

Advanced Education Committee	
AGENDA	
February 27, 2017	12:00-12:50 p.m. Deans Conference Room
Dr. Anne Williamson, Chair Dr. Matthew Geneser, Vice-Chair	Recorder: Ms. Lauren Moniot
Lunch will be served.	
Agenda Items	Responsible Individual
1. Approval of the January 23, 2017 Minutes	Williamson
2. CODA Comments	Williamson
3. Report "Referral Letters" – Update	Geneser
4. Records Retention – discussion for a new policy	Williamson
5. Orientation Discussion – Advanced Programs	Krupp
6. Course Evaluations - report	Krupp
7. Comments/Updates	Committee
8. Next Meeting: March 27, 2017	

Action Items			
Status	Action to be taken	Responsible	Due Date
Pending	WG: Industry Access Guidelines		

Advanced Education Committee (2016-2017):

Anne E. Williamson, Chair
 Veeratrishul Allareddy
 Howard J. Cowen
 Steven L. Fletcher
 Matthew K. Geneser, Vice Chair
 Sandra Guzman-Armstrong
 Ryan W. Hill
 Julie Holloway
 Kecia Leary
 Rodrigo Rocha Maia
 Gustavo Avila-Ortiz
 Thomas E. Southard
 Sherry Timmons
 John J. Warren

Ex Officio:
 Brad A. Amendt, Associate Dean for Research
 Lily T. Garcia, Associate Dean for Education
 Catherine Solow, Associate Dean for Student Affairs
 Joan T. Welsh-Grabin
 Michelle M. Krupp, Director, Education Development
 Marcella Hernandez, Chair International Committee

Advanced Education Committee Minutes – February 27, 2017

Members Present: Drs. Anne Williamson (Chair), Matthew Geneser (Vice-Chair), Steven Fletcher, Sandra Guzman-Armstrong, Ryan Hill, Julie Holloway, Gustavo Avila Ortiz, Rodrigo Maia Rocha, Sherry Timmons, John Warren, Marcela Hernandez, Lily T. Garcia and Ms. Michelle Krupp

Members absent: Drs. Trishul Allareddy, Howard Cowen, Tom Southard, Brad Amendt, Galen Schneider, Dean Catherine Solow and Ms. Joan Welsh-Grabin

Guests: Drs. Saulo Sousa Melo and Mike Kanellis

Meeting called to order at 12:05pm.

- I. Approval of January 23, 2017 Minutes- Dr. Anne Williamson
 - No corrections noted. Motion to approve the minutes, motion approved.
- II. CODA Comments- Dr. Anne Williamson
 - This will be a standing agenda item. Dr. Williamson encouraged everyone to keep CODA on the radar and bring any topic regarding accreditation that could affect the entire group to this committee to discuss.
- III. Report “Referral Letters”- Update- Dr. Matthew Geneser (see handout)
 - Dr. Mike Kanellis spoke on behalf of Joan. The new internal referral process will help organize and track internal referrals, which will help document for accreditation. The AxiUm form will be a basic, universal form to include: provider making the referral, (dental student), department that the referral will route to, then generate an email to all clinic clerks in the selected department. From there, the clerk will schedule the appointment, which will trigger an email back to the original provider when the appt is scheduled. Then the provider who does the prescribed referral treatment completes the results tab when treatment is complete. On treatment completion, a notification to the original provider to let them know that the procedure has been completed. This internal referral process will also be accessible to the UIHC staff as well.
 - Comments included: level of provider option is available. The clerks are aware to read the referral to be ensure who to schedule.
 - Dr. Kanellis requests specific, department referral information needed to create specific forms for each department referral in the future. They are starting simple and then may progress to add more department-specific information such as prescribing the need for a surgical guide to be included in the referral form.
- IV. Records Retention- discussion for a new policy- Dr. Anne Williamson (see handout)
 - Previously, there was has no set records retention requirement for resident application materials; may suggest retention for one year. Please see handout for more information.
 - Any communications regarding an applicant (emails, etc.) should be disposed properly. All faculty laptops should be encrypted.
 - The Office for Education is developing a site on the Intradent to locate relevant policies as a resource, such as those generated from the AEC.

Advanced Education Committee Minutes – February 27, 2017

ACTION ITEM: Find out how long to keep predoctoral admissions applications of applicants that did not get in?

