


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: 3.18.19	Location: 1167 Graves
Chair: Nick Kman, Part 3 Program Director		Call to order:	4:05 PM
Minutes recorded by: Laura Volk, Program Manager		Adjourned:	5:00 PM
Last Name	First Name	Role	Present
Barrie	Michael	Associate Unit Director, AMHBC EM	X
Cavalcanti	Maureen	Director Office of Curriculum and Scholarship	X
Clevenger	Amber	Program Coordinator, AMHBC EM	X
Cohen	Dan	Associate Academic Program Director, Part 3	
Curren	Camilla	Director, Longitudinal Groups	X
Dell	Mary	Expert Educator, Psychiatry	Phone
Eapen	Binay	Associate Program Director, Mount Carmel Health System	
Ecklar	Pat	Associate Unit Director, AMRCC-Ambulatory	X
Fernandes	Ashley	Program Director, AMRCC	
Heacock	Allison	Expert Educator, Internal Medicine, Longitudinal Components Director	
Horgan	Mike	Program Manager, Evaluation and Assessment	X
Khan	Meena	Associate Unit Director, Advanced Competencies/Alternate Experience/Clinical Track Co-Director-Transitional Medicine	
Khandelwal	Sorabh	Assistant Dean, Clinical Science	
Khurma	Anand	Associate Director, Education Technology, OCS	X
Kopechek	Jack	Director, Learning Portfolio	
Lacuesta	Nannette	Associate Program Director, OhioHealth	
Lan	Deborah	Education Specialist, OCS	
Leung	Cynthia	Expert Educator, Emergency Medicine, CT Director-EM	X
Lewis	Kristen	Associate Unit Director, AMHBC Mini Internship	
Liao	Nancy	Expert Educator, Pediatrics, CT Director-Pediatrics	X

Part 3 Academic Program Committee

Lindsey	David	Expert Educator, General Surgery, CT Director-General Surgery	X
Lipps	Jonathan	Expert Educator, Anesthesiology Faculty Representative, CT Director-Anes.	
Liston	Beth	Expert Educator, Hospitalist	
McCallister	Jennifer	Program Director, Advanced Competencies/Alternate Experience/Clinical Tracks	
Myers	Michelle	Program Manager, Longitudinal Components	
Rundell	Kristen	Associate Unit Director, AMRCC Chronic Care	
Schaffernocker	Troy	Program Director, AMHBC	X
Scherzer	DJ	Expert Educator, Pediatrics	
Splinter	Ansley	Associate Unit Director, Advanced Competencies/Alternate Experience, Clinical Track Co-Director-Transitional Medicine	
Verbeck	Nichole	Education Specialist, OCS	X
Werman	Howard	Faculty Representative, Global Health	Phone
Westman	Judith	Interim Associate Dean, Medical Education	
Zamaripa	Kelly	Program Coordinator, AMHBC Mini Internship	X
Clinical Track Directors:			
Bondurant	Amber	OB/GYN	
Ganith	Rashmi	Preliminary Internal Medicine	Phone
Grieco	Alex	Radiology	Phone
Macerollo	Allison	Family Medicine	
Niedermier	Julie	Psychiatry	
Patel	Chirag	Internal Medicine	
Quick	Adam	Neurology	
Rossetti	Allison	IM/Peds	
Faculty Representatives:			
Clark	Sharon	Faculty Representative, Internal Medicine	Phone
Worly	Brett	Faculty Representative, OB/GYN	
Student Representatives:			
Dawson	Zach	Student Representative, Med 4	
Lundy	Nate	Student Representative, Med 4	
Reese	Erika	Student Representative, Med 4	
Zhang	Margaret	Student Representative, Med 4	

Part 3 Academic Program Committee

Guests	Kiki Chamberlain, Angie Arnett via phone, Dawn Watson
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Agenda Items:

1	Meeting Minutes Approval
2	Old Business/Announcement
3	Clinical Track Update
4	Match Debriefing
5	Standing Report
6	Student Report

Item 1: Approval of Meeting Minutes

Discussion/Action

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

Item 2: Old Business/Announcements

1. N. Kman introduced Rebecca West as the new AMRCC Program Coordinator.
2. Pre CGEA showcase will be on March 20th from 2-4p.
3. A Faculty Evaluation of the Program will be going out via Vitals in the next few weeks.
4. Call for the Generalist – Due May 6, 2019 at 11:50 pm EST
5. Call for NRMP – Due June 7, 2019
6. Ed Tech Sessions:
 - Getting Started with Mediasite, April 5, 2019, 10:30a-12:00p, 620 Prior
 - Transforming your Innovation into Scholarship, June 4, 2019 3p-4:30p, 400 Prior

Item 3: Clinical Track Update

1. Discussion regarding end of year Clinical Track activities:
 - a. Preparing feed-forward letters to be sent to program directors
 - Will confirm student's clinical track, rotations, achievement of milestone levels in specialty.
 - CT director will meet with student and confirm sending to program.
 - Letter follows template ACGME milestones with one page insert briefly explaining the LSI curriculum.
 - N. Verbeck will send completed letters to program.
 - Student can opt out of having the letter sent.
 - b. Follow up will be done 6 months after student begins residency asking program directors to assess those same milestones.

Discussion regarding program directors being allowed to release information back to the College without the resident's permission. The Clinical Track in Peds, EM, and Surgery has been presented nationally. Let the committee know if you plan on presenting your clinical track in the future as they can assist in the process.

Item 4: Match Debriefing

1. N. Kman reviewed the 2018 Match results.

Item 4: Standing Reports: Learning Environment

Part 3 Academic Program Committee

1. Safety on Service issue was brought to N. Kman's attention. This was addressed.


Item 7: Student Report:

No report.

Miscellaneous:

- Brief discussion regarding Part 3 scheduling. P. Ecklar provided update on issues with AMRCC longitudinal scheduling.

