



THE OHIO STATE UNIVERSITY
COLLEGE OF MEDICINE

The Ohio State University College of Medicine

Part 3 Academic Program Committee

Meeting Minutes

Date: 2.19.18

Location: 1187 Graves

Chair: Nick Kman, Part 3 Program Director Call to order: 4:09 PM

Minutes recorded by: Laura Volk, Part 3 Program Manager Adjourned: 5:15 PM

Last Name	First Name	Role	Present
Barrie	Michael	Associate Unit Director AMHBC EM	X
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	X
Cohen	Dan	Part 3 Associate Academic Program Director	X
Curren	Camilla	Director, LG	X
Dell	Mary	Expert Educator, Psychiatry	Phone
Eapen	Binay	Associate Program Director, Mount Carmel Health System	
Ecklar	Pat	AMRCC Associate Unit Director-Ambulatory	X
Fernandes	Ashley	AMRCC Program Director	
Heacock	Allison	Expert Educator, Internal Medicine	X
Hurtubise	Larry	Associate Director of Faculty Development at Nationwide Children's	Phone
Jackson	Kelly	Program Coordinator, AMHBC Mini Internship	
Khan	Meena	AC/AE Associate Unit Director	
Khandelwal	Sorabh	Assistant Dean, Clinical Science	
Khurma	Anand	Associate Director, Education Technology	X
Lacuesta	Nannette	Associate Program Director, OhioHealth	
Leung	Cynthia	Expert Educator, Emergency Medicine	X
Lewis	Kristen	AMHBC Associate Unit Director, Mini-Int.	X
Liao	Nancy	Expert Educator, Pediatrics	
Lindsey	David	Expert Educator, General Surgery	
Lipps	Jonathan	Expert Educator, Anesthesiology Faculty Representative	Phone
Liston	Beth	Expert Educator, Hospitalist	Phone
Luster	Gail	AMRCC Program Coordinator	X
McCallister	Jennifer	Advanced Competency/Alternate Experience Program Director	
Pfeil	Sharon	AMHBC EM Program Coordinator	
Rogers	Barbara	Faculty Representative, Anesthesiology	Phone

Rundell	Kristen	AMRCC Associate Unit Director, Chronic Care	
Schaffernocker	Troy	AMHBC Program Director	
Scherzer	DJ	Expert Educator, Pediatrics	
Splinter	Ansley	AC/AE Associate Unit Director	
Stringfellow	Kevin	Evaluation & Assessment Program Manager	X
Verbeck	Nichole	Education Specialist, OECRD	

Part 3 Academic Program Committee

Westman	Judith	Interim Associate Dean, Medical Education	
Clinical Track Directors:			
Bondurant	Amber	OB/GYN	
Cronau	Holly	Family Medicine	X
Ganith	Rashmi	Preliminary Internal Medicine	Phone
Grieco	Alex	Radiology	
Ledford	Cynthia	Preliminary Internal Medicine	
Leung	Cynthia	Emergency Medicine	
Liao	Nancy	Pediatrics	
Lindsey	David	Surgery	
Lipps	Jonathan	Anesthesiology	
Niedermier	Julie	Psychiatry	
Patel	Chirag	Internal Medicine	Phone
Quick	Adam	Neurology	
Rossetti	Allison	IM/Peds	
Student Representatives:			
Duggineni	Dheeraj	Alternate Student Representative, Med 4	
Hyman	Tyler	Student Representative, Med 4	
Miyagi	Hiroko	Student Representative, Med 4	
McManus	Timothy	Student Representative, Med 4	
Thomas	Donald	Student Representative, Med 4	
Guests	Cheri Bardales, Maureen Cavalcanti		

Agenda Items:

1	Meeting Minutes Approval
2	Old Business/Announcement
3	EPA-r Update

4	CMS update
5	Standing Report
6	Student Report

Item 1: Approval Meeting Minutes Discussion/Action

1. The minutes from the January meeting were reviewed and approved.

Item 2: Old Business/Announcements

1. Poster was accepted to CGEA which looked at the value of the Clinical Tracks. This was a survey sent out to program directors for feedback. Submitted by Avi Cooper and Jenn McCallister. Due to be published as well: Cooper A, Walker C, Splinter A, Khan M, Schaffernocker T, Verbeck N, Kman N, McCallister J, Educational Handoffs between Medical School and Residency: A National Survey of Residency Program Directors , MedEdPublish, 2018, 7, [1], 47, doi:<https://doi.org/10.15694/mep.2018.0000047.1>

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2. Poster was accepted to Academic Internal Medicine week submitted by Kristen Lewis.
3. Rashmi Ganthi has replaced Ledford as CT director for Prelim IM.
4. PCRS is being considered as a replacement for the dCEOs, with the exception of personal and professional development and Interprofessional collaboration. These are separate competencies, so instead of 6, there are 8. N. Kman has been asked to hold off on tagging until a decision is made. J. Westman is still determining what the USMLE tags will be. <https://www.aamc.org/initiatives/cir/about/348808/aboutpcrs.html>
5. EPA 4 Update – K. Lewis reported students do not have a lot of experience entering orders and prescriptions. They are preparing in both EM and IM blocks, starting with the Mini I, preparing brief high yield articulate modules. There will be formative OSCE cases built into Ground school in IHIS learn. Students will work in teams. Students will complete a self-assessment as a team. For EM - EPA 10, students already do a simulation assessment, where one student is responsible for entering orders in real time. Looking at putting the assessment after the simulation in Carmen. OECRD could help with a module or articulate for preview prior to simulation.
6. Maureen is the new OECRD person and is available to assist with any scholarship opportunities.

Item 3: CMS Update:

On February 2nd, CMS changed the ENM Service Documentation by students. The revision now says students can document services in the medical record. The teaching physician must re-perform the physical exam and then confirm or revise the student entry. Implementation is pending legal and IHIS review.

Item 4: HSIQ Update

1. A. Heacock discussed update on the HSIQ Focus group.
 - a. Varying experiences based on student feedback.
 - b. MRI was a great experience.
 - c. Non clinical was difficult to do.
 - d. Timing still an issue so the majority of the project will be done in early summer. Some students wanted to have data complete to discuss on the interview trail.
2. The Patient Satisfaction activity needs graders. This is the last year this activity will be done. It will be done in Part 2 in the future. A. Heacock will be available to train anyone that is interested.

Item 5: Standing Reports; Learning Environment


1. Two duty hour violations were reported on AMRCC. However, the report in MyProgress indicated the students were within the limits.

Item 6: Student Report

No Student Report

Item 7: Miscellaneous

1. Call for the Generalist is now out. Contact Larry Hurtubise with suggestions.
2. June 20th is the Spring Symposium.
3. Faculty Development workshop will be on Twitter on Friday.

 THE OHIO STATE UNIVERSITY COLLEGE OF MEDICINE	The Ohio State University College of Medicine		
	Part 3 Academic Program Committee		
	Meeting Minutes		
	Date: 3.19.18	Location: 1063 Graves	
Chair: Nick Kman, Part 3 Program Director		Call to order:	4:05 PM
Minutes recorded by: Laura Volk, Part 3 Program Manager		Adjourned:	4:45 PM
Last Name	First Name	Role	Present
Barrie	Michael	Associate Unit Director AMHBC EM	X
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	
Cohen	Dan	Part 3 Associate Academic Program Director	X
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Leung	Cynthia	Expert Educator, Emergency Medicine, EM CT Director	X
Lewis	Kristen	AMHBC Associate Unit Director, Mini-Int.	
Liao	Nancy	Expert Educator, Pediatrics, Peds CT Director	X
Lindsey	David	Expert Educator, General Surgery, GS CT Director	
Lipps	Jonathan	Expert Educator, Anesthesiology Faculty Representative, Anes. CT Director	Phone
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Stringfellow	Kevin	Evaluation & Assessment Program Manager	

Part 3 Academic Program Committee

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Hyman	Tyler	Student Representative, Med 4	
Miyagi	Hiroko	Student Representative, Med 4	
McManus	Timothy	Student Representative, Med 4	
Thomas	Donald	Student Representative, Med 4	
Guests	Cheri Bardales, Maureen Cavalcanti, Angie Arnett, Dawn Watson, Deb Lam, Phone-Howard Werman		

Agenda Items:

1	Meeting Minutes Approval
2	Old Business/Announcement
3	Away Rotation Approvals (Appendix A)
4	AC/Elective Reviews
5	Standing Report
6	Student Report

Item 1: Approval Meeting Minutes Discussion/Action

1. The minutes from the February meeting were reviewed and approved.

Item 2: Old Business/Announcements

1. "Generalists in Medical Education" will occur 2 days before AAMC. This is a great opportunity to network with leaders in education. Consider presenting the innovative curricular components we are doing.
2. The Spring Symposium submission deadline is May 7th. Contact OECRD if assistance is needed. L. Hurtubise can help connect faculty to other schools if interested.
3. PCRS was approved at ECC. Next step will be addition to Vitals and then faculty review.
4. Away Rotation Approval – Issues this past year with some students not following protocol. Following a meeting with B. Ferguson and L. Volk, we will run reports from VSLO (formerly VSAS) of students who have accepted a rotation and follow up with them. L. Volk will develop a flow chart outlining the process to distribute to students.

