February Meeting Minutes

Discussion:

Approved

# Item 2, Announcements / Old Business Presenter:

Discussion: No Announcements

# Item 3, New Business: Med 3 Students and COVID+ pts Presenter:

Discussion: The College of Medicine is moving forward with official approval for M3 and M4 students to participate in the care of COVID+ patients.

1. Rationale for student participation in the care of these patients: (rationale must include an educational consideration): Medical students in their last year of training should be offered the opportunity to develop the skills and knowledge base needed to safely care for patients with known or suspected COVID as they prepare to transition into the practice of medicine in a supervised role. We are now prepared to offer them this important educational opportunity, and have the necessary institutional safety protocols in place to safely integrate them into the clinical environment.
2. Students have all been offered the COVID vaccine, but it is not mandatory. We have no way of tracking whether or not they have received the vaccine.
3. The Site or Department has override authority that would supersede the COM decision to allow students to see COVID+ patients.

# Item 4, Part 2 Make-up Time 2020-21 Presenter:

Discussion: Dr. McCallister will propose to ECC that current Part 2 students with excused absences may opt to complete the minimum clinical requirement for one unit. Further modification of individual student requirements would require referral to ABRC.

Action:

# Item 5, Part 2 Absence Policy Presenter:

Discussion: Review of the Part 2 Absence Policy. Students are proactively requesting mental health days. Should our policy add this type of language?

1. Current Policy states: Absences during Part 2 are limited to four (4) days over a 16-week ring. Absences within a particular clinical assignment must not exceed more than 20% of the days on that assignment (ex. no more than 2 days for a 2 week assignment.) Students should expect required make-up work for their absences in excess of >4 days (or >20% per clinical assignment.) Students must notify the designated ring faculty and coordinators as soon as an absence is anticipated. Students are also recommended to notify their teams/preceptor of any tardiness or absence. Both excused and unexcused absences may require make up work, even if less than the above-stated maximums. Absences without timely notification may negatively affect patients, your fellow students, and staff and are inconsistent with the values of the profession. These are considered unprofessional and require clinical make up work and remediation related to the topic of professionalism. A first unexcused absence will require a meeting with the ring director or appointee. A second unexcused absence will result in referral to the Honors and Professionalism Council (HPC.) Absences of any type may result in a grade for the ring of Incomplete (or Unsatisfactory if unexcused) until resolved.

Action: Part 2 will edit the new language to include a more specific outline of what vacation is and clarification for what types of absences are allowed under the policy. Also clarifying for students what reasons an absence would be considered un-excused.

# Item 6, End of Ring 2 Evaluation

**Presenter:**

Discussion: K. Tartaglia reviewed the End of Ring 2 Evaluation results.

# Item 7, Standing Reports: Student Report Presenter:

Discussion:

1. Absence discussion covered the main issue that students wanted to address today.
2. Part 3 Scheduling coming up next month so they are eager to get their make-up time scheduled for May.

# Item 8, Standing Reports: Grade Audit, Duty Hours Learning Environment, Safety/Supervision Presenter:

Discussion: K. Tartaglia reviewed the Duty Hours report.

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: 03.10.21  
Location: via CarmenZoom  
Call to Order: 4:00 pm  
Adjourned: 5:15 pm

# Member Attendance

| **Present** | **Last Name** | **First Name** | **Roles** |
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## Agenda Items

| **#** | **Agenda Item** |
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| 1 | Approval of February Meeting Minutes |
| 2 | Announcements/ Old Business |
| 3 | New Business: Part 2 Assessments |
| 4 | New Business: Required Clinical Encounters (RCE) or PxDx Annual Review |
| 5 | Standing Reports: Student Report |
| 6 | Standing Reports: Timely Grades, PxDx |
| 7 |  |
| 8 |  |

# Item 1, Approval of February Meeting Minutes

Discussion:

February Minutes Approved

# Item 2, Announcements / Old Business Presenter:

Discussion:

1. Dr. Emily Graham is the new IM Unit Director for UPSMN. She will transition into the UD role in April. Dr. Graham has been involved in the curriculum as a Part 1 EE, and as the Patient Care Competency Director for LSI.
2. NCH Update regarding Med 3 students and COVID+ Patients.
   1. Part 2 students will be permitted to see COVID+ patients at the start of the next academic year. The only exception is Part 3 students on rotation in the ER currently.
3. Rising Part 2 students Donning and Doffing- will look to use instruction given during the Pandemic Course as a virtual learning item during Ground School.
4. Announcement: 5th Floor Atrium is no longer a space where students are permitted to sit and study. The space is intended as a waiting area for patient family members. As space in the designated student rooms was limited, some services were using the Atrium as a bonus space during COVID.
5. Vitals Announcement: Part 2 students now have the ability to download/ print a blank copy of their DOC ahead of time to see what they are being assessed on. There is a **Print** button next to the **Take** button on the form that will allow you to review the document ahead of time.

# Item 3, New Business: Part 2 Assessments Presenter:

Discussion: Review of Part 2 Assessments and CDIM Best Practices

1. The Why.
   1. Concern over bias in assessments
      1. Student Representative Concern, prompting evaluation of CPA scores
      2. CDIM Best Practices in Assessment
   2. Changing landscape of USMLE licensure exams
      1. Step 1 going Pass/Fail
      2. Step 2 CS suspended indefinitely
   3. Tertiary concern: Rising Part 2 students have had decreased clinical skills experience and observation
2. The Current Situation
   1. Unit Grade Breakdown

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| --- | --- | --- |
| Unit | Medical Knowledge (NBME) | CPA’s |
| ObGyn | 40% | 60% |
| Surgery | 40% | 60% |
| Internal Medicine | 40% | 60% |
| Psychiatry | 50% | 50% |
| Neurology | 40% | 60% |
| Pediatrics | 40% | 60% |
| Family Medicine | 40% | 60% |

* 1. Ring Grade Breakdown

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| --- | --- | --- | --- | --- | --- |
| Ring | Medical Knowledge | CPA’s | OSCE | Clinical Practical | Other |
| UPRSN | 40%: 30% NBME exams, 5% quizzes, 5% midterm. | 40% | 10% | 5% | 5% direct observation |
| UPSMN | 40%: 33% NBME exams, 6% quizzes, 1% midterm. | 45% | 10% | 5% | None |
| UPWP | 40%: 30% NBME exams, 9% quizzes, 1% midterm. | 40% | 10% | 5% | 5% direct observation |

1. The What
   1. Increase standardized assessments of clinical skills
      1. OSCE – Proposal for 2-station OSCE focused on history and exam during the ring
      2. Direct Observations – Add in trained EE DOCs
   2. In turn, could decrease reliance on CPAs and NBME at unit and ring levels

# Item 4, New Business: Required Clinical Encounters (RCE) or PxDx Annual Review Presenter:

Discussion: Review the PxDx categories for each Unit.