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: 4.15.19	Location: 1167 Graves
Chair: Nick Kman, Part 3 Program Director		Call to order:	4:04 PM
Minutes recorded by: Laura Volk, Program Manager		Adjourned:	4:45 PM
Last Name	First Name	Role	Present
Barrie	Michael	Associate Unit Director, AMHBC EM	X
Cavalcanti	Maureen	Director Office of Curriculum and Scholarship	X
Clevenger	Amber	Program Coordinator, AMHBC EM	
Cohen	Dan	Associate Academic Program Director, Part 3	
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Khandelwal	Sorabh	Assistant Dean, Clinical Science	
Khurma	Anand	Associate Director, Education Technology, OCS	X
Kopechek	Jack	Director, Learning Portfolio	X
Lacuesta	Nannette	Associate Program Director, OhioHealth	
Lan	Deborah	Education Specialist, OCS	
Leung	Cynthia	Expert Educator, Emergency Medicine, CT Director-EM	X
Lewis	Kristen	Associate Unit Director, AMHBC Mini Internship	X
Liao	Nancy	Expert Educator, Pediatrics, CT Director-Pediatrics	X

Part 3 Academic Program Committee

Lindsey	David	Expert Educator, General Surgery, CT Director-General Surgery	
Lipps	Jonathan	Expert Educator, Anesthesiology Faculty Representative, CT Director-Anes.	Phone
Liston	Beth	Expert Educator, Hospitalist	
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Reese	Erika	Student Representative, Med 4	
Zhang	Margaret	Student Representative, Med 4	

Part 3 Academic Program Committee

Guests	Beth Sabatino, Dawn Watson
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Agenda Items:

1	Meeting Minutes Approval
2	Old Business/Announcement
3	Vitals Update
4	Part 3 Schedule Debrief
5	Standing Report
6	Student Report

Item 1: Approval of Meeting Minutes

Discussion/Action

1. Minutes from the March Meeting were approved.

Item 2: Old Business/Announcements

1. UME Transition to Residency poster has been accepted.
2. AMRCC paper accepted to Medical Science Educator
3. Congratulations to Cindy Leung who has been appointed as the new E & A Director
4. Discussion regarding some funding changes for Part 3.
5. The Systems Based Practiced Learning outcomes (PCRS conversion) have been sent out for AHSS and Educational Portfolio.
6. Spring Symposium is May 22nd. The LSI Awards will occur from 4-5p. If you plan on attending, please enroll.

Item 3: Vitals Update

1. B. Sabatino gave a refresher of Vitals.
 - Reminder to use Chrome as your browser and use Med center ID to log in.
 - Your role in Vitals will determine what your portal page looks like
 - People with multiple roles can toggle between different screens. They are working on merging the screens
 - Can review your schedule, see students and run roster reports
 - Can view faculty evaluation reports
 - There is a help icon on each page
 - Can view "To Do" list
 - Resources can be pulled from the TLM
 - Can email the students directly from the roster and run roster reports
 - Student relationships will also show (i.e. coach, expert educator, etc.)
 - Can add "favorites" to portal page
 - When searching make sure you hit return after typing in a name (make sure check box is there) before hitting "search"
 - An "exceptions" tab has been added for any students who have alterations in their schedule
 - Reviewed how to use the filters, sort, and run reports
 - Clinical tracks now have milestones mapped to assessments and directors can run reports. We can also map the milestones to Part 2 assessments

~~Part 3 Academic Program Committee~~

Discussion regarding where to store the Clinical Track feed forward letters. Will look at the best place to house them.

Item 4: Part 3 Schedule Debriefing

1. N. Kman reviewed scheduling for 2019-2020
 - a. AMRCC had an issue with survey data in Qualtrics for the AMRCC longitudinal requests.
 - b. Some students did not understand the parameters for a longitudinal experience such as multiple away rotations, etc.

Item 4: Standing Reports: Learning Environment

1. Ridicule & Intimidation from visiting student. After review – comments were positive, may have been selected in error. Update – this question will be removed for the next AY as Respect covers this.
2. Respect EM at St. Ann's – will follow up
3. Supervision on a Global Health elective – will follow up with Global Health office.
4. Respect for Others – will follow up
5. Duty Hours – AMRCC reported over 80 hours – reported in error. A visiting student report in IR
6. Late Grades – CDC Advanced Competency; IM Honors Elective; Neurology – forgot to "Publish"; Surgery Away – 6 days late.

Discussion – New feature in Vitals where a grade manager will be identified and will receive an email when the grade is coming due and when it is past due.

Item 7: Student Report:

No report.



THE OHIO STATE UNIVERSITY
COLLEGE OF MEDICINE

The Ohio State University College of Medicine

Part 3 Academic Program Committee

Meeting Minutes

Date: 5.21.18

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:

5:00 PM

Last Name	First Name	Role	Present
Barrie	Michael	Associate Unit Director AMHBC EM	X
Cannon	Victoria	Director, Office of Curriculum & Scholarship	
Cohen	Dan	Part 3 Associate Academic Program Director	Phone
Curren	Camilla	Director, LG	
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	
Jackson	Kelly	Program Coordinator, AMHBC Mini Internship	X
Khan	Meena	AC/AE Associate Unit Director, TM CT Co-Director	X
Khandelwal	Sorabh	Assistant Dean, Clinical Science	
Khurma	Anand	Associate Director, Education Technology	
Kopechek	Jack	Director, Learning Portfolio	Phone
Lacuesta	Nannette	Associate Program Director, OhioHealth	
Leung	Cynthia	Expert Educator, Emergency Medicine, EM CT Director	X
Lewis	Kristen	AMHBC Associate Unit Director, Mini-Int.	X
Liao	Nancy	Expert Educator, Pediatrics, Peds CT Director	
Lindsey	David	Expert Educator, General Surgery, GS CT Director	
Lipps	Jonathan	Expert Educator, Anesthesiology Faculty Representative, Anes. CT Director	X
Liston	Beth	Expert Educator, Hospitalist	
Luster	Gail	AMRCC Program Coordinator	X
McCallister	Jennifer	Advanced Competency/Alternate Experience Program Director	

Pfeil	Sharon	AMHBC EM Program Coordinator	X
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, TM CT Co-Director	
Stringfellow	Kevin	Evaluation & Assessment Program Manager	X
Verbeck	Nichole	Education Specialist, OCS	X