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Item 3: AC/Elective Reviews


1. AC in Anatomy revised curriculum was reviewed and approved.
2. AC in Sports Medicine proposal was reviewed. General consensus is it serves more as an elective, not an AC. The AC committee will work with the Family Medicine group to further develop this into an AC. It was suggested to add a certification or emphasize intraprofessional collaboration.

Item 4: Standing Report

1. Late Grades – 3 were past due; HCSM; Neurology Outpatient and Teaching in Medicine.
2. Ridicule and Intimidation – Orthopaedic Sub I visiting student – however the evaluation comments were not commensurate with the response. There was an additional report for EM at Mt. Carmel West. Follow up will be provided next month.

Miscellaneous

1. The 2018 Match was quite successful – only 2 students did not have a site after the SOAP round.
2. Will review Program Survey results in May.
3. 8 students have to remediate the Showcase Portfolio.
4. Student survey will go out soon for the 2017 graduates.
5. Will review EPA4 at the April meeting.

 THE OHIO STATE UNIVERSITY COLLEGE OF MEDICINE		The Ohio State University College of Medicine	
		Part 3 Academic Program Committee	
		Meeting Minutes	
		Date: 4.16.18	Location: 1063 Graves
Chair: Nick Kman, Part 3 Program Director		Call to order:	4:05 PM
Minutes recorded by: Laura Volk, Part 3 Program Manager		Adjourned:	5:07 PM
Last Name	First Name	Role	Present
Barrie	Michael	Associate Unit Director AMHBC EM	X
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	X
Cohen	Dan	Part 3 Associate Academic Program Director	Phone
Curren	Camilla	Director, LG	X
Dell	Mary	Expert Educator, Psychiatry	Phone
Eapen	Binay	Associate Program Director, Mount Carmel Health System	
Ecklar	Pat	AMRCC Associate Unit Director-Ambulatory	X
Fernandes	Ashley	AMRCC Program Director	X
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Lewis	Kristen	AMHBC Associate Unit Director, Mini-Int.	X
Liao	Nancy	Expert Educator, Pediatrics, Peds CT Director	X
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Part 3 Academic Program Committee

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Stringfellow	Kevin	Evaluation & Assessment Program Manager	
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McManus	Timothy	Student Representative, Med 4	
Thomas	Donald	Student Representative, Med 4	
Guests	Beth Sabatino, Maureen Calvacanti, Dawn Watson, Howard Werman-phone		

Agenda Items:

1	Meeting Minutes Approval
2	Old Business/Announcement
3	Part 3 Scheduling Process Debriefing
4	2018 NRMP Match Review
5	EPA 4 Update
6	Standing Report
7	Student Report

Item 1: Approval Meeting Minutes Discussion/Action

1. The minutes from the March meeting were reviewed and approved.

Item 2: Old Business/Announcements

1. "National Summit on Promoting Well-being and Resilience in Healthcare Providers" submission deadline has been extended. COM has 19 submissions thus far. Contact V. Cannon if you missed the deadline.
2. Reminder the Spring Symposium submission deadline is May 7th.
3. D. Lindsey is presenting the General Surgery Clinical Track at the ACOS.
4. The Family Medicine Sub I elective at Dublin Methodist was approved. This elective is for students interested in the Dublin IM Residency Program.
5. Amber Clevenger has accepted the Emergency Medicine Education Coordinator position to replace Sharon Pfeil who is retiring at the end of May.

Item 3: Part 3 Scheduling Process Debriefing

- B. Sabatino reviewed the scheduling process for the 2018-2019 AY.
1. 185 Students participated in preferencing 2 rotations.

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2. 19 students received 0 choices, 99 students received 1, 63 received both choices.
 3. Live scheduling rounds were then conducted broken out by the three groups.
 4. A final round was held for all students.
 5. Only two technical issues occurred in final round – students were able to overschedule beyond the seat count. Shared seat count programming also had an issue. Both have been corrected for next year.
- N. Kman discussed possibly revising the permission only course policy of allowing those to count toward group placement for scheduling. It was decided the policy will remain as is, but will be more transparent to the students. P. Ecklar added that 52 students were approved for AMRCC longitudinal rotations. This is an increase from 32 from last year.

Item 4: 2018 NRMP Match Review

- N. Kman reviewed the match timeline and results.
1. 94% of US Allopathic seniors matched
 2. 81% of US DO seniors matched
 3. 51% of International Med Grads-US Citizen, and 56% of Non-Citizen matched.
 4. The average application for specialty continues to increase every year. Discussion regarding the number of applications students are submitting, the effect on the interview process, and how we advise the students. Will find AAMC and NRMP match data to submit to the committee.

Item 5: EPA 4 Progress

- K. Lewis reviewed the progress of assessing EPA 4.
1. Last block piloted a pre-work video on how to enter orders into the EMR.
 2. Will use IHIS learn in placing orders and utilizing order sets.
 3. Group working to design assessment.
 4. Students will be given orders to review for inaccuracies.
- M. Barrie created a mid-month assignment resulting in students performing much better in the simulation. Facilitators will be provided a tip sheet in the future to assist them with running the session.

Item 6: Standing Reports: Learning Environment

1. Late Grades; 1 set - 17days late - IM Boot Camp Elective – absence of clerkship director
 2. Ridicule/Intimation; EM at Grant; EM at NCH; GI at RMH – two GME trainees – all are being addressed.
 3. Respect; AMRCC Ambulatory Primary One Health – addressed.
- N. Kman discussed the process of vetting the reported violations. First infraction – discussion with faculty; Second – discussion including Deans and/or Chair; Third – meet with Chair and Deans. N. Kman attends a quarterly meeting to review infractions with AP Directors and the Associate Dean of Student Life.


Item 7: Student Report

No students were present.

Miscellaneous

B. Liston reviewed information showing the “point of diminishing returns” in the application process and shared the link to the information: <https://students-residents.aamc.org/applyingresidency/apply-smart-residency/researching-residency-programs-and-building-applicationstrategy/apply-smart-specialty/>

Part 3 Academic Program Committee

 THE OHIO STATE UNIVERSITY COLLEGE OF MEDICINE	The Ohio State University College of Medicine		
	Part 3 Academic Program Committee		
	Meeting Minutes		
	Date: 5.8.17	Location: 1063 Graves	
Chair: Nick Kman, Program Director		Call to order:	4:05PM
Minutes recorded by: Laura Volk		Adjourned:	5:30PM
Last Name	First Name	Role	Present
Barrie	Michael	Associate Unit Director AMHBC EM	X
Blakaj	Dukagjin	Faculty Representative, Radiation Oncology	
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	
Cohen	Dan	Part 3 Associate Academic Program Director	
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Kopechek	Jack	Director, Portfolio and Coaching	
Lacuesta	Nannette	Associate Program Director, OhioHealth	
Leung	Cynthia	Expert Educator, Emergency Medicine	
Lewis	Kristen	AMHBC Associate Unit Director, Mini-Int.	X
Liao	Nancy	Expert Educator, Pediatrics	X
Lindsey	David	Expert Educator, General Surgery	X
Lipps	Jonathan	Expert Educator, Anesthesiology	
Liston	Beth	Expert Educator, Hospitalist	X

McCallister	Jennifer	Program Director Advanced Competency/Alternate Experience	Phone
Mostafavifar	Ahmad	Faculty Representative, Internal Medicine	
Pfeil	Sharon	Program Coordinator AMHBC Emergency Medicine	X
Rundell	Kristen	Associate Unit Director AMRCC Chronic Care	
Schaffernocker	Troy	Program Director AMHBC	X
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Stringfellow	Kevin	Evaluation & Assessment Program Manager	X

Part 3 Academic Program Committee

Verbeck	Nicole	Education Resource Specialist, OECRD	X
Walker	Curt	Education Resource Specialist, OECRD	
Werman	Howard	Faculty Representative, EM	Phone
Guests	Cheri Bardales, Dawn Watson, Regina Swartz, Katherine Strafford		

Agenda Items:

1	Meeting Minutes Approval
2	Old Business/Announcement
3	Advanced Competency/Elective Reviews -Clinical Track and AC Review -Update on AC for MSTP Students -Pediatric Clinical Track
4	AMHBC Year End Review
5	Standing Report
6	Student Report

Item 1: Approval Meeting Minutes

Discussion/Action

- a. The minutes from the March meeting were reviewed and approved

Item 2: Old Business/Announcements

1. V. Cannon will provide data from the Student Survey at the next meeting.
2. Reminders:
 - a. Generalists in Medical Education Conference, November 2nd and 3rd
 - b. 2017 Spring Symposium, GME, May 16
 - c. MERC Session, May 17th
 - d. Nominations for FAME Faculty Awards due May 31st.
3. Nancy Liao presented – Pediatric Clinical Track that was presented at COMSEP previously.
4. A. Fernandes announced AMRCC has added a new module to the curriculum to include the SmartRx modules offered by the Ohio State Medical Association. Students will be required to complete the modules as part of their AMRCC experience.
5. Congratulations to Ashley Fernandes for being elected to the Bioethics Executive committee of AAP.
6. Congratulations to John Davis on his new appointment at UCSF. Thank you for your years of support, service and mentorship!