Action:

1. UPRSN: Remove duplicate Management of Abnormal Cervical Cytology.
2. UPWP: Add Back pain to Adult PxDx.

# Item 5, Standing Report: Student Report Presenter:

Discussion:

1. Student Feedback concerning the Rising Med3 class and suggestions for continued best practice given COVID spacing restrictions.
   1. Remote access to IHIS.
   2. Virtual Small Groups.

# Item 6, Standing Report: Timely Grades, Px Dx

**Presenter:**

Discussion: Reviewed.

1. All grades were submitted at the 5 week mark from Session 2. There were no late grades.
2. PxDx was reviewed for each Unit.

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: 04.14.21  
Location: via CarmenZoom  
Call to Order: 4:00 pm  
Adjourned: 5:20 pm

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| Jen Bauer | UPSMN: Program Coordinator Internal Medicine |  |
| Allison Heacock | Director of Competency: Systems Based Practice | **X** |
| Mike Horgan | Program Manager, E&A | **X** |
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| 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 |  |
| Thomas Williams | General Faculty, Surgery |  |
| Sheila Winland | UPWP: Program Coordinator, Pediatrics |  |

## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Approval of Meeting Minutes |
| 2 | Announcements/ Old Business |
| 3 | New Business: Assessments for SBP CLOs |
| 4 | Info Only: Ring 3 Assessment Week |
| 5 | New Business: UPWP Ring Update |
| 6 | New Business: UPRSN Ring Update |
| 7 | Standing Reports: Student Report |
| 8 | Standing Reports: Vitals Update |

# Item 1, Approval of March Meeting Minutes

Discussion:

Approved

# Item 2, Announcements / Old Business Presenter:

Discussion: No Announcements

# Item 3, Assessments for Systems Based Practice CLOs  Presenter:

Discussion: A. Heacock reviewed the Systems Based Practice CLOs as deployed in Part 2 and proposed updates to assure assessment.

1. Strengths
   1. All of Part 2 CLOs with TLMs.
   2. Competency is inherently taught in clinical rotations.
   3. AHSS course built to help assist clinical curriculum in teaching and assessing the competency.
   4. We have unique and innovative curriculum
2. Weaknesses
   1. Do not have specific assessments 6/10
   2. CLO 603- High Value Care Thread
   3. Survey Data-Part 3 APC presentation.
3. Opportunities
   1. Increased student interest in high value care and care coordination
   2. Increased faculty interest in high value care and care coordination
   3. Ability to continue to use AHSS to bring together Part 2 Curriculum
4. Threats
   1. SBP feels to students as “broccoli” of medical education
   2. Hidden curriculum
   3. CPA assessments are limited
      1. Cumbersome if too long
      2. Consistency with faculty rating is difficult to achieve
      3. Faculty development is challenging.
5. Proposed Action Plan
6. Part 2 Task Force to review current assessments (if present) and develop assessments where absent on the following CLOs:
   1. 601.02.01
   2. 601.02.02
   3. 602.02.01
   4. 602.02.02
   5. 602.03.01
   6. 602.03.02
   7. 602.04.01
7. Review Vitals Mapped TLMs with Academic Programs and AHSS-Remove outdated tags.

Action: Recruit Working Group to review Part 2 SBP Assessments: Mike Horgan, Matt Flanigan and Beth Sabatino have volunteered to assist. K. Tartaglia will solicit additional support from Part 2 Expert Educators.

# Item 4, Ring 3 Assessment Week Presenter:

Discussion: M. Flanigan and M. Horgan provided an update for the Ring 3 Assessment week plans.

1. Standardized Patients will be returning to the CSEAC for our OSCEs. There will be 2 in person OSCEs and one New recorded case with a written note assessment.
2. NBMEs will be administered in person.
   1. Exams are scheduled M-W-F in both lecture halls in the morning and afternoon to accommodate social distancing guidelines.
3. Clinical Practical Cases will remain virtually administered via Zoom. They will be scheduled on a different day than their OSCE.

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

Discussion: A. Macerollo presented an update on the Understanding Patients within Populations Ring for the 2020-21AY.

1. UPWP Year in Review
2. COVID –Ring’s 2&3 started with a reading week and then only 12 weeks of clinical time.
3. Peds – Did 2 weeks Peds ambulatory, 4 weeks of inpatient peds – night shifts
4. Selectives – Unchanged, except very limited # of ED and Radiology spots which are the #1 and #2 requested experiences
5. AA – Added a new question to the standard CPA –Please comment on one patient encounter the student had that stands out to you (please try to be as descriptive as possible)
6. Small Group – Virtual Ring 1 – Rings 2 &3
7. Changes to UPWP
8. Kicking it back to old school – GS, 14 weeks, Assessment week
9. Peds – 6 weeks inpatient peds, 2 weeks peds ambulatory
10. Selectives- Have added GI, Cardiology and Rheumatology
11. Small Groups – Keeping it Virtual
12. PxDX – Unchanged
13. Scholarly Pursuits and Resident and Faculty Development– Peds adding sample dot phrases for inpatient students, AA adding teaching scripts, All residents and faculty getting evaluations once yearly with standards in their department.

# Item 6, New Business: UPRSN Ring Update

**Presenter:**

Discussion: J. Schaffir presented an update on the Understanding Patients with Reproductive and Surgical Needs Ring for the 2020-21AY.

1. UPRSN Year in Review – Dominated by COVID
   1. Shortened ring schedule
   2. Didactic sessions converted to Zoom
   3. Fewer elective surgeries
   4. More excused absences
      1. Exposures
      2. Step I prep
2. Other changes made this year (generally well received)
   1. Re-alignment of small group topics with student rotations
   2. Perioperative services no longer a separate unit
   3. Resident mentors assigned on surgery
3. Recurring Issues with Plans to address:
   1. Need for improved/ consistent instructions at start of rotation
      1. Working on simplified and consistent handout for all services
   2. Improved/ consistent assessment for CPAs
      1. Reformatted CPAs with appropriate wording and introduction of shift-specific assessments
   3. Quiz content to align with objectives
      1. Revision of quizzes to more closely align with objectives
   4. Crowding of student assignments
      1. ????
4. Other Changes Planned
   1. Small group format changing to case discussions
      1. No longer student presentations
      2. More consistent w/ other rings
   2. Ground school revisions
      1. Some skills sessions changed
      2. Hybrid with remote learning
   3. Additional service rotations:
      1. NCH pathology
      2. MCGC Colorecta
5. Scholarly Pursuits -Works in progress:
   1. Impact of literature analysis (“journal club”) as part of curriculum (Strafford, ‘20-’21)
   2. Perception of racial and gender bias in ORs (Bondurant, ‘21-’22)

# Item 7, Standing Reports: Student Report Presenter:

Discussion: No students present at today’s meeting.