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	
Grieco	Alex	Radiology	
Niedermier	Julie	Psychiatry	
Patel	Chirag	Internal Medicine	
Quick	Adam	Neurology	
Rossetti	Allison	IM/Peds	
Student Representatives:			
		Alternate Student Representative, Med 4	
		Student Representative, Med 4	
		Student Representative, Med 4	
		Student Representative, Med 4	
		Student Representative, Med 4	
Guests	Maureen Cavalcanti, Cheri Bardales, Deborah Lan, Dawn Watson		

Agenda Items:

1	Meeting Minutes Approval
2	Old Business/Announcement
3	Review of 2017 Graduate Survey Results
4	Anesthesiology Clinical Track – presented at SEA
5	Standing Report
6	Student Report

Item 1: Approval Meeting Minutes

Part 3 Academic Program Committee

Discussion/Action

1. The minutes from the April meeting were reviewed and approved with one correction: 2.4 The Family Medicine Sub I elective at Dublin Methodist is an elective for students interested in the Dublin Family Medicine Residency Program, not Internal Medicine.

Item 2: Old Business/Announcements

1. CGEA Call for Mini-Grant Proposal.
2. There is an Opiate Task Force meeting in June at Brown University. The AMRCC leadership submitted two posters and presentation proposal.
 - a. H. Cronau offered to add a didactic on opioid addiction in UPWP.

Item 3: Review of 2017 Graduate Survey Results

N. Verbeck reviewed the results from the 2016 Graduate and Program Director surveys:

1. Changes were made to the survey to better align with the LSI curriculum including EPA and milestone questions.
2. Response rate was 74.2% – Directors, and 44.5% - Graduates
3. 98% of Directors were pleased with their OSU grad match

2

4. Slight increase in Directors identifying deficiencies and lack of progression
5. 10% of Graduates were not pleased with where they matched
6. Student skills have maintained strong ratings (average of 4 or above on most items)
7. 96% of OSU graduates feel they are equally if not better prepared for residency when compared to peers from other institutions.
8. 90.7% of directors feel that OSU graduates are equally if not better prepared for residency when compared to graduates from other institutions.

Item 4: Anesthesiology Clinical Track – presented at SEA

J. Lipps reviewed the Clinical Track presentation


1. Clinical Track in Anesthesiology as model for longitudinal, competency-based curriculum
 - a. There are 3 mandatory 4 week rotations that cover 15 of the 25 milestones.
 - b. Offers additional workshops, lectures and simulations 2. Most students found it to be valuable.
3. Future investigations underway to see if participating students are better prepared for residency.

Item 5: Standing Reports: Learning Environment

No LE violations were reported.

Item 7: Student Report

No students were present.

 THE OHIO STATE UNIVERSITY COLLEGE OF MEDICINE	The Ohio State University College of Medicine		
	Part 3 Academic Program Committee		
	Meeting Minutes		
	Date: 6.18.18	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: 5:20 PM	
Last Name	First Name	Role	Present
Bardales	Cheri	Program Coordinator, Learning Portfolio	X
Barrie	Michael	Associate Unit Director, AMHBC EM	X
Cannon	Victoria	Director, Office of Curriculum & Scholarship	X
Cavalcanti	Maureen	Education Specialist, OCS	X
Clevenger	Amber	Program Coordinator, AMHBC EM	X
Cohen	Dan	Associate Academic Program Director, Part 3	X
Curren	Camilla	Director, LG	X
Dell	Mary	Expert Educator, Psychiatry	Phone

Part 3 Academic Program Committee

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Ecklar	Pat	Associate Unit Director, AMRCC-Ambulatory	X
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Jackson	Kelly	Program Coordinator, AMHBC Mini Internship	X
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McCallister	Jennifer	Program Director, Advanced Competencies/Alternate Experience/Clinical Tracks	X
Rundell	Kristen	Associate Unit Director, AMRCC Chronic Care	

Part 3 Academic Program Committee

Schaffernocker	Troy	Program Director, AMHBC	X
Scherzer	DJ	Expert Educator, Pediatrics	
Splinter	Ansley	Associate Unit Director, Advanced Competencies/Alternate Experience, Clinical Track Co-Director-Transitional Medicine	X
Stringfellow	Kevin	Program Manager, Evaluation & Assessment	X
Verbeck	Nichole	Education Specialist, OCS	X
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Lundy	Nate	Student Representative, Med 4	X
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Zhang	Margaret	Student Representative, Med 4	
Guests	Dawn Watson		

Agenda Items:

1	Meeting Minutes Approval
2	Old Business/Announcement
3	Advanced Competency Description
4	PCRS Linking in Vitals
5	Standing Report
6	Student Report
7	Opioid Symposium Presentation

Item 1: Approval Meeting Minutes

Discussion/Action

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

Item 2: Old Business/Announcements

1. IMSH 2019 Call for Abstracts
2. N. Kman announced new faculty representatives, Dr. Brett Worly (OB/GYN, Director of Learning Communities) and Dr. Sharon Clark (IM).
3. Nate Lundy is one of the new Med 4 student representatives.
4. Troy Schaffernocker won the Part 3 Excellence in Education Award. Nancy Liao won the LSI Inspire award.
5. AMHBC and AMRCC will be giving awards at the Spring Symposium.
6. V. Cannon announced she will be leaving OCS at the end of June for a position at the OSUWMC.
7. Information on the CORE EPAs will be distributed to the group.

Item 3: Advanced Competency Description

J. McCallister reviewed and discussed the revised AC Description

1. Jenn and her team will still be responsible of the initial review and determine where it should live in the curriculum.
2. If not in Part 3, it will be sent to the appropriate Academic Program Director for approval.
3. Question posed to group – should an Advanced Competency be a Part 3 or College of Medicine requirement?

Discussion regarding the number of AC credits students should be able to enter Part 3 with and if the AC should be continued/completed in Part 3. The AC team will discuss further with the PEWG on Friday and bring results back at next meeting.

Item 4: PCRS Linking in Vitals

B. Sabatino discussed the transition from DCEOs to PCRS and demo'd in Vitals.

1. As of 6/13, transition in Vitals from DCEOs to PCRS as far as tagging learning objectives.
2. If previously tagged, there is still reference to the DCEO.
3. Vitals will create a tip sheet to be distributed to the faculty.
4. It was mentioned that there are 2 additional PCRS (total of 8 vs 6 DCEOS) and those two should be mapped first. M. Calvacanti will work with select faculty on standardizing the language across the curriculum.