Item 3: Advanced Competency / Elective Review

1. J. McCallister provided an update to the AC in Research Careers for the MSTP students. They are continuing to work with the MSTP team and Dr. Lawrence S. Kirschner to bring this on-line.
2. N. Kman briefly discussed the Clinical Track Evaluation that was sent to the 2017 graduates.

Item 4: AMHBC Year-End Review

Part 3 Academic Program Committee

- T. Schaffernocker provided a year-end report for the AMHBC program.
- 2. The Course evaluation had 105 respondents
- 3. The average overall course satisfaction was 4.11 out of 5
- 4. OSCE will move to groundschool/orientation for the 2018-2019 academic year.

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- 5. Areas of strength were:
 - a. Simulations
 - b. OSCE
 - c. Clinical Integration
- 6. Areas for improvement were:
 - a. Limit the activities that pull students out of rotations and lessen the busywork
 - b. My Progress is often difficult to use and not conducive to a busy ER
 - c. Students prefer to work days rather than night call as they are optimizing their experience for letters of recommendation
- 7. Additional Development:
 - a. Expand Mini I experiences in Anesthesia, OB/GYN, Psychiatry and Surgical subspecialties
 - b. TLM Development such as eModules/Quizes and the Mini I Wellness TBL 7. Scholarship:
 - a. EPA 10 – Simulation – Published
 - b. EM CPA modified for participation in Multi-Institutional National Study

Item 5: Standing Reports; Learning Environment

- 1. Grade Entry Audit – There were no late grades reported
- 2. Learning Environment – There were violations reported in:
 - a. Ridicule & Intimidation – 2 violations – one in AMHBC at Mt. Carmel and one elective at OSU
 - b. Respect – 2 violations – same as above Follow up will be provided at the next meeting.

Item 6: Student Report

There was no student report due to the transition in classes.

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McManus	Tim	Student Representative, Med 4	
Thomas	Donny	Student Representative, Med 4	X
Guests	Cheri Bardales, Regina Swartz		

Agenda Items:

1	Meeting Minutes Approval
2	Old Business/Announcement/Discussion
3	End of Part 3 Survey
4	Standing Reports
5	Student Report

Item 1: Approval Meeting Minutes

Discussion/Action

- a. The minutes from the May meeting were reviewed and approved

Item 2: Old Business/Announcements/Discussion

1. B. Liston is running for the Ohio House of Representatives.
2. L. Hurtubise discussed The Center for Faculty Development: 2017-2018 Faculty Learning Communities
 - a. FLC Organizing Team: Larry Hurtubise, MA, Cynthia Ledford, MD, Dan McFarlane, MD
 - b. All Nationwide Children's Hospital faculty are invited to apply for a Faculty Learning Community. FLCs are a one-year faculty development opportunity offered in collaboration with the Department of Internal Medicine at Ohio State. They are aimed at junior and mid career faculty for the development of clinician educators and aim to enhance education skills and to develop educational leaders.
 - c. Participants will have the opportunity to participate in one of three Learning Communities:
 - d. Teaching Skills
 - e. Education Leadership
 - f. Education Research
 - g. A certificate of advanced education will be conferred upon successful completion of the program.
 - h. For more information and to apply visit <http://go.osu.edu/CoMFLC>

Part 3 Academic Program Committee

- i. Please indicate to which FLC you intend to apply and answer the questions on your goals and what you hope to learn and if you have any ongoing projects that you might want to work on.
 - j. Please complete the application by July 15th, 2017.
 - k. Participants will be notified of their selection by August 1st, 2017.
 - l. Please Direct your question to Larry.Hurtubise@NationwideChildrens.org or Daniel.mcfarlane@osumc.edu
3. Dr. Westman will be the interim Assistant Dean for Medical Education until a new Dean is hired.

Item 3: End of Part 3 Survey

1. N. Kman reviewed the results from the End of Part 3 Survey conducted with the 2017 graduating class. Strengths identified were:
 - a. Students were offered the opportunity to learn how to recognize and address ethical dilemmas that surface in the real-world practice of medicine
 - b. Learn about patient advocacy
 - c. Learn to evaluate the cost of diagnostic tests and treatment in relationship to the benefits provided to patients.
 - d. Clinical Track experience was overall positive.
 - e. Time to investigate specialty of choice, attend interviews and schedule and prepare for Step 2.
2. Part 3 Opportunities:
 - a. Advising
 - b. Extra-clinical Assignments (HSIQ, Portfolio, Home Health Assignment, Evidence Based Medicine)
 - c. Electives (rigor and consistency)
 - d. EPA4-Entering Orders and Rx
 - e. Clinical Tracks continued relevance and consistency
 - f. MyProgress and Vitals

Item 5: Standing Reports; Learning Environment

1. Grade Entry Audit – There were no late grades reported
 2. Learning Environment – There were violations reported in:
 - a. Duty Hours:
 - i. Chronic Care-Pain
Medicine and Therapy
 - ii. Orthopaedic Surgery Sub I
- (2) Follow up will be provided at the next meeting.

Item 6: Student Report

The students reported not much going on as students are studying for Step 2, completing their Mini I's or exploring specialties. There was a brief discussion on advising students who are undecided. Some students are apprehensive discussing this with faculty.

Item 7: Miscellaneous Discussion

The committee discussed electives and AC's without learning objectives and the best way to tackle those. L. Volk will identify the most popular electives first and the group will divide

Part 3 Academic Program Committee

and conquer on getting those written. It was suggested that a FAME module be created for faculty to follow.



THE OHIO STATE UNIVERSITY
COLLEGE OF MEDICINE

The Ohio State University College of Medicine

Part 3 Academic Program Committee

Meeting Minutes

Date: 7.17.17

Location: 1063 Graves

Chair: Nick Kman, Program Director Call to order: 4:05PM

Minutes recorded by: Laura Volk Adjourned: 5:10PM

Last Name	First Name	Role	Present
Barrie	Michael	Associate Unit Director AMHBC EM	X
Blakaj	Dukagjin	Faculty Representative, Radiation Oncology	
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	X
Cohen	Dan	Part 3 Associate Academic Program Director	
Curren	Camilla	Director, LG	X
Dell	Mary	Expert Educator, Psychiatry	Via phone
Eapen	Binay	Associate Program Director, Mount Carmel Health Systems	
Ecklar	Pat	AMRCC Associate Unit Director-Ambulatory	X
Fernandes	Ashley	AMRCC Program Director	
Grieco	Carmine	Faculty Representative, Radiology	
Heacock	Allison	Expert Educator, Internal Medicine	X
Hurtubise	Larry	Associate Director of Faculty Development at Nationwide Children's	X
Jackson	Kelly	Program Coordinator, AMHBC Mini Internship	X
Khan	Meena	Associate Unit Director AC/AE	X
Khandelwal	Sorabh	Assistant Dean, Clinical Science	
Khurma	Anand	Associate Director, Education Technology	X
Kopechek	Jack	Director, Portfolio and Coaching	
Lacuesta	Nannette	Associate Program Director, OhioHealth	
Leung	Cynthia	Expert Educator, Emergency Medicine	X
Lewis	Kristen	AMHBC Associate Unit Director, Mini-Int.	X
Liao	Nancy	Expert Educator, Pediatrics	
Lindsey	David	Expert Educator, General Surgery	X
Lipps	Jonathan	Expert Educator, Anesthesiology, General Faculty	
Liston	Beth	Expert Educator, Hospitalist	
McCallister	Jennifer	Program Director Advanced Competency/Alternate Experience	
Mostafavifar	Ahmad	Faculty Representative, Internal Medicine	

Part 3 Academic Program Committee

Pfeil	Sharon	Program Coordinator AMHBC Emergency Medicine	
Rogers	Barbara	General Faculty, Anesthesiology	Via phone
Rundell	Kristen	Associate Unit Director AMRCC Chronic Care	
Schaffernocker	Troy	Program Director AMHBC	X
Scherzer	DJ	Expert Educator, Pediatrics	
Splinter	Ansley	Associate Unit Director AC/AE	X
Stringfellow	Kevin	Evaluation & Assessment Program Manager	X
Verbeck	Nicole	Education Resource Specialist, OECRD	
Werman	Howard	Faculty Representative, EM	Via phone
Duggineni	Dheeraj	Alternate Student Representative, Med 4	X
Hyman	Tyler	Student Representative, Med 4	
Miyagi	Hiroko	Student Representative, Med 4	X
McManus	Tim	Student Representative, Med 4	
Thomas	Donny	Student Representative, Med 4	X
Guests	Dawn Watson, Holly Cronau, Cheri Bardales, Amber Bondurant via phone		

Agenda Items:

1	Meeting Minutes Approval
2	Old Business/Announcement/Discussion
3	AC/Clinical Track Report
4	Electives without LOs
5	Standing Report – Learning Environment
6	Student Report

Item 1: Approval Meeting Minutes Discussion/Action

- a. The minutes from the June meeting were reviewed and approved.