# Item 8, Standing Reports: Vitals Updates  Presenter:

Discussion: B. Sabatino shared some Vitals updates that are relevant to Part 2 students and faculty.

1. Evaluation Reminders
   1. Dear [evaluator name]

This is an automated message informing you that you have been scheduled to complete evaluation [evaluation name] for [student name] on [curricular entity.] It is recommended all evaluations be completed as soon as possible and within 2 weeks of the assigned date. You may complete your evaluation by following this link.

If you have any other questions about this evaluation, please contact: [assigner name] at [assigner email].

1. DOC – Blank Forms
   1. Students now have the option to view a copy of the DOC form before having a faculty member complete the form.
   2. Guest Account catch – If a student is unable to find their faculty on the Instructor Selection List they are prompted to Add a Guest Account. The Vitals Team is finding that students are skipping the search altogether and going directly to Add a Guest Account. A new Vitals has added an additional failsafe that requires an email address. If the address is an OSUMC email then the system automatically selects the faculty from within the Vitals system.
2. Mistreatment Button – default changes
   1. “Do you wish to remain anonymous?” default response has been Yes. Dr. Lynn asked that that default be changed to No to encourage more reporters to identify themselves.
3. Student Profile – Absence and LOA Requests
   1. Absence Requests – Students now have a tab that lists all their absence requests with greater detail.
   2. LOA Requests – LOA requests have been a paper request . Vitals has built a module to assist the Registrar with processing these requests within the system that also provides notifications.
4. Faculty Profile – Low Score History –
   1. This tab on the faculty profile has been dedicated to listing for Administrators any low score notifications for your Unit.
   2. Dr. Tartaglia requested that this space also be used to see all notifications list all the ls reported about a particular faculty member to keep tabs on trends.
5. Forms – AMRCC Mid-Month Feedback. AMRCC has worked with Vitals to create a MidMonth Feedback Form. The form is a combination of data found in Vitals and uploaded documents from the Students Carmen course. The form includes:
   1. PxDx completions
   2. Time Logging
   3. Evaluation completions
   4. A place to upload files
   5. Faculty has a place to enter feedback (as well as standard responses) as the form is processed in Vitals.
6. Report – Individual Rater Trend vs All – Vitals is working on creating a new report to review Individual Rater Trends vs All Raters.
7. Report 1183: Aggregate Evaluation by Curricular Entity.
   1. Compares course evaluations. How each site is ranked compared to each other based on Student Clinical Site Evaluations.

Meeting adjourned at 5:20 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: 05.12.21  
Location: CarmenZoom  
Call to Order: 4:00 PM  
Adjourned: 4:55 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 | UPSMN IM Unit Director |
| X | Grieco | Alex | Associate Academic Program Director |
| X | 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 |
|  | Lastinger | Lauren | General Faculty, Internal Medicine |
| 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 |
|  | Schmerler | Betsy | UPWP Associate Director of Integration |
| X | Strafford | Katherine | UPRSN Associate Director of Integration |
|  | Sevov | Claire | General Faculty Rep, Med Peds |
|  | Strowder | Lauren | Student Council Representative, Med 3 |
|  | Taylor | Krista | Student Council Representative, Med 3 |
|  | Traugott | Amber | UPRSN Surgery Unit Director |
|  | Wozniak | Philip | Student Council Representative Med 3 |
|  | Yang | Mike | Student Council Representative, Med 3 |

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

## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Approval of April Meeting Minutes |
| 2 | Announcements / Old Business |
| 3 | Old Business: Part 2 Absence Policy |
| 4 | New Business: UPSMN Ring Update |
| 5 | Standing Reports: Student Report |
| 6 | Information Only: Interprofessional Education |
| 7 | Open Discussion: Ground School, Part 2 Late Starts |
| 8 | Standing Reports: PxDx, Learning Environment |

# Item 1, Approval of April Meeting Minutes

1. Minutes Approved

# Item 2, Announcements / Old Business:

# Discussion:

1. End of Year Teaching Evaluations – just a reminder to share aggregate evaluation data with the community sites that we work with.
2. Associate DOI for UPSMN – Raquel Reinbolt will be stepping down as of June. Megan Conroy, Pulmonary Critical Care, will be assuming the role of Associate DOI for the Ring starting in July.
3. VITALS – Beth Sabatino shared an update coming to Vitals that may be helpful for Unit Directors. Appointments have been mapped in Vitals. Directors of Competency have asked to be notified when a TLM has been archived so that they are aware of any changes to the teaching of their CLO’s. As Unit Directors you can have the same type of notifications. Be thinking of any ways that this might help inform your role.

# Item 3, Old Business: Part 2 Absence Policy

# Discussion/Action: Revisiting Part 2 Absence Policy language for clarity given recent student inquiry.

1. Vacation happens between rings and University Holidays.

1. Everything in Part 2 is required unless otherwise indicated.

1. Life Happens… Absences are unavoidable.

1. If anticipated, request approval by completing an absence request form in VITALS (as soon as dates are known, at least 2 weeks in advance.)
2. If unanticipated, tell both a coordinator from the Ring and fill out an absence form when you can.
3. Can miss up to 3 days per Ring without accruing make up time.
4. Cannot miss more than 20% of an assignment
5. Cannot be during Ground School or last 2 weeks of Ring without special approval.