Discussion regarding the best way to roll this out in Vitals. B. Sabatino will export the LOs that already have DCEO mappings in Vitals and send to the group.

Item 5: Standing Reports: Learning Environment

1. Duty Hours – There was 1 violation reported but student stated it was answered incorrectly.
2. Late Grades – 1 late grade in Family Medicine; AMRCC Unit grades missing; AMHBC Unit grades has a few grades missing.

Item 7: Student Report

Students focused on Step 2 or their Sub I presently.

Item 8: Opioid Symposium Presentation

P. Ecklar reviewed OSU's presentation from Brown University's conference on the opioid crisis. Only OSU and Case were invited from Ohio.

1. OSU is considered above average on incorporating Opioid Education into our curriculum (compared to other schools).
2. Faculty development, expertise to assess student knowledge and the language of addiction are mentioned as challenges by the majority of schools.

Future opportunities are

1. Increase hours, assessment, visibility in the curricula
2. Implement tertiary prevention into curriculum
3. Make curriculum transparent
4. Make explicit connections to ethical and social issues related to misuse
5. Implement Interprofessional opioid education through HRSA funded grant
6. Create toolkit based on Ohio Patient Centered Primary Care Collaborative model
7. Offer faculty development and training in prescribing, facilitation, and teaching about opioid use disorders

Item 9: Miscellaneous

1. Clinical Tracks are now curricular components in Vitals. Directors can start building out the milestones and tag to the evaluation questions. B. Sabatino will send out a tip sheet.
2. The NBME has increased the timing of multiple choice questions to 1.5 minutes per question vs 1.2. This will affect AMHBC EM and AMRCC exams, and was approved by MICRO. This will make the timing somewhat equivalent to the board and step exams.



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Meeting Minutes

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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:

4:30 PM

Last Name	First Name	Role	Present
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Reese	Erika	Student Representative, Med 4	
Zhang	Margaret	Student Representative, Med 4	
Guests	Dawn Watson, Mike Horgan, Angie Arnett		

Agenda Items:

1	Meeting Minutes Approval
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2	Old Business/Announcement
3	Advanced Competency Handbook Changes
4	Standing Reports
5	Student Report

Item 1: Approval Meeting Minutes

Discussion/Action

1. The minutes from the June meeting were reviewed and approved with the following revisions:
 - a. Addition of Brett Worly and Sharon Clark to the attendance roster.
 - b. Correction on Item 8.1 “OSU is considered “above” average on incorporating Opioid Education into our curriculum (compared to other schools)”.

2

Part 3 Academic Program Committee

Item 2: Old Business/Announcements

1. The following Part 3 awards were presented at the Spring Symposium, Celebration for Education and Scholarship:
 - a. Nancy Liao won the LSI Inspire Award
 - b. Troy Schaffernocker won Excellence in Education
 - c. David Lindsey won AMHBC Mini Internship Educator of the Year
 - d. Marlisa Mann won AMHBC Emergency Medicine Educator of the Year
 - e. Mary Lynn Dell won AMRCC Educator of the Year
2. If you were unable to attend the Spring Symposium the sessions were recorded. The theme was Learning Environment and the sessions were very informative. The speaker from Henry Ford focused on physician burnout and the effect on the learning environment.
3. OCS will host a fall educational symposium on simulation. Faculty are encouraged to consider presenting research and scholarship activities such as EPA4 simulation, clinical tracks and other innovations. M. Cavalcanti suggested that faculty can do an oral or poster presentation or a workshop if interested in participating.
4. Michelle Myers was introduced as the new Program Manager for HSIQ (Longitudinal Projects).

Item 3: Advanced Competency Handbook Changes

1. J. McCallister and her team presented changes to the Advanced Competency requirements to the Program Evaluation Working Group where it was approved. Students must complete 4 weeks of an AC as a requirement for graduation. Students who completed any ACs prior to Part 3 will only be given 1 credit going forward. ACs completed before entry into Part 3 must have had prior approval. J. McCallister noted that enrichment activities will continue to expand in Part 1 but will not be included in the ACs at this time, and will remain separate curricular units in Part 1.

Item 4: Standing Reports: Learning Environment

1. Late Grades – zero late grades were reported.
2. Respect – One violation was reported, in error, in AMRCC ICC Palliative.
3. Duty Hour – One violation was reported, in error, in ENT.

Item 5: Student Report

No Students present

Item 6: Miscellaneous

1. LSI has used the core educational objectives as the foundation of the curriculum. The COM has decided to move towards the Physician Competency Reference Set (PCRS) sponsored by the AAMC. One advantage is other colleges are using this literature based reference system. Thus, we have begun to transition from the DCEOs to PCRS which will be a considerable amount of work. AMHBC has begun to work on breaking down the LO's and mapping to the different PCRS'. AMRCC will begin their process on July 25th.