Item 2: Old Business/Announcements/Discussion

1. AMRCC Team Based Learning Interprofessional Activity with Social Work – accepted to the American Academy of Pediatrics conference, section on Child Abuse.
2. Amber Bondurant-Sullivan, MD will be taking over the OB/GYN Clinical Track. We want to thank Katherine Strafford for her work with this clinical track.
3. Sarah Tapyrik, MD will be stepping down as the IM Clinical Track Director. Search is underway for new director.
4. Curt Walker, PhD is moving on to OhioHealth.
5. Allison Heacock, MD has been named the Director of the Systems Based Practice competency. She will continue her role with HSIQ.
6. Judy Westman, MD has taken over as Interim Associate Dean of Medical Education.
7. L. Hurtubise distributed a list of upcoming faculty development opportunities.
8. K. Stringfellow – Exam Soft is releasing a new testing application. He will send an email to the class on how to install the new software. July ends the fiscal year for Exam Soft so students will need to re-register.
9. Learning Objectives were revised for the Ambulatory Clinical Ophthalmology Elective and reviewed by the committee.

Action: Committee unanimously approved the elective.

Item 3: AC/Clinical Track Report

1. A. Splinter and M. Khan provided an update on the Advanced Competencies and overview of the survey.
 - a. Presently have a total of 26 AC offerings:
 - i. Most are 1 full credit (150 hours), three can be taken for half credit.
 - ii. Most are offered longitudinally over the 4th year.
 - iii. Most students do one AC during the year. iv. Students have the ability to use their dual degree for AC credit.
 - b. Survey data showed:
 - i. Good Learning experience – improved from 2016 to 2017
 - ii. Helps to develop or enhance a skill – improved
 - iii. Objectives were clearly communicated – improved
2. Clinical Track Survey data showed:
 - a. Students can be enrolled in up to 3 clinical tracks until September 1st.
 - b. Good Learning experience – improved from 2016 to 2017
 - c. Learning objectives or milestones were clearly communicated – improved
 - d. Tracks have evolved over the last year
 - e. Survey data details will be communicated to each CT director.
3. Strengths identified were:
 - a. Unique training opportunities for students
 - b. Unique for faculty
 - i. Engage students in areas of interest
 - ii. Scholarship
 - iii. Networking
4. Opportunities:
 - a. ACs – are they meeting the needs of the curriculum?
 - b. Individual, discrete learning opportunities
 - c. CTs – diverse in experience, more uniformity desirable
 - d. Challenges with funded time and dedicated resources for CT directors.
Discussion regarding tracking funds flow in Vitals and determining how to track activities for P & T. Clinical Track Directors are now invited to attend Part 3 APC. Considering scheduling a standing meeting with CT Directors. N. Kman will follow up with Dr. Westman regarding funding for CTs; reward for faculty who participate but are not CT directors; follow up with C. Granger to obtain input from department chairs that getting funds flow in Vitals has to be a priority.

2

Item 5: Electives without LO's

1. Report of electives without LO's will be reviewed
2. Will bring to future meetings to review

Item 6: Standing Report – Learning Environment


1. Follow up from last month: Gen Med Mt. Carmel – addressed by Dr. Lewis, Pulmonary and Critical Care addressed by IM faculty
2. Supervision – Global Health and MICU – students indicated response in error 3. Ridicule & Intimidation – Pediatric Hospital Medicine 4. Duty Hours:
 - a. AMRCC Chronic Care

- b. Orthopaedic Surgery Both were reported in error
- 4. Late Grades – 3 from orthopaedics – entered 3 days late, AMRCC narratives entered 3 days late.

Item 6: Student Report

Many students are completing away rotations or taking Step 2. Discussion regarding advising. The student reps will draft information to provide in the Gold Humanism handout. OB/GYN was cited as a good example of offering dedicated mentorship to students on rotation. Discussed distributing the SSSG out to the third year students earlier in the year. It was also suggested to mention during Career Exploration week.

Part 3 Academic Program Committee

 THE OHIO STATE UNIVERSITY COLLEGE OF MEDICINE	The Ohio State University College of Medicine		
	Part 3 Academic Program Committee		
	Meeting Minutes		
	Date: 8.21.17	Location: 1063 Graves	
Chair: Nick Kman, Program Director		Call to order:	4:05PM
Minutes recorded by: Laura Volk		Adjourned:	4:30PM
Last Name	First Name	Role	Present
Barrie	Michael	Associate Unit Director AMHBC EM	
Blakaj	Dukagjin	Faculty Representative, Radiation Oncology	
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	
Cohen	Dan	Part 3 Associate Academic Program Director	
Curren	Camilla	Director, LG	
Dell	Mary	Expert Educator, Psychiatry	X
Eapen	Binay	Associate Program Director, Mount Carmel Health Systems	
Ecklar	Pat	AMRCC Associate Unit Director-Ambulatory	X
Fernandes	Ashley	AMRCC Program Director	
Grieco	Carmine	Faculty Representative, Radiology	
Heacock	Allison	Expert Educator, Internal Medicine	
Hurtubise	Larry	Associate Director of Faculty Development at Nationwide Children's	X
Jackson	Kelly	Program Coordinator, AMHBC Mini Internship	
Khan	Meena	Associate Unit Director AC/AE	
Khandelwal	Sorabh	Assistant Dean, Clinical Science	
Khurma	Anand	Associate Director, Education Technology	X
Kopechek	Jack	Director, Portfolio and Coaching	
Lacuesta	Nannette	Associate Program Director, OhioHealth	
Leung	Cynthia	Expert Educator, Emergency Medicine	X
Lewis	Kristen	AMHBC Associate Unit Director, Mini-Int.	
Liao	Nancy	Expert Educator, Pediatrics	X
Lindsey	David	Expert Educator, General Surgery	
Lipps	Jonathan	Expert Educator, Anesthesiology, General Faculty	X
Liston	Beth	Expert Educator, Hospitalist	
McCallister	Jennifer	Program Director Advanced Competency/Alternate Experience	X
Mostafavifar	Ahmad	Faculty Representative, Internal Medicine	

Pfeil	Sharon	Program Coordinator AMHBC Emergency Medicine	X
Rogers	Barbara	General Faculty, Anesthesiology	
Rundell	Kristen	Associate Unit Director AMRCC Chronic Care	
Schaffernocker	Troy	Program Director AMHBC	
Scherzer	DJ	Expert Educator, Pediatrics	
Splinter	Ansley	Associate Unit Director AC/AE	
Stringfellow	Kevin	Evaluation & Assessment Program Manager	
Verbeck	Nicole	Education Resource Specialist, OECRD	
Werman	Howard	Faculty Representative, EM	
Duggineni	Dheeraj	Alternate Student Representative, Med 4	
Hyman	Tyler	Student Representative, Med 4	
Miyagi	Hiroko	Student Representative, Med 4	
McManus	Tim	Student Representative, Med 4	
Thomas	Donny	Student Representative, Med 4	
Guests	Amber Bondurant, Dawn Watson, Katherine Strafford,		

Agenda Items:

1	Meeting Minutes Approval
2	Old Business/Announcement/Discussion
3	Faculty Development Opportunities
4	Standing Report
5	Student Report

Item 1: Approval Meeting Minutes Discussion/Action

- a. The minutes from the July meeting were reviewed and approved.