Action:

1. Part 2 Leadership will work with the VITALS team to revise the language on the Part 2 Absence Request Form.

# Item 4, New Business: UPSMN Ring Update

# Discussion:

1. Leadership Changes – Thank you to Dr. Raquel Reinbolt and Dr. Kathy Walsh. Welcome to Dr. Emily Graham (IM Unit Director) and Dr. Megan Conroy ( Associate Integration Director)
2. Tuesday Didactics –
   1. IM – Medicine Mentors, Student Report, and Chair Rounds (case –based with

Evidence Based Medicine)

1. Psychiatry – Consultative Medicine and Substance Abuse (case-based)
2. Neurology – Small Group Sessions
3. Review sessions and asynchronous learning resources
4. Significant improvement in student ratings
5. Grading
   1. Focus on transparency and fairness
   2. Grading Committee
6. Updated Learning Resources
   1. IM – updated quiz questions ( E&A Team approving); continue midterm
   2. Med study resource
   3. Identifying students with additional needs
   4. Internal question bank
   5. IM – EKG formative teaching resource
   6. Psychiatry – continuing with pain management / addiction education
7. Other Updates
   1. Autopsy session and clinical skills lab resuming
   2. Psych – ECT optional, NCH psychiatry experience paired with ED

# Item 5, Standing Reports: Student Report

# Discussion: No student reps present at May meeting.

# Item 6, Information Only: Interprofessional Education (IPE)

# Discussion:

1. IPE Calendar: all session 3-5pm
   1. Interprofessional Community Scholars: October 1, November 5, December 3
   2. Interprofessional Community Scholars: February 4, February 11, and April 1

# Item 7, Open Discussion: Ground School, Part 2 Late Starts

# Discussion:

1. Ground school is off to a good start, Students seem eager and engaged.
2. Part 2 Late Starts –
3. 5 students will participate in GS, leave to continue prepping for Step 1 then join the Rings mid – Session.
4. 9 students will join Part 2 in Session 2.
5. Minimum time has not been approved for the current academic year.

# Item 6, Standing Reports: PxDx, Learning Environment

# Discussion: K. Tartaglia reviewed the PxDx and Learning Environment reports.

Meeting adjourned at 4:55 pm.

The Ohio State University College of Medicine

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

Presiding Chair: Kim Tartaglia, MD  
Minutes Recorded by: Laura Volk  
Date: 6.9.21  
Location: Carmen Zoom  
Call to Order: 4:05 PM  
Adjourned: 5:25 PM

# Member Attendance

| **Present** | **Last Name** | **First Name** | **Roles** |
| --- | --- | --- | --- |
| X | Bondurant | Amber | UPRSN Associate Director of Integration (Effective 9/1/21) |
| X | Conroy | Megan | UPSMN Associate Director of Integration |
|  | 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 | UPSMN IM Unit Director |
| X | Grieco | Alex | Associate Academic Program Director |
|  | Hoyle | Chad | UPSMN Director of Integration |
|  | Kopechek | Jack | Educational Portfolio and Coaching |
|  | Lacuesta | Nanette | Program Director, OhioHealth |
| X | Lastinger | Lauren | General Faculty, Internal Medicine |
| X | Macerollo | Allison | UPWP Director of Integration |
| X | Mattu | Aneetpal | Student Council Representative, Med 3 |
| X | Meyers | Lori | UPRSN Co‐Unit Director |
| X | Mital | Rohan | Student Council Representative, Med 3 |
|  | 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 |
|  | Reinbolt | Raquel | UPSMN Associate Director of Integration |
| X | Riley | Maria | Student Council Representative, Med 3 |
| X | Rosen | Havi | 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 |
|  | Sevov | Claire | General Faculty Rep, Med Peds |
|  | Traugott | Amber | UPRSN Surgery Unit Director |

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

## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Approval of May Meeting Minutes |
| 2 | Announcements / Old Business |
| 3 | Grade Completion for 2020-21 |
| 4 | Independent Student Analysis Update |
| 5 | Review Part 2 Action Plan |
| 6 | Standing Reports: Student Report |
| 7 | Standing Reports: Duty Hours, Safety/Supervision |

# Item 1, Approval of May Meeting Minutes

# Discussion:

Minutes from May were not available for review. They will be sent out electronically for approval in the near future.

# Item 2, Announcements / Old Business: Discussion:

The following introductions were made:

* Melissa Conroy introduced herself as the new Associate Director of Integration for UPSMN. She will be replacing Raquel Reinbolt
* Havi Rosen – New Med 3 Student Representative
* Maria Riley – New Med 3 Student Representative
* Rohan Mital – New Med 3 Student Representative
* Amber Bondurant will become the new Unit Director for OBGYN replacing K. Strafford, (beginning in September).

# Item 3, Grade completion for 2020-2021 Discussion

# L.Volk is drafting a list of grades that need to be updated from the 2021-2022 Academic Year and will distribute to the Ring coordinators.

# Item 4, Independent Student Analysis Update

# Discussion:

1. K. Tartaglia reviewed the ISA data most relevant to Part 2 which was presented to ECC by the student council.
2. Areas of focus include:
3. Learning Environment & Facilities – space availability in the hospital/clinic sites
4. Technology Support – Imaging and IHIS access continues to be an issue
5. Career Counseling
6. IPE experiences – these experiences will become more robust starting in the fall with the addition of the Interprofessional Education Committee led by Dr. Andrea Pfeifle
7. Time off between Rings – Adjustments have been made to the calendar to remedy this.
8. Grading and evaluation process and how it translates to MSPE

To view the full report please reference the Part 2 Meeting folder in Box for June.

# Item 5, Review of Part 2 Action Plan

Discussion:

* 1. K. Tartaglia provided an update on the Action Items from the 2020-2021 academic year.

1. Improve student satisfaction with Tuesday afternoons by 20%
2. Review Internal Developed Medical Knowledge Measures
3. Develop action plan to address concerns for bias in clinical evaluations
4. Work with COM and departments to improve agreement to adequate student space by 20%
5. Implement rotation-specific tip sheets, pilot by Jan 2021

# Item 6, Standing Reports: Student Report

# Discussion:

1. Quiz availability; Discussion regarding the open time for quizzes. Specifically UPSMN to open after small groups instead of 6:30 p.m. The Rings agreed to have all quizzes open at 3:00 p.m. for consistency.
2. Lecture recordings; Discussion on the importance of lecture participation vs students viewing at their leisure. Consideration of student led note taking for discussion afterwards. This will be discussed with student council.
3. Timely distribution of clinic information – where and when to report and who to contact, specifically on the UPWP Ring.  The UPWP team will look into it. The standard is to post activities at least 2 weeks prior to the start date.