THE OHIO STATE UNIVERSITY
COLLEGE OF MEDICINE

The Ohio State University College of Medicine

Part 3 Academic Program Committee

Meeting Minutes

Date: 9.17.18

Location: 1167 Graves

Chair: Nick Kman, Part 3 Program Director Call to order: 4:05 PM

Minutes recorded by: Laura Volk, Part 3 Program Manager Adjourned: 4:50 PM

Last Name	First Name	Role	Present
Barrie	Michael	Associate Unit Director, AMHBC EM	X
Cavalcanti	Maureen	Education Specialist & Interim Director OCS	X
Clevenger	Amber	Program Coordinator, AMHBC EM	X
Cohen	Dan	Associate Academic Program Director, Part 3	
Curren	Camilla	Director, Longitudinal Groups	X
Dell	Mary	Expert Educator, Psychiatry	Phone
Eapen	Binay	Associate Program Director, Mount Carmel Health System	
Ecklar	Pat	Associate Unit Director, AMRCC-Ambulatory	X
Fernandes	Ashley	Program Director, AMRCC	
Heacock	Allison	Expert Educator, Internal Medicine, Longitudinal Components Director	
Jackson	Kelly	Program Coordinator, AMHBC Mini Internship	X
Khan	Meena	Associate Unit Director, Advanced Competencies/Alternate Experience/Clinical Track Co-Director-Transitional Medicine	X
Khandelwal	Sorabh	Assistant Dean, Clinical Science	
Khurma	Anand	Associate Director, Education Technology, OCS	
Kopechek	Jack	Director, Learning Portfolio	
Lacuesta	Nannette	Associate Program Director, OhioHealth	
Lan	Deborah	Education Specialist, OCS	
Leung	Cynthia	Expert Educator, Emergency Medicine, CT DirectorEM	X
Lewis	Kristen	Associate Unit Director, AMHBC Mini Internship	X
Liao	Nancy	Expert Educator, Pediatrics, CT Director-Pediatrics	X
Lindsey	David	Expert Educator, General Surgery, CT DirectorGeneral Surgery	
Lipps	Jonathan	Expert Educator, Anesthesiology Faculty Representative, CT Director-Anes.	
Liston	Beth	Expert Educator, Hospitalist	X

Luster	Gail	Program Coordinator, AMRCC	
McCallister	Jennifer	Program Director, Advanced Competencies/Alternate Experience/Clinical Tracks	
Myers	Michelle	Program Manager, Longitudinal Components	
Rundell	Kristen	Associate Unit Director, AMRCC Chronic Care	
Schaffernocker	Troy	Program Director, AMHBC	X
Scherzer	DJ	Expert Educator, Pediatrics	

Part 3 Academic Program Committee

Splinter	Ansley	Associate Unit Director, Advanced Competencies/Alternate Experience, Clinical Track Co-Director-Transitional Medicine	
Stringfellow	Kevin	Program Manager, Evaluation & Assessment	X
Verbeck	Nichole	Education Specialist, OCS	
Werman	Howard	Faculty Representative, Global Health	Phone
Westman	Judith	Interim Associate Dean, Medical Education	
Clinical Track Directors:			
Bondurant	Amber	OB/GYN	
Cronau	Holly	Family Medicine	Phone
Ganith	Rashmi	Preliminary Internal Medicine	
Grieco	Alex	Radiology	
Niedermier	Julie	Psychiatry	
Patel	Chirag	Internal Medicine	
Quick	Adam	Neurology	
Rossetti	Allison	IM/Peds	
Faculty Representatives:			
Clark	Sharon	Faculty Representative, Internal Medicine	X
Worly	Brett	Faculty Representative, OB/GYN	X
Student Representatives:			
Dawson	Zach	Student Representative, Med 4	X
Lundy	Nate	Student Representative, Med 4	X
Reese	Erika	Student Representative, Med 4	X
Zhang	Margaret	Student Representative, Med 4	
Guests	Dawn Watson, Mike Horgan, Angie Arnett-phone		

Agenda Items:

1	Meeting Minutes Approval
2	Old Business/Announcement
3	Student Report
4	Student Duty Hours
5	Standing Report

Item 1: Approval Meeting Minutes Discussion/Action

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

Item 2: Old Business/Announcements

1. Zach Dawson and Erika Reese introduced themselves as the new M4 Student Reps.
2. 2018 CGEA Call for Mini-Grant Proposals.
3. IAMSE19 Call for Focus Sessions.
4. Proposal submitted by AMRCC to GMEAC on “Incorporating Trauma-Informed Care of Sexual Assault Survivors TBL for 4th year students” was accepted as a digital poster presentation.

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Part 3 Academic Program Committee

5. Proposal submitted by AMHBC to GMEAC on “Curricular Integration of EPA 4” has been accepted as a Round Table session.
6. “The Dean’s List”: The **Association of Pulmonary and Critical Care Medicine Program Directors (APCCMPD) elected Jennifer McCallister, MD, ATSF, FACP**, associate professor of Pulmonary, Critical Care and Sleep Medicine, **president**.
7. The **Agency for Healthcare Research and Quality awarded Douglas Danforth, PhD**, associate professor of Obstetrics and Gynecology, and **Nicholas Kman, MD**, associate professor of Emergency Medicine, a **\$1.8-million grant**.

Item 3: Student Report

1. Discussion regarding posting Part 3 Information on social media (i.e. Facebook) so students can readily find answers to questions. L. Volk will send documents to student reps to post.
2. Reminder to students that the absence policy 2 days from a 4 week rotation is permitted but the department must be notified. Ground school, examination and OSCE dates are required and should not be missed. Students should be cognizant of these dates when they schedule Step 2 exams and utilize flex months for these purposes. The students pointed out scheduling Step 2 CS this year was very difficult and many of the spots filled up early.
3. The students requested that the Learning Community meeting on residency applications occur earlier preferably in May. Dr. Worly agreed that is doable.
4. Requested a tip sheet on how to fill out the ERAS application would be helpful.
5. Some students were confused with some activities changing between Carmen and Vitals.

Item 4: Student Duty Hours

1. Students on Ortho and ENT reported that they exceeded the duty hour requirements.
2. Part 3 Leadership will discuss with each department. Will need development with faculty and residents.
3. It was suggested to clarify in the question what constitutes a violation.

Item 5: Standing Reports: Learning Environment

1. Respect: two violations reported; EM at Grant and EM at St. Ann's. Both situations have been addressed.
2. Duty Hours: six violations; 3 surgery, 2 ortho, 1, ENT. 3 of the students stated they stayed of their volition. Waiting to hear from the other 3 students.
3. Late Grades: 5 late grades to date; 2 in ENT (1 in-house and 1 away rotation) both 2 days late; 2 in Neurosurgery (both away) – one 31 days and the other 23 days; 1 ENT away rotation – 3 days late.