Item 2: Old Business/Announcements/Discussion

1. Submission for Abstracts was extended until August 25th for the Fall Celebration of Educational Scholarship.
2. Learning Objectives for electives will be addressed by a Part 3 Task Force that will be put in place. J. McCallister announced that her group is working on the AC's that need LO's. They will be working on a template to assist course directors with drafting learning objectives for both AC's and Electives.
3. Amber Bondurant was introduced as the Clinical Track Director for OB/GYN

Item 3: Faculty Development Opportunities

1. L. Hurtubise presented the Faculty Development document that lists available opportunities for faculty.

Item 4: Standing Report – Learning Environment

Tabled until next month

Item 5: Student Report


No student representatives were present.

Item 6: Miscellaneous

Part 3 Academic Program Committee

Discussion focused on challenges the 4th year students have with scheduling their coach meetings.

2

	THE OHIO STATE UNIVERSITY COLLEGE OF MEDICINE		The Ohio State University College of Medicine	
			Part 3 Academic Program Committee	
			Meeting Minutes	
			Date: 9.18.17	Location: 1063 Graves
Chair: Nick Kman, Part 3 Program Director				
			Call to order:	4:05PM
Minutes recorded by: Laura Volk, Part 3 Program Manager			Adjourned:	4:45PM
Last Name	First Name	Role	Present	
Barrie	Michael	Associate Unit Director AMHBC EM	X	
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	X	
Cohen	Dan	Part 3 Associate Academic Program Director		
Curren	Camilla	Director, LG		
Dell	Mary	Expert Educator, Psychiatry		
Eapen	Binay	Associate Program Director, Mount Carmel Health System		
Ecklar	Pat	AMRCC Associate Unit Director-Ambulatory		
Fernandes	Ashley	AMRCC Program Director		
Heacock	Allison	Expert Educator, Internal Medicine		
Hurtubise	Larry	Associate Director of Faculty Development at Nationwide Children's	X	
Jackson	Kelly	Program Coordinator, AMHBC Mini Internship	X	
Khan	Meena	AC/AE Associate Unit Director		
Khandelwal	Sorabh	Assistant Dean, Clinical Science		
Khurma	Anand	Associate Director, Education Technology	X	
Lacuesta	Nannette	Associate Program Director, OhioHealth		
Leung	Cynthia	Expert Educator, Emergency Medicine	Phone	
Lewis	Kristen	AMHBC Associate Unit Director, Mini-Int.		

Liao	Nancy	Expert Educator, Pediatrics	Phone
Lindsey	David	Expert Educator, General Surgery	
Lipps	Jonathan	Expert Educator, Anesthesiology Faculty Representative	Phone
Liston	Beth	Expert Educator, Hospitalist	X
McCallister	Jennifer	Advanced Competency/Alternate Experience Program Director	Phone
Pfeil	Sharon	AMHBC EM Program Coordinator	X
Rogers	Barbara	Faculty Representative, Anesthesiology	X
Rundell	Kristen	AMRCC Associate Unit Director, Chronic Care	
Schaffernocker	Troy	AMHBC Program Director	X
Scherzer	DJ	Expert Educator, Pediatrics	X
Splinter	Ansley	AC/AE Associate Unit Director	Phone
Stringfellow	Kevin	Evaluation & Assessment Program Manager	X
Verbeck	Nichole	Education Specialist, OECRD	
Westman	Judith	Interim Associate Dean, Medical Education	
Clinical Track Directors:			
Bondurant	Amber	OB/GYN	
Cronau	Holly	Family Medicine	X
Grieco	Alex	Radiology	X
Ledford	Cynthia	Preliminary Internal Medicine	
Leung	Cynthia	Emergency Medicine	
Liao	Nancy	Pediatrics	
Lindsey	David	Surgery	
Lipps	Jonathan	Anesthesiology	
Niedermier	Julie	Psychiatry	
Patel	Chirag	Internal Medicine	
Quick	Adam	Neurology	
Rossetti	Allison	IM/Peds	
Student Representatives:			
Duggineni	Dheeraj	Alternate Student Representative, Med 4	
Hyman	Tyler	Student Representative, Med 4	
Miyagi	Hiroko	Student Representative, Med 4	
McManus	Timothy	Student Representative, Med 4	
Thomas	Donald	Student Representative, Med 4	
Guests	Dawn Watson		

Agenda Items:

1	Meeting Minutes Approval
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Part 3 Academic Program Committee

2	Old Business/Announcement
3	Reminder on Flex Months and Away Rotations
4	DELTA – Request to change credit awarded for AC
5	Standing Report
6	Student Report

Item 1: Approval Meeting Minutes

Discussion/Action

1. The minutes from the September meeting were reviewed and approved

Item 2: Old Business/Announcements

1. Allison Heacock is now on maternity leave.
 2. Interviewing tips lecture is tonight at 5:30
 3. All recommendation letters need to be completed for ERAS 4. OECRD
- Upcoming Events for faculty are:
- a. EDTECH: Kahoot and Socrative, September 20
 - b. 2017 Fall Celebration of Educational Scholarship, October 13
 - c. Assignments and Grading in Canvas, October 19
 - d. CGEA at Mayo Clinic is in March, 2018. Call for abstracts will be sometime in November.

Part 3 Academic Program Committee

5. Reminder to students that flex months should be used for the overlap with away electives and should not interfere with required rotations.
6. N. Kman reviewed his FEMA experience in Texas after Hurricane Harvey.

Item 3: Advanced Competency / Elective Review

1. B. Liston is interim course director for DELTA and would like the committee to consider changing DELTA from a half credit course to a full credit. She reviewed the current content and hours that the students put in. J. McCallister requested to provide an itemized breakdown of the syllabus and the amount of work the students are doing.

Action: The AC was approved in concept pending the itemized breakdown of the syllabus.


Item 4: Standing Reports; Learning Environment

1. Ridicule and Intimidation – Two violations reported; Pediatric Hospital Medicine and Palliative Care
2. Respect – Two violations reported; Emergency Medicine at Memorial Hospital. EM Leadership is scheduled to meet with faculty at Memorial.
3. Duty Hour – One violation reported; AMRCC OSU Grandview IMPEDS

Action: Follow up will be provided at next meeting

Item 6: Student Report

1. 4th years have submitted their ERAS applications and are anxiously waiting for interview offers.

 THE OHIO STATE UNIVERSITY COLLEGE OF MEDICINE		The Ohio State University College of Medicine	
		Part 3 Academic Program Committee	
		Meeting Minutes	
		Date: 10.16.17	Location: 1063 Graves
Chair: Nick Kman, Part 3 Program Director		Call to order:	4:05PM
Minutes recorded by: Nick Kman		Adjourned:	5:20 PM
Last Name	First Name	Role	Present
Barrie	Michael	Associate Unit Director AMHBC EM	
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	X
Cohen	Dan	Part 3 Associate Academic Program Director	Phone
Curren	Camilla	Director, LG	Phone
Dell	Mary	Expert Educator, Psychiatry	X
Eapen	Binay	Associate Program Director, Mount Carmel Health System	
Ecklar	Pat	AMRCC Associate Unit Director-Ambulatory	
Fernandes	Ashley	AMRCC Program Director	X
Heacock	Allison	Expert Educator, Internal Medicine	
Hurtubise	Larry	Associate Director of Faculty Development at Nationwide Children's	
Jackson	Kelly	Program Coordinator, AMHBC Mini Internship	
Khan	Meena	AC/AE Associate Unit Director	
Khandelwal	Sorabh	Assistant Dean, Clinical Science	
Khurma	Anand	Associate Director, Education Technology	
Lacuesta	Nannette	Associate Program Director, OhioHealth	
Leung	Cynthia	Expert Educator, Emergency Medicine	
Lewis	Kristen	AMHBC Associate Unit Director, Mini-Int.	Phone
Liao	Nancy	Expert Educator, Pediatrics	
Lindsey	David	Expert Educator, General Surgery	
Lipps	Jonathan	Expert Educator, Anesthesiology Faculty Representative	
Liston	Beth	Expert Educator, Hospitalist	X
McCallister	Jennifer	Advanced Competency/Alternate Experience Program Director	Phone
Pfeil	Sharon	AMHBC EM Program Coordinator	
Rogers	Barbara	Faculty Representative, Anesthesiology	