# Item 7, Standing Reports: Grade Audit, Duty Hours Learning Environment, Safety/Supervision:

# Discussion: K. Tartaglia announced all grades were in on time for Session 3.

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: 07.14.20  
Location: CarmenZoom  
Call to Order: 4:00 PM  
Adjourned: 5:29 PM

# Member Attendance

| **Present** | **Last Name** | **First Name** | **Roles** |
| --- | --- | --- | --- |
|  | Basuray | Rakhi | Part 2 Expert Educator, UPWP |
| X | Cassell | Emily | General Faculty, Obstetrics and Gynecology |
| X | Conroy | Megan | UPSMN Associate Director of Integration |
| X | Farrell | Matthew | UPWP FM Unit Director |
|  | Flanigan | Matthew | UPWP Internal Medicine Unit Director |
|  | Geisler | Reid | Student Council Representative, Med 3 |
| X | Graham | Emily | UPSMN IM Unit Director |
| X | Grieco | Alex | Associate Academic Program Director |
|  | Hoyle | Chad | UPSMN Director of Integration |
|  | Kopechek | Jack | Educational Portfolio and Coaching |
|  | Lacuesta | Nanette | Program Director, OhioHealth |
|  | Lastinger | Lauren | General Faculty, Internal Medicine |
| X | Macerollo | Allison | UPWP Director of Integration |
|  | Mattu | Aneet | Student Council Representative, Med3 |
| X | Meyers | Lori | UPRSN Co‐Unit Director |
| X | Mital | Rohan | Student Council Representative, Med 3 |
|  | Munjal | Vikas | Student Council Representative, Med 3 |
|  | Niedermier | Julie | UPSMN Psych Unit Director |
| X | Quick | Adam | UPSMN Neurology Unit Director |
|  | Reinbolt | Raquel | UPSMN Associate Director of Integration |
|  | Riley | Maria | Student Council Representative, Med 3 |
| X | Rosen | Habi | Student Council Representative, Med 3 |
| 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 |
|  | Sevov | Claire | General Faculty Rep, Med Peds |
| X | Traugott | Amber | UPRSN Surgery Unit Director |
|  | Widmann | Mari | General Faculty, Pediatrics |

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

## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Approval of June Meeting Minutes |
| 2 | Announcements / Old Business |
| 3 | New Business: Telehealth Curriculum |
| 4 | New Business: UPWP Communication Loop |
| 5 | New Business: Mount Carmel COVID-19 Vaccine Policy |
| 6 | Standing Reports: Student Report |
| 7 | Standing Reports: Learning Environment, Safety/Supervision |

# Item 1, Approval of June Meeting Minutes

# Discussion:

Approved

# Item 2, Announcements / Old Business:

# Discussion:

# Absence Policy Update

# Questions have been raised about half day absences. If students only need half of a day to attend to business that is acceptable. This is not meant to allot 6 half days for extra study time for example.

# Students should work with Ring Coordinators for any reoccurring appointments.

1. Shout out to Dr. Katherine Strafford for responding to the call from student feedback to the challenges of inclusivity. She moved quickly to engage her department in working on ways to make the structure of the teams more inclusive.
2. VITALS Feedback – Community Preceptor Feedback. “I have enjoyed the relationships with the most recent students over the last two years. I have seen a difference in the preparation, habits and understanding of medicine than maybe even a few years before.”

# Item 3, New Business: Telehealth Curriculum

# Discussion/Action: Allison Macerollo shared that the UPWP Ring has decided as a ring to pilot 4 modules in Session 2 related to Telehealth from the Society of Teachers of Family Medicine.

# Item 4, New Business: UPWP Communication Loop

# Discussion

A. Macerollo presented a plan to address some of the student feedback from the LCME Independent Student Analysis. Changes made to the Unit typically happen in transition times between cohorts and students feel like they don’t have an understanding of the curricular updates. The Unit has decided to provide an update to students at the end of the Ring Feedback Sessions and during Ground School.

1. The update will be based on Mid-Ring Feedback, Site and Course Evaluations and the End of Ring Feedback Sessions.
2. The Feedback / Feed forward sessions - present main themes, thoughts and any actions taken in response to the data.

# Item 5, New Business: Mount Carmel COVID-19 Vaccine Policy

# Discussion:

Mount Carmel has made the decision to require COVID-19 vaccination for faculty, staff and student learners.

1. Any student assigned there will require verification from Ring Coordinators that the student has been vaccinated.
2. COM will need to clarify the level of Verification required.
3. Any student that is uncomfortable reporting their vaccination status should opt out of being assigned to MCHS

Action:

1. Adjust session 3 scheduling language to allow for UPWP and UPRSN students to opt out of being assigned to MCHS if they do not wish to disclose their status.

# Item 6, Standing Reports: Student Report

Discussion:

1. Evaluations –
2. Challenges with students being able to access completed evaluations. May be related to differing due dates between when evaluations are due for faculty vs students.
3. Students have seen and heard that evaluators have found “loopholes’ to get around providing actual feedback on evaluations.
4. Concerns with ObGyn Rotation feedback/updates – looking for ways to share with students that work is being done on the reoccurring issues and progress is being made.
   * 1. Ways to make feedback more accessible and less about a complaint

# Item 7, Standing Reports: Learning Environment, Safety/Supervision

# Discussion: K. Tartaglia reviewed the Standing Reports for Learning Environment and Safety and Supervision.

Meeting adjourned at 5:29 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: 08.11.21  
Location: CarmenZoom  
Call to Order: 4:00 PM  
Adjourned: 5:08 PM

# Member Attendance

| **Present** | **Last Name** | **First Name** | **Roles** |
| --- | --- | --- | --- |
|  | Basuray | Rakhi | Part 2 Expert Educator, UPWP |
| X | Bondurant | Amber | UPRSN ObGyn Unit Director |
| X | Cassell | Emily | General Faculty Rep, ObGyn |
| X | Conroy | Megan | UPSMN Associate Director of Integration |
|  | Farrell | Matthew | UPWP FM Unit Director |
|  | Flanigan | Matthew | UPWP Internal Medicine Unit Director |
|  | Geisler | Reid | Student Council Representative, Med 3 |
| X | Graham | Emily | UPSMN IM Unit Director |
| X | Grieco | Alex | Associate Academic Program Director |
| X | Hoyle | Chad | UPSMN Director of Integration |
|  | Johnson | Toni | DIO & Dir. of Medical Education, Mount Caramel Health Systems |
| X | Kopechek | Jack | Educational Portfolio and Coaching |
|  | Lacuesta | Nanette | Program Director, OhioHealth |
| X | Lastinger | Lauren | General Faculty, Internal Medicine |
| X | Macerollo | Allison | UPWP Director of Integration |
|  | Mattu | Aneet | Student Council Representative, Med 3 |
| X | Meyers | Lori | UPRSN Co‐Unit Director |
| X | Mital | Rohan | Student Council Representative, Med 3 |
|  | Munjal | Vikas | Student Council Representative, Med 3 |
|  | Niedermier | Julie | UPSMN Psych Unit Director |
|  | Quick | Adam | UPSMN Neurology Unit Director |
| X | Riley | Maria | Student Council Representative, Med 3 |
| X | Rosen | Havi | 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 | Strafford | Katherine | UPRSN Associate Director of Integration |
|  | Sevov | Claire | General Faculty Rep, Med Peds |
|  | Traugott | Amber | UPRSN Surgery Unit Director |
|  | Widmann | Maria | General Faculty Rep, Med Peds. |

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

## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Approval of May and July Meeting Minutes |
| 2 | Announcements / Old Business |
| 3 | New Business: COVID Quarantine |
| 4 | New Business: Procedural Competency |
| 5 | New Business: Part 2 Annual Report |
| 6 | Standing Reports: Student Report |

# Item 1, Approval of May and July Minutes

# Discussion:

1. May Minutes Approved.
2. July Minutes Approved.

# Item 2, Announcements / Old Business: Discussion: No Announcements

1. K. Tartaglia – Thank you to everyone who has been helping with LCME data.

# Item 3, New Business: COVID Quarantine Discussion: No guidance from the University has been shared yet about how to handle vaccinated people who have been exposed. While we await that guidance from the University, K. Tartaglia wanted to bring the issue up for discussion to get input to share with Dr. McCallister and the MICRO Committee.