 THE OHIO STATE UNIVERSITY COLLEGE OF MEDICINE	The Ohio State University College of Medicine		
	Part 3 Academic Program Committee		
	Meeting Minutes		
	Date: 10.15.18	Location: 1167 Graves	
Chair: Nick Kman, Part 3 Program Director		Call to order:	4:10 PM
Minutes recorded by: Laura Volk, Part 3 Program Manager		Adjourned:	5:00 PM
Last Name	First Name	Role	Present
Barrie	Michael	Associate Unit Director, AMHBC EM	X
Cavalcanti	Maureen	Education Specialist & Interim Director OCS	X
Clevenger	Amber	Program Coordinator, AMHBC EM	
Cohen	Dan	Associate Academic Program Director, Part 3	X
Curren	Camilla	Director, Longitudinal Groups	
Dell	Mary	Expert Educator, Psychiatry	Phone
Eapen	Binay	Associate Program Director, Mount Carmel Health System	

Ecklar	Pat	Associate Unit Director, AMRCC-Ambulatory	X
Fernandes	Ashley	Program Director, AMRCC	X
Heacock	Allison	Expert Educator, Internal Medicine, Longitudinal Components Director	
Jackson	Kelly	Program Coordinator, AMHBC Mini Internship	
Khan	Meena	Associate Unit Director, Advanced Competencies/Alternate Experience/Clinical Track Co-Director-Transitional Medicine	
Khandelwal	Sorabh	Assistant Dean, Clinical Science	
Khurma	Anand	Associate Director, Education Technology, OCS	
Kopechek	Jack	Director, Learning Portfolio	
Lacuesta	Nannette	Associate Program Director, OhioHealth	
Lan	Deborah	Education Specialist, OCS	
Leung	Cynthia	Expert Educator, Emergency Medicine, CT DirectorEM	
Lewis	Kristen	Associate Unit Director, AMHBC Mini Internship	X
Liao	Nancy	Expert Educator, Pediatrics, CT Director-Pediatrics	X
Lindsey	David	Expert Educator, General Surgery, CT DirectorGeneral Surgery	
Lipps	Jonathan	Expert Educator, Anesthesiology Faculty Representative, CT Director-Anes.	
Liston	Beth	Expert Educator, Hospitalist	
Luster	Gail	Program Coordinator, AMRCC	X
McCallister	Jennifer	Program Director, Advanced Competencies/Alternate Experience/Clinical Tracks	X
Myers	Michelle	Program Manager, Longitudinal Components	
Rundell	Kristen	Associate Unit Director, AMRCC Chronic Care	X
Schaffernocker	Troy	Program Director, AMHBC	X
Scherzer	DJ	Expert Educator, Pediatrics	Phone

Part 3 Academic Program Committee

Splinter	Ansley	Associate Unit Director, Advanced Competencies/Alternate Experience, Clinical Track Co-Director-Transitional Medicine	Phone
Stringfellow	Kevin	Program Manager, Evaluation & Assessment	
Verbeck	Nichole	Education Specialist, OCS	X
Werman	Howard	Faculty Representative, Global Health	Phone
Westman	Judith	Interim Associate Dean, Medical Education	

Clinical Track Directors:			
Bondurant	Amber	OB/GYN	
Cronau	Holly	Family Medicine	
Ganith	Rashmi	Preliminary Internal Medicine	
Grieco	Alex	Radiology	
Niedermier	Julie	Psychiatry	
Patel	Chirag	Internal Medicine	Phone
Quick	Adam	Neurology	
Rossetti	Allison	IM/Peds	
Faculty Representatives:			
Clark	Sharon	Faculty Representative, Internal Medicine	X
Worly	Brett	Faculty Representative, OB/GYN	
Student Representatives:			
Dawson	Zach	Student Representative, Med 4	
Lundy	Nate	Student Representative, Med 4	
Reese	Erika	Student Representative, Med 4	
Zhang	Margaret	Student Representative, Med 4	
Guests	Angie Arnett-phone		

Agenda Items:

1	Meeting Minutes Approval
2	Old Business/Announcement
3	AMRCC PCRS Update
4	Leadership Advanced Competency Proposal
5	Standing Report
6	Student Report

Item 1: Approval of Meeting Minutes

Discussion/Action

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

Item 2: Old Business/Announcements

1. K. Rundell will present the Family Medicine Clinical Track at the Directors of Clinical Skills Meeting in Austin on 11/2.
2. Maureen and Nicki have offered to help with CGEA submissions. Abstracts are open until November 12th.
3. Submissions due in December for 2019 AAMC meeting.

Part 3 Academic Program Committee

4. UCSF is holding a Medical Education conference in February.

Item 3: AMRCC PCRS Conversion

1. A. Fernandes discussed the process for converting CEOs to PCRS.
 - a. Starting document from Vitals listing CEOs and mapping document
 - b. Assign only one PCRS per learning objective
 - c. No secondary objectives
 - d. Create intuitive key words to track in Vitals
 - e. Reviewed the old learning objectives and cleaned those up
 - f. Pre-planning meeting with key members and did practice run
 - g. Used crosswalk document to map PCRS to DCEOs
 - h. Will go back to the syllabus and make the changes
 - i. Update assessment questions on CPAs as necessary
2. Will need to present changes to ECC for approval

Item 4: Advanced Competency in Leadership Proposal

1. K. Rundell reviewed the proposal for the AC in Leadership
 - a. Longitudinal course over 4 year curriculum (total of 12 months)
 - b. Will build on foundational leadership skills learned in Part 1.
 - c. Prerequisites include a primary care LG, which includes basic leadership skills (self and teams), Interprofessional Case Management course (B. Liston's course), Advanced selective in leadership newly offered to students. Will also consider other leadership roles (i.e. own business, etc.).
 - d. Can accommodate 10-12 students.
2. Discussion regarding having sufficient time in Med 4 to accomplish the requirements. It was suggested that there be a check point where a certain percentage of the requirements have to be done.

Action Item: Syllabus provided to committee is outdated so it will be revised and include new PCRS. The Advanced Competency was approved unanimously.


Item 5: Standing Reports: Learning Environment

1. Respect: One violation reported; Pediatric EM at NCH. Will follow up with NCH
2. Ridicule and Intimidation: One violation reported – Pediatric EM at NCH. Will follow up with NCH.
3. Duty Hours: Three were reported in AMRCC. Will follow up with time records in Vitals; One reported in AMHBC Pediatric Pulmonology. Will follow up with Department.
4. Late Grades: Four late grades; one each in ENT, Neuroradiology Away, Ortho Away and Plastic Surgery.

Item 6: Student Report:

No students present.