Part 3 Academic Program Committee

Rundell	Kristen	AMRCC Associate Unit Director, Chronic Care	
Schaffernocker	Troy	AMHBC Program Director	X
Scherzer	DJ	Expert Educator, Pediatrics	
Splinter	Ansley	AC/AE Associate Unit Director	
Stringfellow	Kevin	Evaluation & Assessment Program Manager	X
Verbeck	Nichole	Education Specialist, OECRD	
Westman	Judith	Interim Associate Dean, Medical Education	
Clinical Track Directors:			
Bondurant	Amber	OB/GYN	
Cronau	Holly	Family Medicine	X
Grieco	Alex	Radiology	
Ledford	Cynthia	Preliminary Internal Medicine	
Leung	Cynthia	Emergency Medicine	
Liao	Nancy	Pediatrics	
Lindsey	David	Surgery	
Lipps	Jonathan	Anesthesiology	
Niedermier	Julie	Psychiatry	
Patel	Chirag	Internal Medicine	
Quick	Adam	Neurology	
Rossetti	Allison	IM/Peds	
Student Representatives:			
Duggineni	Dheeraj	Alternate Student Representative, Med 4	
Hyman	Tyler	Student Representative, Med 4	X
Miyagi	Hiroko	Student Representative, Med 4	
McManus	Timothy	Student Representative, Med 4	
Thomas	Donald	Student Representative, Med 4	X
Guests	Howie Werman, Cheri Bardales		

Agenda Items:

1	Meeting Minutes Approval
2	Old Business/Announcement
3	Curriculum Inventory-Cannon
4	AMRCC Presentation from CES Day
5	Standing Report
6	Student Report

Item 1: Approval Meeting Minutes

Discussion/Action

1. The minutes from the September meeting were reviewed and approved

Item 2: Old Business/Announcements

1. CGEA Submissions are due. Please remember to submit Umbrella IRB if you are planning on presenting LSI Data.
2. UCSF is offering a three-day professional development conference for educators across the continuum; February 26-28 2018
3. The International Association of Medical Science Educators (IAMSE) is pleased to announce the call for abstracts for Oral and Poster presentations for the 22nd Annual IAMSE Conference to be held at the Green Valley Ranch and Resort just outside of Las Vegas, Nevada from June 9-12, 2018.
Reminder to students that flex months should be used for the overlap with away electives and should not interfere with required rotations.

Item 3: Curriculum Inventory-Cannon

1. V. Cannon reviewed the Curriculum Inventory concept and its relation to the LCME Visit. The Curriculum Inventory is the culmination of a long history of the AAMC collecting information about medical education content, structure, and pedagogy to support:
 - a. Medical Education Research (medical school faculty and external researchers)
 - b. Continuous Quality Improvement / Benchmarking
 - c. Support of Curriculum Committees
 - d. Reporting on new trends
 - e. Responding to legislative inquiries or providing data when important issues are being discussed
 - f. Respond to media inquiries
2. She had to complete the curriculum inventory this year without much of the data being in Vitals for Part 3. Learning objectives need to be mapped to dCEO's, TLM's and Assessment Methods. Ideally, we should have Instructional Methods (Clinical Experiences), Assessment Methods, Resources (TLM's, Articulates), Start/End Dates, Durations and Objectives all in Vitals.
3. Further, we need to analyze the curricular hierarchy for Part 3. Should clinical experiences remain in Vitals as TLM's or move to Curricular Components.
4. Most electives don't have objectives in Vitals.

Action: Part 3 Leadership (Kman, Fernandes and Schaffernocker) to look at Part 3 objectives in Vitals to make sure they are tagged. McCallister and AC Team working on objectives for AC's in Vitals.

Item 4: AMRCC Center For Education In Scholarship Presentation-Fernandes Action: Informational Only

Item 5: Standing Reports; Learning Environment

Below are the results of the October LE report:

"This teacher avoided ridicule and intimidation":

Response "Strong Disagree":

Pediatric Pulmonary Disease - No comment relating to a negative experience.

Comment on what this instructor could do better is "A great teacher. Perhaps providing educational articles may be helpful, but by no means necessary".

(Visiting student). I will send an email as I believe this may have been checked in error.

Duty Hour Violation: Averaged over 4 weeks – exceeded 95 hours/week

AMRCC Chronic Care Gynecologic Oncology– However the student's timesheet in MyProgress documents a total of 122 hours for the 4 week rotation. I sent an email to the student to clarify. Most likely checked in error.

September Report

Follow up to Ridicule & Intimidation:

AMHBC Mini Internship Pediatric Hospital Medicine. Comment on what this instructor could do better is “More autonomy for students which would allow us to grow. Try to be more positive even in stressful situations, and treat peers with respect in their career goals”. I sent an email to the student to see if she had additional comments but received no response.

Follow up to Ridicule & Intimidation and Respect:

AMHBC Emergency Medicine at Memorial Hospital – A meeting was held with Dr. Barrie and Marysville Memorial Staff. Only teaching attendings will be used there with frequent communication on site.


Follow up to Duty Hours exceeding 95 hour/week:

AMRCC Chronic Care Pain Medicine & Therapy and Ambulatory OSU Grandview IMPEDS – Both students reporting it was checked in error. **Action:** Follow up will be provided at next meeting

Item 6: Student Report

1. Absence Policy was reviewed with reminders on keeping us up to date on interviews and time away from service. Residency survey from last year's Med 4's will be reviewed at Part 3 Meeting in November.

Part 3 Academic Program Committee

 THE OHIO STATE UNIVERSITY COLLEGE OF MEDICINE	The Ohio State University College of Medicine		
	Part 3 Academic Program Committee		
	Meeting Minutes		
	Date: 11.20.17	Location: 1063 Graves	
Chair: Nick Kman, Part 3 Program Director		Call to order:	4:02 PM
Minutes recorded by: Laura Volk, Part 3 Program Manager		Adjourned:	5:05 PM
Last Name	First Name	Role	Present
Barrie	Michael	Associate Unit Director AMHBC EM	X
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	X
Cohen	Dan	Part 3 Associate Academic Program Director	X
Curren	Camilla	Director, LG	X
Dell	Mary	Expert Educator, Psychiatry	
Eapen	Binay	Associate Program Director, Mount Carmel Health System	
Ecklar	Pat	AMRCC Associate Unit Director-Ambulatory	X
Fernandes	Ashley	AMRCC Program Director	
Heacock	Allison	Expert Educator, Internal Medicine	
Hurtubise	Larry	Associate Director of Faculty Development at Nationwide Children's	X
Jackson	Kelly	Program Coordinator, AMHBC Mini Internship	X
Khan	Meena	AC/AE Associate Unit Director	
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Khurma	Anand	Associate Director, Education Technology	X
Lacuesta	Nannette	Associate Program Director, OhioHealth	
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Liao	Nancy	Expert Educator, Pediatrics	
Lindsey	David	Expert Educator, General Surgery	
Lipps	Jonathan	Expert Educator, Anesthesiology Faculty Representative	Phone
Liston	Beth	Expert Educator, Hospitalist	X
Luster	Gail	AMRCC Program Coordinator	X
McCallister	Jennifer	Advanced Competency/Alternate Experience Program Director	X

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Schaffernocker	Troy	AMHBC Program Director	X
Scherzer	DJ	Expert Educator, Pediatrics	X
Splinter	Ansley	AC/AE Associate Unit Director	
Stringfellow	Kevin	Evaluation & Assessment Program Manager	X
Verbeck	Nichole	Education Specialist, OECRD	

Part 3 Academic Program Committee

Westman	Judith	Interim Associate Dean, Medical Education	
Clinical Track Directors:			
Bondurant	Amber	OB/GYN	
Cronau	Holly	Family Medicine	
Grieco	Alex	Radiology	
Ledford	Cynthia	Preliminary Internal Medicine	
Leung	Cynthia	Emergency Medicine	
Liao	Nancy	Pediatrics	
Lindsey	David	Surgery	
Lipps	Jonathan	Anesthesiology	
Niedermier	Julie	Psychiatry	
Patel	Chirag	Internal Medicine	
Quick	Adam	Neurology	
Rossetti	Allison	IM/Peds	
Student Representatives:			
Duggineni	Dheeraj	Alternate Student Representative, Med 4	
Hyman	Tyler	Student Representative, Med 4	
Miyagi	Hiroko	Student Representative, Med 4	
McManus	Timothy	Student Representative, Med 4	
Thomas	Donald	Student Representative, Med 4	X
Guests	Howie Werman-phone, Cheri Bardales, Katherine Strafford		

Agenda Items:

1	Meeting Minutes Approval
2	Old Business/Announcement
3	Post-Match Student Survey
4	EPA-4 Ideas
5	Standing Report
6	Student Report

Item 1: Approval Meeting Minutes

Discussion/Action

1. The minutes from the October meeting were reviewed and approved

Item 2: Old Business/Announcements

1. Reviewed upcoming Faculty Development list
2. Welcome Gail Luster, new AMRCC Program Coordinator

Item 3: Post-Match Survey - V. Cannon

1. V. Cannon reviewed the survey results the student reps put together for their class (2017) on how the match interacted with Part 3.
 - a. 71 respondents
 - b. IM & Pediatric programs were the most applied to
 - c. 57.7% of students applied to more than 30 programs.