1. Two weeks of Virtual learning.

a. Have each Ring come up with 2 weeks of virtual content for students who are quarantined.

# Item 4, New Business: Procedural Competency

# Discussion: J. Schaffir started the discussion about students getting documented competency short list of procedures that gives a “green light” to be able to entrust Med 3 Students to perform them from assignment to assignment without having to prove competency each time.

# Item 5, New Business: Part 2 Annual Report

# Discussion: K. Tartaglia reviewed the AY2020 Par 2 Annual Report. This data is reviewed with goal to come up with an Action plan for items to work on in the AY2021.

# Item 6, Standing Reports: Student Report

# Discussion:

# Students would like looking for clarity on how Grading works in Part 2.

# Issue 2. UPSMN – Students wondered if they could choose which service they can rotate on for their weekend duty.

# Issue 3. Session in GS regarding how to plan ahead for shelf exams, milestones in part 2 and what to expect during Assessment Week.

# K. Tartaglia will work with Student Life to create a quick GS presentation.

Meeting adjourned at 5:08 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: 09.08.21  
Location: CarmenZoom  
Call to Order: 4:00 PM  
Adjourned: 5:16 PM

# Member Attendance

| **Present** | **Last Name** | **First Name** | **Roles** |
| --- | --- | --- | --- |
|  | Basuray | Rakhi | Part 2 Expert Educator, UPWP |
| X | Bondurant | Amber | UPRSN ObGyn Unit Director |
| X | Cassell | Emily | General Faculty Rep, ObGyn |
|  | Conroy | Meghan | UPSMN Associate Director of Integration |
| 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 | UPSMN IM Unit Director |
| X | Grieco | Alex | Associate Academic Program Director |
|  | Hoyle | Chad | UPSMN Director of Integration |
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|  | Kopechek | Jack | Educational Portfolio and Coaching |
|  | Lacuesta | Nanette | Program Director, OhioHealth |
|  | Lastinger | Lauren | General Faculty, Internal Medicine |
| X | Macerollo | Allison | UPWP Director of Integration |
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|  | Mital | Rohan | Student Council Representative, Med 3 |
|  | Munjal | Vikas | Student Council Representative, Med 3 |
| X | Niedermier | Julie | UPSMN Psych Unit Director |
| X | Quick | Adam | UPSMN Neurology Unit Director |
|  | Riley | Maria | Student Council Representative, Med 3 |
| X | Rosen | Havi | Student Council Representative, Med 3 |
|  | 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 |
|  | Sevov | Claire | General Faculty Rep, Med Peds |
|  | Traugott | Amber | UPRSN Surgery Unit Director |
|  | Widmann | Maria | General Faculty Rep, Med Peds |

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

## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Approval of August 2021 Meeting Minutes |
| 2 | Welcome & Announcements |
| 3 | New Business: Part 2 Action Plan |
| 4 | New Business: UPWP Feedback Loop/OSCE Feedback |
| 5 | Standing Reports: Student Report |
| 6 | New Business: LCME Update |
| 7 | Standing Reports: Safety/Supervision, Duty Hours |

# Item 1, Approval of August 2021 Meeting Minutes

# Discussion:

1. August 2021 Minutes Approved

# Item 2, Announcements / Old Business:

# Discussion: Announcements.

# Welcome New Surgery UME Program Manager, Brittany Williams.

# Dr. Lynn has officially retired and Dr. Alex Grieco has officially been named Interim Associate Dean for Student Life. Part 2 will not replace him in the position as Part 2 Associate Program Director, but instead will be using our Expert Educators to help fill the roles for assessments and Student Review Sub-Committee.  .

# Item 3, New Business: Part 2 Action Plan

# Discussion:

**Understanding Patients within Populations**

1. UPWP Time Spent in Patient Care
   1. We had noted a trend of students mentioning variable amounts spent in patient care in Adult Ambulatory (AA).
   2. The AA day can vary from site to site – starts at 7 am, extended hours, each half day lasting until 5:30-6 PM.
   3. We want students to spend adequate time engaged in clinical care, but also have time for rejuvenation and wellness.
   4. ACTION - We have implemented an hour restriction of 34 hours of clinical care – accomplished over 7 to 8 half days per week on average starting with Ring 2.  We have notified all sites and students.

1. UPWP Time Engages in Formal Teaching Activities
   1. We had noted a trend of students mentioning variable amounts spent in patient care in AA.
   2. The AA day can vary from site to site – starts at 7 am, extended hours, each half day lasting until 5:30-6 PM.
   3. We want students to spend adequate time engaged in clinical care, but also have time for rejuvenation and wellness.
   4. ACTION - We have implemented an hour restriction of 34 hours of clinical care – accomplished over 7 to 8 half days per week on average starting with Ring 2.  We have notified all sites and students.

**Understanding Patients with Reproductive and Surgical Needs (UPRSN)**

1. Increase Feedback – UPRSN has been rated low in perceived feedback. In speaking with faculty regarding feedback sessions, it seems that faculty does not have much information regarding student performance and spend most time listening to students give feedback. The goal is to now proactively get more information on student performance prior to feedback sessions to faculty that sessions will be more meaningful and memorable.

a. Have more CPA’s completed by MRFB. Have a comprehensive progress report available for each student to provide faculty.

**Understanding Patients with Specialized Medical Needs (UPSMN)**

1. UPSMN is still formalizing their goals for the year. One goal discussed was to reduce or eliminate weekend responsibilities to provide adequate study time. Internal Medicine Leadership is meeting at the end of September to finalize their plan.