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: 11.19.18	Location: 1167 Graves
Chair: Nick Kman, Part 3 Program Director		Call to order:	4:10 PM
Minutes recorded by: Gail Luster, AMRCC Program Coordinator		Adjourned:	5:00 PM
Last Name	First Name	Role	Present
Barrie	Michael	Associate Unit Director, AMHBC EM	X
Cavalcanti	Maureen	Education Specialist & Interim Director OCS	X
Clevenger	Amber	Program Coordinator, AMHBC EM	X
Cohen	Dan	Associate Academic Program Director, Part 3	X
Curren	Camilla	Director, Longitudinal Groups	X
Dell	Mary	Expert Educator, Psychiatry	
Eapen	Binay	Associate Program Director, Mount Carmel Health System	
Ecklar	Pat	Associate Unit Director, AMRCC-Ambulatory	X
Fernandes	Ashley	Program Director, AMRCC	
Heacock	Allison	Expert Educator, Internal Medicine, Longitudinal Components Director	Phone
Jackson	Kelly	Program Coordinator, AMHBC Mini Internship	X
Khan	Meena	Associate Unit Director, Advanced Competencies/Alternate Experience/Clinical Track Co-Director-Transitional Medicine	X
Khandelwal	Sorabh	Assistant Dean, Clinical Science	
Khurma	Anand	Associate Director, Education Technology, OCS	X
Kopechek	Jack	Director, Learning Portfolio	
Lacuesta	Nannette	Associate Program Director, OhioHealth	
Lan	Deborah	Education Specialist, OCS	
Leung	Cynthia	Expert Educator, Emergency Medicine, CT Director-EM	X
Lewis	Kristen	Associate Unit Director, AMHBC Mini Internship	X
Liao	Nancy	Expert Educator, Pediatrics, CT Director-Pediatrics	X
Lindsey	David	Expert Educator, General Surgery, CT Director-General Surgery	
Lipps	Jonathan	Expert Educator, Anesthesiology Faculty Representative, CT Director-Anes.	

Part 3 Academic Program Committee

Liston	Beth	Expert Educator, Hospitalist	
Luster	Gail	Program Coordinator, AMRCC	X
McCallister	Jennifer	Program Director, Advanced Competencies/Alternate Experience/Clinical Tracks	X
Myers	Michelle	Program Manager, Longitudinal Components	
Rundell	Kristen	Associate Unit Director, AMRCC Chronic Care	
Schaffernocker	Troy	Program Director, AMHBC	X
Scherzer	DJ	Expert Educator, Pediatrics	
Splinter	Ansley	Associate Unit Director, Advanced Competencies/Alternate Experience, Clinical Track Co-Director-Transitional Medicine	
Stringfellow	Kevin	Program Manager, Evaluation & Assessment	
Verbeck	Nichole	Education Specialist, OCS	
Werman	Howard	Faculty Representative, Global Health	Phone
Westman	Judith	Interim Associate Dean, Medical Education	
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Ganith	Rashmi	Preliminary Internal Medicine	
Grieco	Alex	Radiology	
Niedermier	Julie	Psychiatry	
Patel	Chirag	Internal Medicine	Phone
Quick	Adam	Neurology	
Rossetti	Allison	IM/Peds	
Faculty Representatives:			
Clark	Sharon	Faculty Representative, Internal Medicine	
Worly	Brett	Faculty Representative, OB/GYN	
Student Representatives:			
Dawson	Zach	Student Representative, Med 4	
Lundy	Nate	Student Representative, Med 4	
Reese	Erika	Student Representative, Med 4	
Zhang	Margaret	Student Representative, Med 4	X
Guests	Angie Arnett-phone, Mike Horgan, Dawn Watson		

Agenda Items:

1	Meeting Minutes Approval
2	Old Business/Announcement
3	Clinical Track Report

Part 3 Academic Program Committee

4	AMHBC PCRS Update
5	Buprenorphine Waiver Training
6	Standing Report
7	Student Report

Item 1: Approval of Meeting Minutes Discussion/Action

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

Item 2: Old Business/Announcements

1. David Lindsey, MD was recently inducted into the Academy of Master Surgeon Educators for the American College of Surgeons
2. Congrats to Beth Liston on her Victory in the election
3. OSUCOM had great representation at the TGME and AAMC conference in Austin, Tx

Item 3: Clinical Track Report

1. M. Cavalcanti with added notes from J.McCallister presented data of student survey results to clinical tracks
 - a. Response rates were presented and have remained similar through the past three academic years
 - b. Many students selected that the quality of experience was very good or excellent
 - c. Most students in the 2017-2018 overall survey found clinical/procedural experiences to be very important.
 - d. Many students found eModules to be important, but many also found these to be not applicable

Item 4: AMHBC PCRS Update

1. T. Schaffernocker discussed the process for converting CEOs to PCRS.
 - a. Starting document from Vitals listing CEOs and mapping document
 - b. Assign only one PCRS per learning outcome
 - c. Create intuitive key words to track in Vitals
 - d. Reviewed the old learning outcomes and cleaned those up
 - e. Used crosswalk document to map PCRS to DCEOs
 - f. Update assessment questions on CPAs as necessary
2. Will need to present changes to ECC for approval

Item 5: Buprenorphine Waiver Training

1. P. Ecklar reported current progress of working group on opiates in our curriculum.
 - a. Working group is looking at current status and identifying gaps in curriculum
 - b. Reviewed changes to curriculum that would need to be made to add data wavering
 - i. Waiver training is 8 hours of training – would need to make room in curriculum
 - c. Cannot practice until an unencumbered license and DEA number is obtained
 - d. Concern is whether or not 8 hours of training in curriculum is ideal when students cannot use this training for another year and a half or so when they obtain a license
 - e. Possibly take good pieces of this training and provide that information to medical students

Action Item: No action item.

Part 3 Academic Program Committee


Item 6: Standing Reports: Learning Environment

1. Respect: None.
2. Ridicule and Intimidation: None.
3. Duty Hours: None.
4. Safety on Service: One reported for a visiting student on Ortho Sub I. Will follow up with Department.
5. Late Grades: Four late grades; one each in Neurology Away, Ortho Away, Pediatric Rheumatology Elective, and Plastic Surgery Away.