2

Discussion regarding timeline, such as the first time a student heard from a program, when interviewed, waitlist, etc. Students commented that resources used were ERAS, Frieda, Doximity, and Student Doctor Network. Some commented they would do fewer interviews or focus on one location or region, apply to fewer programs and accept fewer interviews. Most interview offers were time sensitive. Further discussion ensued on advising and the repercussions of students applying to too many programs and not following their mentor's advice. The survey will be tweaked and distributed to the current class in the spring.

Item 4: EPA-4 Ideas

1. Drs. Barrie, Curren, and Lewis are taking the lead on teaching Entrustable Professional Activity 4 in Part 3. Some ideas are using order sets and customizing for the patient; other opportunities are simulations, or adding order/entry into the Mini I OSCE. Need to identify what meets entrustment before designing the assessment. Student Rep opinion is having the resident work with students and use OSCE for assessment. Give student the ability to test out at the start of Part 3. Determine how we can automate the grading of an order set. Possibly pilot at the end of the year so we can determine a good plan for next year.

Action: Will discuss further at January Meeting.

Item 5: Standing Reports; Learning Environment

Below are the results of the November LE report:

“This teacher avoided ridicule and intimidation”:

Response “Strongly Disagree”:

Neurology - No comment relating to a negative experience. Comment on what this instructor could do better is “A great teacher. Perhaps providing educational articles may be helpful, but by no means necessary”. (Visiting student). **Follow**

Up: Checked in error.

Pediatric Pulmonary Disease – No comments relating to negative experience. (Visiting student)

Follow Up: Checked in error

Response “Disagree”

AMRCC Chronic Care – Congestive Heart Failure


Action the evaluation will be reviewed for comments and reported next month.

Duty Hour Violation: Averaged over 4 weeks – 81-95 hours/week
AMRCC Chronic Care Palliative Care Medicine at OSU & Contemporary
Comprehensive Care of Cancer Patient

Follow Up: Both students checked in error.

Item 6: Student Report

1. Everyone is busy interviewing.
2. Complaints continue for HSIQ timing. Discussion regarding moving implementation to an earlier date.

 THE OHIO STATE UNIVERSITY COLLEGE OF MEDICINE		The Ohio State University College of Medicine	
		Part 3 Academic Program Committee	
		Meeting Minutes	
		Date: 12.19.17	Location: 1063 Graves
Chair: Nick Kman, Part 3 Program Director		Call to order:	4:08 PM
Minutes recorded by: Laura Volk, Part 3 Program Manager		Adjourned:	5:40 PM
Last Name	First Name	Role	Present
Barrie	Michael	Associate Unit Director AMHBC EM	X
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	X
Cohen	Dan	Part 3 Associate Academic Program Director	phone
Curren	Camilla	Director, LG	X
Dell	Mary	Expert Educator, Psychiatry	Phone
Eapen	Binay	Associate Program Director, Mount Carmel Health System	
Ecklar	Pat	AMRCC Associate Unit Director-Ambulatory	X
Fernandes	Ashley	AMRCC Program Director	
Heacock	Allison	Expert Educator, Internal Medicine	X
Hurtubise	Larry	Associate Director of Faculty Development at Nationwide Children's	X
Jackson	Kelly	Program Coordinator, AMHBC Mini Internship	X
Khan	Meena	AC/AE Associate Unit Director	
Khandelwal	Sorabh	Assistant Dean, Clinical Science	
Khurma	Anand	Associate Director, Education Technology	
Lacuesta	Nannette	Associate Program Director, OhioHealth	
Leung	Cynthia	Expert Educator, Emergency Medicine	Phone

Part 3 Academic Program Committee

Lewis	Kristen	AMHBC Associate Unit Director, Mini-Int.	X
Liao	Nancy	Expert Educator, Pediatrics	X
Lindsey	David	Expert Educator, General Surgery	
Lipps	Jonathan	Expert Educator, Anesthesiology Faculty Representative	
Liston	Beth	Expert Educator, Hospitalist	X
Luster	Gail	AMRCC Program Coordinator	X
McCallister	Jennifer	Advanced Competency/Alternate Experience Program Director	X
Pfeil	Sharon	AMHBC EM Program Coordinator	X
Rogers	Barbara	Faculty Representative, Anesthesiology	X
Rundell	Kristen	AMRCC Associate Unit Director, Chronic Care	
Schaffernocker	Troy	AMHBC Program Director	X
Scherzer	DJ	Expert Educator, Pediatrics	X
Splinter	Ansley	AC/AE Associate Unit Director	Phone
Stringfellow	Kevin	Evaluation & Assessment Program Manager	X
Verbeck	Nichole	Education Specialist, OECRD	X

Part 3 Academic Program Committee

Westman	Judith	Interim Associate Dean, Medical Education	
Clinical Track Directors:			
Bondurant	Amber	OB/GYN	
Cronau	Holly	Family Medicine	Phone
Grieco	Alex	Radiology	
Ledford	Cynthia	Preliminary Internal Medicine	
Leung	Cynthia	Emergency Medicine	
Liao	Nancy	Pediatrics	X
Lindsey	David	Surgery	
Lipps	Jonathan	Anesthesiology	
Niedermier	Julie	Psychiatry	
Patel	Chirag	Internal Medicine	
Quick	Adam	Neurology	
Rossetti	Allison	IM/Peds	
Student Representatives:			
Duggineni	Dheeraj	Alternate Student Representative, Med 4	
Hyman	Tyler	Student Representative, Med 4	X
Miyagi	Hiroko	Student Representative, Med 4	X
McManus	Timothy	Student Representative, Med 4	
Thomas	Donald	Student Representative, Med 4	X
Guests	Howie Werman-phone, Cheri Bardales, Katherine Strafford		

Agenda Items:

1	Meeting Minutes Approval
2	Old Business/Announcement
3	Program Goals for LCME
4	HSIQ Update
5	Standing Report
6	Student Report

Item 1: Approval Meeting Minutes

Discussion/Action

1. The minutes from the November meeting were reviewed and approved

Item 2: Old Business/Announcements

1. Time to update PowerPoint, Part 3 Handbook, Specialty Specific Scheduling Guide, etc., for upcoming meeting with incoming 4th years which will be held on January 16th at 5:30 p.m.

Part 3 Academic Program Committee

- a. A. Splinter is meeting with Portfolio Coaches on January 5th
- b. The Part 3 Scheduling meeting will be in late February
2. Alexa Meara is transitioning into an HSIQ role.
3. N. Kman presented Part 3 at the NYU Symposium on the Transition to Residency on 12/1/17 which was very well received. We seem to be ahead of the curve in our curriculum.
4. Medical Toxicology Advanced Competency was approved.
5. A med 2 has requested to complete the HCSM AC in Part 1. Discussion regarding limiting incoming credits into Part 3, and ACs that have content longitudinally and advantages of completing AC's prior to Part 3. **Action:** The student was approved to enroll in the AC. This will be discussed further at LSI Micro on 1/12/18 as to what parameters should be put in place.
6. Faculty Development: Spring Symposium is June 20th. The Theme is "Learning Environments".
7. Program Coordinator position is open in OECRD.

Item 3: Program Goals for LCME

1. Discussion regarding continuous quality improvement in evaluating the Academic Program. L. Belknap developed a Program Review template that addresses QI outcomes (see Appendix 1). N. Kman will work with Directors in completing once more direction is provided.

Item 4: HSIQ Update

1. A. Heacock provided updates on HSIQ in Part 3
 - a. Dr. Courtney Hebert is now on board to assist in building the curriculum.
 - b. A focus group is being established to help identify barriers and suggestions for improvement.
 - c. Strengths identified currently:
 - i. Progression from knowledge accumulation to practical experience
 - ii. Experience real successes and barriers of the system
 - iii. Discussion point on interview trail
 - iv. Preparation for QI work in residency
 - v. Able to entrust students can identify system failure and contribute to a culture of improvement
 - d. Barriers:
 - i. Timing of project
 - ii. Difficulty with relevance
 - iii. Different level of mentor involvement, knowledge and availability

Item 5: Standing Reports; Learning Environment

Below are the results of the LE report:

"This teacher avoided ridicule and intimidation":

Response "Strongly Disagree":

Part 3 Academic Program Committee

Anesthesiology at OSU & Pediatric Hospital Medicine – Both completed by visiting students with no comment relating to a negative experience. **Follow Up:** Both students indicated they checked in error.

AMRCC ICC Congestive Heart Failure - No comments relating to negative experience.

Follow Up: Student indicated the attending was not always available (more of a scheduling issue).