**Action:**

1. K. Tartaglia will draft SMART Goals for each Unit based on our discussion today.

# Item 4, New Business: End of Ring Update

# Discussion:

# UPWP Feedback Loop - Feedback from students regarding transparency and feedback updates suggest that we have not been communicating changes clearly to the student body. UPWP decided to start their Ground School Orientation with a few slides explaining their updates to feedback from students.

# OSCE Feedback – Currently there is no format for providing updates on changes and OSCE feedback for Students. The OSCE Working Group would like to ask for a small window of time during Ground School Orientation or end of Ring Feedback Sessions to present these changes and updates.

# Item 5, Standing Reports: Student Report

# Discussion:

1. Students are looking for an update on the ObGyn learning environment concerns.
   1. Dr. Schaffir has several meetings scheduled with Obstetrics and Gynecology departments and will update the Committee when they conclude.
2. Scheduling – questions on holidays during session 2 and which ones were observed.
   1. University Holiday Schedule Session 2
      1. Veterans Day – November 11, 2021
      2. Thanksgiving Day – November 25, 2021
      3. Indigenous Peoples Day (Observed) – November 26, 2021
      4. COM Students are excused from Clinical Responsibilities November 25, 2021 – November 28, 2021 for Thanksgiving Weekend Break.

# Item 6, New Business: LCME Update

# Discussion:

1. K. Tartaglia presented a draft of a brief document that will be posted on MedHub for Residents and Faculty to delineate learning objectives and teaching expectations for each unit.
2. Residents and Faculty are also now required by LCME to know the Absence Policy for Students.
3. Vitals has been asked to create an attestation for Residents and Faculty to annually check that they have reviewed these policies.

# Item 7, Standing Reports: Safety/Supervision, Duty Hours

# Discussion:

1. K. Tartaglia reviewed Safety/Supervision reports and the Duty Hours reports.

Meeting adjourned at 5:16 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: 11.10.21  
Location: CarmenZoom  
Call to Order: 4:00 PM  
Adjourned: 5:21 PM

# Member Attendance

| **Present** | **Last Name** | **First Name** | **Roles** |
| --- | --- | --- | --- |
|  | Basuray | Rakhi | Part 2 Expert Educator, UPWP |
| X | Bondurant | Amber | UPRSN ObGyn Unit Director |
| X | Cassell | Emily | General Faculty Rep, ObGyn |
| X | Conroy | Meghan | UPSMN Associate Director of Integration |
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|  | Flanigan | Matthew | UPWP Internal Medicine Unit Director |
|  | Geisler | Reid | Student Council Representative, Med 3 |
| X | Graham | Emily | UPSMN IM Unit Director |
| X | Grieco | Alex | Associate Academic Program Director |
|  | Hoyle | Chad | UPSMN Director of Integration |
|  | Johnson | Toni | DIO & Dir. of Medical Education, Mount Carmel Health Systems |
| X | Kopechek | Jack | Educational Portfolio and Coaching |
|  | Lacuesta | Nanette | Program Director, OhioHealth |
|  | Lastinger | Lauren | General Faculty, Internal Medicine |
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|  | Munjal | Vikas | Student Council Representative, Med 3 |
| X | Niedermier | Julie | UPSMN Psych Unit Director |
|  | Quick | Adam | UPSMN Neurology Unit Director |
|  | Reinbolt | Raquel | UPSMN Associate Director of Integration |
|  | Riley | Maria | Student Council Representative, Med 3 |
|  | Rosen | Havi | 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 | Strafford | Katherine | UPRSN Associate Director of Integration |
|  | Sevov | Claire | General Faculty Rep, Med Peds |
|  | Strowder | Lauren | Student Council Representative, Med 3 |
|  | Taylor | Krista | Student Council Representative, Med 3 |
|  | Traugott | Amber | UPRSN Surgery Unit Director |
|  | Widmann | Maria | General Faculty Rep, Med Peds |

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| **GUESTS:** |  |  |  |
| PH | Arnett | Angie | UPRSN: Program Coordinator, Surgery |
|  | Badenhop | Morgan | UPRSN: Program Coordinator, ObGyn |
|  | Bauer | Jen | UPSMN: Program Coordinator, Internal Medicine |
| X | Bazan | Jose | Chair, USMLE Review Committee |
| X | Horgan | Mike | Program Manager, E&A |
| X | Kennedy | Jaime | E&A Program Assistant |
| X | Langreder | Tim | UPSMN: Program Manager, Internal Medicine |
|  | Lash | Todd | Education Resource Specialist |
|  | Lynn | Joanne | Associate Dean of Student Life |
|  | Mann | Sonia | Program Manager, LCME |
| X | McCallister | Jennifer | Associate Dean of Medical Education |
|  | Meyer | Michelle | Longitudinal Projects Program Manager |
|  | Ruff | Lindsey | UPSMN: Program Manager, Internal Medicine |
| X | Sabatino | Beth | Project Manager, Vitals |
|  | Schafer | Katie | Education Portfolio Coordinator |
|  | Secrease | Danielle | Family Medicine Program Coordinator |
|  | Stahr | Melissa | UPSMN: Program Coordinator, Psychology |
|  | Start | Amanda | OCS, Education Resource Specialist |
| X | Swartz | Regina | UPWP: Program Manager, Pediatrics |
| X | Volk | Laura | Part 2 & 3 Program Manager |
|  | Watson | Dawn | Program Manager, Obstetrics & Gynecology |
|  | Williams | Brittany | UPRSN: Program Manager, Surgery |
|  | Winland | Sheila | UPWP: Program Coordinator, Pediatrics |

## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Approval of September 2021 Meeting Minutes |
| 2 | Welcome & Announcements |
| 3 | New Business: USMLE Exam Task Force |
| 4 | New Business: End of Ring 1 Update |
| 5 | Old Business: Part 2 Action Plan |
| 6 | Standing Reports: Student Report |
| 7 | Standing Reports: Respect, Grade Entry |

# Item 1, Approval of August 2021 Meeting Minutes

# Discussion:

September 2021 Minutes Approved

# Item 2, Announcements / Old Business: Discussion: Announcements

1. Congratulations Dr. Quick on successfully completing your first Boston Marathon!
2. Students have inquired about attending LSI Academic Programming Committee meetings. Dean Clinchot has clarified, that any student or faculty may join the APC meetings, but they join as silent observers. If they have any questions or concerns they should be addressed through their elected faculty of student representatives.
3. Surgery UME Program Manager – Brittany Williams was offered an opportunity to transition into the Surgery GME Program Manager Position. This leaves the UME position open. Thank you to the UPRSN Ob/Gyn and Perioperative Teams for covering and making sure student needs are met.
4. Introduce E&A Program Assistant – Jaime Kennedy.