Item 7: Student Report:

Margaret Zhang reported difficulty with scheduling LC sessions. Plans to meet with B. Worly.

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: 12.17.18	Location: 1167 Graves
Chair: Nick Kman, Part 3 Program Director		Call to order:	4:05 PM
Minutes recorded by: Laura Volk, Program Manager		Adjourned:	5:00 PM
Last Name	First Name	Role	Present
Barrie	Michael	Associate Unit Director, AMHBC EM	X
Cavalcanti	Maureen	Director Office of Curriculum and Scholarship	X
Clevenger	Amber	Program Coordinator, AMHBC EM	X
Cohen	Dan	Associate Academic Program Director, Part 3	Phone
Curren	Camilla	Director, Longitudinal Groups	X
Dell	Mary	Expert Educator, Psychiatry	Phone
Eapen	Binay	Associate Program Director, Mount Carmel Health System	
Ecklar	Pat	Associate Unit Director, AMRCC-Ambulatory	X
Fernandes	Ashley	Program Director, AMRCC	
Heacock	Allison	Expert Educator, Internal Medicine, Longitudinal Components Director	
Khan	Meena	Associate Unit Director, Advanced Competencies/Alternate Experience/Clinical Track Co-Director-Transitional Medicine	
Khandelwal	Sorabh	Assistant Dean, Clinical Science	
Khurma	Anand	Associate Director, Education Technology, OCS	
Kopechek	Jack	Director, Learning Portfolio	
Lacuesta	Nannette	Associate Program Director, OhioHealth	
Lan	Deborah	Education Specialist, OCS	
Leung	Cynthia	Expert Educator, Emergency Medicine, CT Director-EM	Phone
Lewis	Kristen	Associate Unit Director, AMHBC Mini Internship	X
Liao	Nancy	Expert Educator, Pediatrics, CT Director-Pediatrics	X
Lindsey	David	Expert Educator, General Surgery, CT Director-General Surgery	
Lipps	Jonathan	Expert Educator, Anesthesiology Faculty Representative, CT Director-Anes.	Phone
Liston	Beth	Expert Educator, Hospitalist	
McCallister	Jennifer	Program Director, Advanced Competencies/Alternate Experience/Clinical Tracks	
Myers	Michelle	Program Manager, Longitudinal Components	

Part 3 Academic Program Committee

Rundell	Kristen	Associate Unit Director, AMRCC Chronic Care	
Schaffernocker	Troy	Program Director, AMHBC	X

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Scherzer	DJ	Expert Educator, Pediatrics	
Splinter	Ansley	Associate Unit Director, Advanced Competencies/Alternate Experience, Clinical Track Co-Director-Transitional Medicine	Phone
Verbeck	Nichole	Education Specialist, OCS	X
Werman	Howard	Faculty Representative, Global Health	Phone
Westman	Judith	Interim Associate Dean, Medical Education	
Zamaripa	Kelly	Program Coordinator, AMHBC Mini Internship	

Clinical Track Directors:

Bondurant	Amber	OB/GYN	
Ganith	Rashmi	Preliminary Internal Medicine	
Grieco	Alex	Radiology	X
Macerollo	Allison	Family Medicine	
Niedermier	Julie	Psychiatry	
Patel	Chirag	Internal Medicine	X
Quick	Adam	Neurology	
Rossetti	Allison	IM/Peds	

Faculty Representatives:

Clark	Sharon	Faculty Representative, Internal Medicine	
Worly	Brett	Faculty Representative, OB/GYN	X

Student Representatives:

Dawson	Zach	Student Representative, Med 4	
Lundy	Nate	Student Representative, Med 4	
Reese	Erika	Student Representative, Med 4	
Zhang	Margaret	Student Representative, Med 4	

Guests

Dawn Watson

Agenda Items:

1	Meeting Minutes Approval
2	Old Business/Announcement
3	Grade Appeals Process and Language
4	Standing Reports
5	Student Report

Item 1: Approval of Meeting Minutes

Discussion/Action

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

Item 2: Old Business/Announcements

1. Holly Cronau retiring December 31st.
2. Gail Luster, AMRCC Coordinator leaving COM December 31st to take position at the College of Veterinary Medicine.
3. Six Step Approach for Curriculum Development would be a good workshop to attend.
4. NRMP Conference topic is Transition to Residency and has been moved to October.

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Item 3: Grade Appeals Process and Language

1. N. Kman reviewed the revised Grade Review and Appeal process which needed to be updated to accurately reflect the new curriculum and process.
 - a. A student who has concerns regarding a grade from a ring or unit should meet with the unit or course director to discuss those concerns prior to formally requesting review of a grade.
 - b. After that meeting, a student who wishes to request formal review of the grade must notify, in writing, the unit director issuing the grade. The request for review must be submitted within 21 days of receiving the grade.
 - c. The unit director shall, within 10 days, appoint an ad hoc committee of faculty members (3 required for quorum) who were not involved in the original grade determination.
 - d. The appointed ad hoc committee will meet with the student to review the grade and make a recommendation to the unit or course director. The unit or course director will notify the student of the decision in writing within 21 days of when the appeal was submitted.
 - e. If the student disagrees with the appeal committee's decision, he/she may request review by the Part 3 Academic Program Committee. A request for further review must be submitted in writing to the Chair of the Part 3 Academic Program Committee within ten days of notification of the appointed ad hoc committee decision.
 - f. A newly appointed designated ad hoc subcommittee (quorum of 3 Part 3 APC members) will review the case to determine if proper departmental and Part 3 policies have been followed and that the student has received due process. The student will be notified in writing of the subcommittee's decision within 21 days after submitting the final appeal.

Item 4: Standing Reports: Learning Environment

1. Safety on Service: Two reports. However, evaluation comments were positive. Will follow up with student for clarification.
2. Professional values: One report on AMHBC Surgery SICU Mini I; unit director will follow up.
3. Duty Hours: 3 violations reported; 1 student reported (for a second time) on the AMHBC Surgery Colorectal Mini I. Other violations were on Orthopaedics and Plastic & Reconstructive Surgery Sub I's – both were visiting students. Will follow up with students.

Item 7: Student Report:

No report