Item 6: Student Report

1. They are recruiting for the HSIQ focus group.
2. Some students are still interviewing.

Item 7: Miscellaneous

1. L. Volk announced that the Clinical Tracks now have a schedule in Vitals so directors can add meetings, workshops, etc.

Appendix 1: Template for LCME Reporting to ECC

Annual Program Review Report to ECC, Template LSI Part 3

- I. Overview and summary of prior year issues of importance
 - a. Curriculum changes or concerns
 - b. Policies and process issues
 - c. Student promotion and review activities
- II. Program Compliance data by LCME standard and element

STANDARD 3: ACADEMIC AND LEARNING ENVIRONMENT

3.5 Learning Environment and Professionalism

- a. List the professional attributes (behaviors and attitudes) that medical students are expected to develop, the location in the Part 3 curriculum where formal learning experiences related to these attributes occur, and the methods used to assess student attainment of each attribute.
Add rows as needed.

Professional attributes	Curricular learning experiences	Assessment methods

- b. Describe how these professional attributes are made known to faculty, residents, and others in the medical education learning environment.

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C . Describe the methods used to evaluate the learning environment in order to identify positive and negative influences on the development of medical students’ professional attributes, including the timing of these evaluations, what specifically is being evaluated, and the individuals or groups who are provided with the results. What strategies are used to enhance positive elements and mitigate negative elements identified through this evaluation process.

Identify formal learning experiences in Part 3 related to professional behaviors and attitudes and methods used to assess students’ attainment of each attribute.

Provide below year-end and comparative data of student evaluation of the learning environment.

Evaluation question	AMHBC (ED) % D or SD/ (cf Prior yr)	AMHBC (Mini- I) %D or SD/ (cf Prior yr)	AMRCC % D or SD/ (cf Prior yr)
The learning environments promoted professionalism.			
Students were treated with respect.			

3.6 Student Mistreatment

Identify the means used to collect data and review reports of student mistreatment in Part 3. (The questions asked on course evaluations, when collected, when reviewed by whom)

Provide below year-end data and comparative trends, if any. Compare this data to GQ data, acknowledging time difference of respondents.

STANDARD 4: FACULTY PREPARATION, PRODUCTIVITY, PARTICIPATION AND POLICIES

4.1 Sufficiency of Faculty

Describe any situations where there have been recent problems identifying sufficient faculty to teach medical students (e.g., to provide lectures in a specific content area, to serve as small group facilitators).

4.4 Feedback to Faculty

Describe the process (time frame and who is responsible for what data) for feedback to program faculty and **an assessment of whether the system is working.**

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STANDARD 6: COMPETENCIES, CURRICULAR OBJECTIVES, AND CURRICULAR DESIGN

6.2 Required Clinical Experiences

Identify the review and approval process for required clinical encounters and skills in Part 3 and indicate the date of the most recent review and approval.

Are alternatives identified for each required encounter or skill?

How are these required encounters and skills made known to students and faculty?

6.3 Self-Directed and Lifelong Learning

Identify program activities of self-directed and independent learning nature in which the students do ALL of the following: 1)self-assessment of learning needs 2) identification, analysis, and synthesis of relevant information 3)appraisal of the credibility of information sources.

Review the academic workload of Part 3. Report the average amount of time per week students are assigned scheduled clinical or class time, are assigned required activities outside of clinical or class time, and have unscheduled time to engage in independent study. **The LCME is clear in that outside readings or modules are to be counted as student workload and are not “self-directed learning.”**

Report data from student evaluations of the program regarding time for independent study and selfdirected learning.

Course	Average clinical hours per week	Time in didactics	Time with residents	Time with faculty	Time to study
AMHBC - ED					
AMHBC – Mini-I					
AMRCC					

STANDARD 7: CURRICULAR CONTENT

7.9 Interprofessional Collaborative Skills

Identify the Part 3 objectives related to collaborative practice skills and illustrate the linkage to the medical education program objectives.

Course/clerkship objective	Medical education program objective

Part 3 Academic Program Committee

Identify required curricular components and program experiences which prepare medical students to function collaboratively on health care teams or which include practitioners and/or students from the other health professions.

STANDARD 8: CURRICULAR MANAGEMENT, EVALAUTION, AND ENHANCEMENT

8.2 Use of Objectives

Indicate any changes to Part 3 curricular primary learning objectives and review the linkage to COM core educational objectives (deconstructed versions).

8.3 Curriculum Design, Review, and Monitoring

Identify when the primary learning or curricular objectives were last reviewed for each required course; indicate any changes recommended during this academic year, and the timeline for ECC approval.

Course	Date of objectives review	Recommended changes	Expected ECC approval
AMHBC			
AMRCC			

Identify any recommended changes for teaching and assessment methods.

Identify any concerns from review of students' evaluations of faculty and actions recommended.

8.4 Program Evaluation/Outcome Data

Identify internal program quality outcomes reviewed; indicate program strengths and any concerns to address for quality improvement.

Outcome indicator	Data	Strength/Concern/Plan

Provide below summary data on student outcomes on each of the Part 3 competencies and identify concerns.

Competency	#(%) Pass	#(%) Fail	

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Provide below a summary of three most frequently identified concerns on students' Graduation Questionnaire responses regarding Part 3 (acknowledging time delay).

8.5 Student Evaluations in Program Improvement

Provide below summary data of student evaluations of required courses and identify concerns.

Evaluation question	AMRCC	AMHBC (EM)	AMHBC (mini-I)

Provide below summary data of year-end student evaluations of Part 3 program; identify strengths and concerns or areas needing improvement. **(Identify 4 top rated aspects and 4 lowest rated aspects)**

8.6 Monitoring Required Experiences

Describe the process for tracking and monitoring student completion of required experiences and for remediating any missed experiences. How is the tracked data used in mid-course review with students?

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Identify any requirement for which 25% or more of students used an alternative activity and any requirement without 100% completion. How has this data been used to assess patient volume and case mix?

PxDx Requirement	Course	% alt activity	% incomplete	Prior year alt/incom

8.7 Comparable Education and Assessment

Describe the process used to communicate objectives, required clinical encounters, assessment methods, and grading system to all clinical sites to ensure students have comparable educational experiences and assessment processes across all clinical locations. Do the faculty/leadership at each site receive and review student evaluations of their educational experience, the data regarding completion of required clinical experiences, grade outcomes, and any other data reflecting the comparability of learning experiences across instructional sites?

Provide data for any identified issues in comparability of student experience and plans to address any inconsistencies.

Course/Component	Experience Difference	Assessment difference

8.8 Monitoring Workload

Describe current Part 3 policies regarding the amount of time students spend in required activities, the process of monitoring workload, and the effectiveness of these policies. **The LCME views assigned readings or eModules as counted for student workload hours.**

Indicate the number of reported duty hour violations and the follow-up information for each.

Course	Component	Reported violations	Substantiated violations	Follow-up

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STANDARD 9: TEACHING, SUPERVISION, ASSESSMENT AND STUDENT AND PATIENT SAFETY

9.1 Preparation of Resident and Non-Faculty Instructors

Identify the processes used and resources available for preparing residents for their roles in teaching and assessing medical students.

9.4 Multiple Measures, Direct Observation

Identify all assessment measures (including direct observation) used to assess student achievement (acquisition of the knowledge, core clinical skills, behaviors, and attitudes specified in medical education curricular primary learning objectives) that are used in grading. Reflect the data indicating that all medical students achieve the same medical education program objectives.

Course grading assessments	NBME subject exams	Internal written exams or quizzes	Oral exams or presentation	Faculty/resident rating	OSCE/SP exams	Other*
AMRCC						
AMHBC (EM)						
AMHBC (mini-I)						
Other*						

Indicate any other assessments used for formative purposes.

9.5 Narrative Assessment

Identify the percentage of students supplied a narrative assessment.

Course	% received	% not received
AMRCC		
AMHBC (EM)		
AMHBC (mini-I)		

9.7 Formative Assessment and Feedback

Describe the process for students to receive formative assessment and mid-course feedback in each the required courses in the Part 3 program and assess the effectiveness of this process, as reported by students and faculty.

Report the percentage of students receiving timely feedback for improvement and remediation.

Part 3 Academic Program Committee

Course	Total year data
AMRCC	
AMHBC (EM)	
AMHBC (mini-I)	

9.8 **Fair and Timely Summative Assessment**

Report the percentage of students who receive course grades within 6 weeks of course completion.

Course	% timely by 6 weeks
AMRCC	
AMHBC (EM)	
AMHBC (mini-I)	

- III. Recommendations for Continuous Quality Improvement process
Prioritize **three identified areas of concern** as recommendations for the program's subsequent year CQI activities. Describe these issues in sufficient detail for the Executive Curriculum Committee to consider for approval.