# Item 3, New Business: USMLE Exam Task Force Discussion:

Discussion: A physician must pass Steps 1, 2, and 3 of the USMLE to become licensed. Step 1, which focuses on foundational sciences, is taken at the end of LSI Part 1. The State Medical Board of Ohio requires that all three steps be taken within a single ten-year period. Each state has its own requirements regarding timelines and number of attempts allowed for each USMLE Step examination.

1. A physician must pass Steps 1, 2, and 3 of the USMLE to become licensed. Step 1, which focuses on foundational sciences, is taken at the end of LSI Part 1.
   1. The State Medical Board of Ohio requires that all three steps be taken within a single ten-year period.
   2. Each state has its own requirements regarding timelines and number of attempts allowed for each USMLE Step examination
   3. A physician must pass Steps 1, 2, and 3 of the USMLE to become licensed. Step 1, which focuses on foundational sciences, is taken at the end of LSI Part 1.
   4. The State Medical Board of Ohio requires that all three steps be taken within a single ten-year period.
   5. Each state has its own requirements regarding timelines and number of attempts allowed for each USMLE Step examination
2. Ring 1 Start - Most Students on this path. The must meet the two Ring 1 entry criteria:
3. Post a predictive passing score on 1 of 2 college-sponsored practice NBME
4. Take USMLE Step 1 by the Saturday 2 weeks before start of Ring 1. Associate Deans Office or designee can grant USMLE Step 1 deadline extension up to the Saturday before the start of Ring 1 for students with extenuating circumstances who have met the above entry criteria.
5. If both requirements are met, can start Ring 1 on a “conditional” basis

1. Mid Ring 1 Start - Only considered for students who have met the Ring 1 entry criteria, but have “catastrophic” extenuating circumstances.
2. Must be approved by Associate Dean for Student Life or designee.
3. Entry date into the curriculum determined by Academic Program Director based on student’s schedule
4. Must take Step 1 no later than the Saturday before the planned entry date
5. Must participate in Ring 1 Ground School.
6. Ring 2 Start - Requires meeting with and approval from the USMLE Review Committee.
7. Must post a passing score for Step 1 by the first Wednesday in August to start Ring 2 which begins in early September
8. Posting a predictive passing score on a college-sponsored practice NBME is NOT a requirement for Ring 2 start.
9. Restart the Next Academic Year - May require USMLE Review Committee meeting depending on the circumstances.
10. Typical USMLE Step 1 deadline provided is December 31st after completion of Part 1
11. All students must pass USMLE Step 1 by no later than March 31st of the year after Part 1 completion.
12. Dual Degree:
    1. Students on academic LOA who are pursuing dual degree (e.g. MPH, MBA, etc.), must take USMLE Step 1 by July 20th after completion of Part 1.
    2. Student pursuing a dual-degree who do not meet July 20th deadline OR students on LOA for reasons other than a dual-degree, meet with the USMLE Review Committee.
13. Possible Options –
14. **Remove the need to take/pass step 1 from curricular progression and start Part 2 two-four weeks earlier to allow for study time at the end of Part 2 for those who still need to take Step 1.**
15. **Allow one mid-ring gateway into Part 2**
16. Students who need just a few extra weeks to study can enter Part 2 at the start of week 4 (third clinical week).
17. They will still need to do ground school but there is time to study that week and then they would have the 2 full extra weeks before taking the exam and entering the ring.
18. They WOULD NOT need to make up the time/testing so they would finish the ring on time and proceed with all of the other students through Part 2.
19. Students would need to be on certain rotations that could be missed. This could be challenging for the coordinators, but it was felt that this would still be easier than following the students to start mid-ring.
20. **Allow students to start Part 2 without taking Step 1 with a date that they need to take USMLE Step 1 (possibly December 31)**
21. Students can take 2 weeks off during Ring 1 or 2 to study for the boards
22. They could only miss a 2 week rotations that ring leadership feels would not need to be made up.
23. They WOULD NOT need to make up the time/testing so they would finish the ring on time and proceed/complete Part 2 with the rest of the class.
24. How to help Ring 2 Start Students –
25. Clinical course that would be 4-6 weeks in the July/August
26. Could help clinically and also allow for the needed semesters/credit hours to graduate.
27. Mixture of clinical rotations/simulation/prep sessions for clinical work

**Action:**

1. K. Tartaglia has tasked each ring to review these recommendations with their leadership and come up with a recommendation for the USMLE Step 1 Task Force Committee.

# Item 4, New Business: End of Ring Update

# Discussion: K. Tartaglia reviewed end of ring 1 evaluations.

# Item 5, Old Business: Part 2 Action Plan

# Discussion:

1. Action Items for 2021-22
2. Monitor for improvement in workshops and ground school (back in person) – anticipate back to baseline of 2019-20
3. Create program to proactively monitor students’ incomplete status
4. Actively participate in Step 1 Task Force to identify solutions that minimize disruptions to Part 2 experience
5. Identify department champions for inclusive learning environments
6. Ring Specific Action Items
7. UPSMN: Improve percentage of students reporting adequate study time on the internal medicine rotation from 68% to 75% by the 2022-2023 academic year.
8. UPWP: Improve percentage  of time spent  in formal teaching  activities in adult ambulatory rated as “just right” from 75% to 85%
9. UPWP: Decrease percentage  of students  reporting  too much time on patient  care in adult ambulatory from 12% to <10%
10. UPRSN: Improve the percentage  of students  satisfied  with mid-clerkship  feedback  from 67% to 80%

# Item 6, Standing Reports: Student Report

# Discussion: No student representatives at meeting.

# Item 7, New Business: Enterprise Scorecard IP Teamwork evaluation question

**Discussion: A couple of questions need to be added to Part 2 Course evaluations regarding Interprofessional teamwork.**

1. Metric: % of Ohio State Health Science learners who participate in IP teamwork while on clinical rotation at the Wexner Medical Center.
2. Process: Ohio State Health Science College learners will answer the following question on their respective “end of experience evaluations” at the conclusion of clinical rotation, regardless of location.
3. During your clinical experience :
4. Question 1: Did you actively collaborate with someone (learner or practitioner) from a profession or discipline that is different than your own to provide direct patient care? Y/N
5. Question 2: Indicate the professions/ disciplines that you worked with to provide direct patient care (drop down menu of choices).
6. Question 3: Please rate your level of satisfaction with the Interprofessional clinical care experience?

Action: These questions will be pushed to the Master Schedule this week for Part 2.

# Item 8, Standing Reports: Respect/Grade Entry Audit

# Discussion: K. Tartaglia will send Respect and Grade entry audit reports to each Ring to review.

Meeting adjourned at 5:21 pm.