- V. Orientation Discussion- Advanced Programs – Ms. Michelle Krupp (see handout)
- There has been talk about revising the orientation schedule. Currently, the 1st day is dedicated for international residents while the 2nd day is designed for all incoming residents. Any proposed changes will affect the 2nd day.
 - It was suggested that having a panel discussion for residency directors could be very beneficial for the residents. The residents could meet and learn more about our faculty and better familiar with who is in what department.
 - Having residents complete CITI training for research would address topics such as ethics and plagiarism. Infection control can be addressed through Dr. Kanellis' office. Inviting former or senior residents share their tips and experiences with the incoming residents may be beneficial.
 - Many of the orientation topics could be distributed as a handout rather than a lecture. This would allow time for meeting program directors, more in depth AxiUm training, etc. The following is a list of required documents that should be sent electronically: HR info, Graduate Handbook, radiation policy, IT policies and procedures, and clinic management information such as dental unit water lines policy. By distributing information ahead of time, residents can prepare for the orientation. It might be necessary to have residents attest to having reviewed all materials by signature.
 - Review use of time allotted for residents to obtain the Iowa One Card such as allowing residents an informal setting to filter in/out getting their cards. It was also noted that Dr. Holloway is working on an AxiUm instructional guide.
- VI. Course Evaluations- report- Ms. Michelle Krupp
- ACE evaluation system has been supported through manual data entry, allowing for one selected graduate course to be evaluated each semester. The system will now be automated generating an evaluation for all graduate courses. Now residents will receive numerous requests for multiple evaluations. The general consensus from the committee was that they prefer one course being evaluated for each resident. Ms. Krupp will continue to work with ACE to figure out a reasonable solution. Please be patient as this is a work in progress.
- VII. Roundtable Comments- All
- Time did not allow.

Next Meeting: **March 27, 2017**

Minutes recorded: Ms. Lauren Moniot

DRAFT PROPOSAL FOR "CLOSING THE LOOP" ON INTERNAL REFERRALS

1. An axiUm form will be developed for internal referrals
 - a. Departments have been asked to forward Michelle Krupp ideas of what they would like on an internal referral form
 - b. We are currently thinking of a basic universal form
2. The referral form would be available to everyone, but we want to ensure compliance for dental students and residents
3. Providers making a referral will select the department they are referring to.
 - a. An axiUm message will go to all the clinic clerks in that department
 - b. AxiUm messenger will say you have a new referral form, check patient #
4. Clinic clerks will take the recommended action asked for on the form
 - a. Most likely scheduling an appointment
5. The referring provider will get an axiUm message saying the patient has been scheduled
6. The provider who does the treatment will be responsible for closing the loop and responding on the form to the individual who referred them.

Tx History	Tx Plans	Forms	Attachments	Period	Labs	Medications
Change Date 12/19/2016						
<input type="checkbox"/> Referral <input type="checkbox"/> Result						
Form Question						Answer
Referral FROM:						
Referral TO:						
For what Procedure(s):						
Level of Provider:						

Advanced Education Programs Record Retention Policy

Description	Custodian	Retention Requirements	Confidential	Current Record Format	Duplicated Elsewhere	Safeguard Measures Currently in Place
Admission Applications	Grad Program Director	TBD	Yes	Electronic or paper	Possibly with PASS	
Scholarship or Fellowship Records	Grad Program Director	Permanent	Yes	Paper	Yes	Office of Financial Aid
Interview Records	Grad Program Director	1 year	Yes	Paper	No	
Student Files	Grad Program Director	Permanent	Yes*	Paper	No	
Grades	Grad Program Director	Permanent	Yes	Electronic	University Registrar's Office	Backed by ITS

*Students have access to their files. No letters of recommendation from the admissions process should be retained in the student file.

New Resident/Graduate Student Orientation – “Early Bird”
Wednesday, June 29, 2016

REQUIRED for All New FOREIGN F1/J1 Resident/Graduate Students ONLY

➡ **College of Dentistry – Dean’s Conference Room, N304 DSB**

8:00 – 10:00

“Understanding American Culture, American Life and American Academics in the College of Dentistry”

- Alberto Gasparoni, D.D.S., Director, Patient Admissions Clinic & Associate Professor, Clinic Administration
- Ron Ettinger, B.D.S., M.D.S., D.D.Sc., Professor Emeritus, Department of Prosthodontics and Dows Institute for Dental Research

Year End Taxes; and Obtaining a SSN

- Vicki Green – Human Resources Director

10:00 – 10:30

Travel Time - UI Cambus – “Pentacrest” to University Capitol Centre

➡ **University Capitol Centre – International Commons, 1117 UCC**

10:30 – 12:00

International Students & Scholar Services (ISSS) Immigration Regulations and Check-In

- Lee Seedorf, Sr. Associate Director
- Brandon Paulson, Senior Advisor

You MUST bring the Immigration documents listed below. If you have:

- *F1 - Passport, most recent I-94, and I-20;*
- *J1 - Passport, most recent I-94, and DS-2019;*
- *Any other status, contact our office before June 29th for a list of documents.*

12:00 – 12:30

Travel Time - UI Cambus – “Pentacrest” to College of Dentistry, Dental Science Building

➡ **College of Dentistry – Dean’s Conference Room, N304 DSB**

12:30 – 1:00

LUNCH - Box Lunch Provided

1:00 – 2:00

Infection Control

- Sherry Timmons, DDS, PhD – Infection Control Officer

2:00 – 2:15

BREAK – *(Please make your way to the Oral B Classroom, N212 DSB)*

New Resident/Graduate Student Orientation – "Early Bird" (cont.)
Wednesday, June 29, 2016

REQUIRED for ALL New Resident/Graduate Students (EXCEPT Current Iowa DDS Grads)

➡ **College of Dentistry – Oral B Classroom, N212 DSB**

2:15 – 4:00

Joan Welsh-Grabin – Support Services Supv/Mgr, Patient Management System

Assisted by:

- Joni Yoder - Support Services Supv/Mgr, Patient Management System
- Becky Todd – Office Coordinator
- Chuck McBrearty – Director, Technology & Media Services
- Jerry Gehling – Senior Application Developer
- AxiUm Training
- Iowa's Electronic Patient Record
 - Navigating AxiUm – Iowa's Oral Health Information System

New Resident/Graduate Student Orientation

Thursday, June 30, 2016

REQUIRED for ALL New Resident/Graduate Students

➡ College of Dentistry, Oral B Classroom, N212 DSB

- 7:45 – 8:00 Check-in
- 8:00 Anne Williamson, DDS, MS – Graduate Program Director, College of Dentistry
 - Introduction of Dean Johnsen
- 8:00 – 8:15 David C. Johnsen, DDS, MS - Dean
 - Welcome
- 8:15 – 8:20 Anne Williamson, DDS, MS - Graduate Program Director, College of Dentistry
 - Summary of Days Activities
 - Role of Graduate Program Directors
 - Introduction of Associate Dean Garcia
- 8:20 – 8:25 Lily T. Garcia, DDS, MS – Associate Dean for Education, College of Dentistry
 - Resident/Graduate Student Issues
- 8:25 – 8:45 Cindy Marek, BS Pharm., Pharm D. – Manager, Dental Pharmacy
 - Pharmacy and Therapeutics Orientation
- 8:45 – 8:55 Nancy Slach, RDH, BS, TTS – Assistant in Instruction
 - Tobacco Cessation and Hypertension Patient Screening & Referral
- 8:55 – 9:05 Veeratrishul Allareddy, BDS, MS – Director, Oral and Maxillofacial Radiology
 - Collegiate Radiation Policy
- 9:05 – 9:35 Cathy Solow, MA - Associate Dean for Student Affairs
 - Financial Aid
 - Billing
 - Counseling Services – David Adams, PhD
 - Collegiate Registrar – Lori Kayser
- 9:35 – 9:45 Christine White – Librarian, College of Dentistry
 - Libraries and Information Services
 - Lab Support
- 9:45 – 10:00 Christopher Squier, D.Sc. – Director, Oral Science Training Program & Global Health Studies Program
 - Plagiarism
- 10:00 – 10:15 BREAK
- 10:15 – 10:45 Chuck McBrearty, Director, Dental Technology & Media Services
Jerry Gehling, Lead Application Developer - Dental Technology & Media Services
 - IT Policies and Procedures

New Resident/Graduate Student Orientation (cont.)
Thursday, June 30, 2016

REQUIRED for ALL New Resident/Graduate Students

10:45 – 12:00

Vicki Green – Human Resources Director

- Malpractice & Health Insurance
- Parking & Payroll
- Self-Service demonstration
- Training – Sexual Harassment & Elder/Child Abuse

➔ **College of Dentistry – Dean's Conference Room, N304 DSB**

12:00 – 1:00

LUNCH - Provided

➔ **College of Dentistry, N320 and N323 DSB**

1:00 – 2:00

IowaOne Card/Pictures

- to Sean Kelley in N320, for individual pictures,
- to Laurie Lentz in N323, for University ID Card (IowaOne Card)

➔ **College of Dentistry, Oral B Classroom, N212 DSB**

2:00 – 2:10

Mike Kanellis, DDS, MS - Associate Dean for Patient Care

- Overview of the College

2:10 – 2:30

Mike Kanellis, DDS, MS - Associate Dean for Patient Care

- Dental Wellness Plan

2:30 – 2:50

Sherry Timmons, DDS, PhD - Infection Control Officer

- How to Practice Safely

2:50 – 3:00

Ron Elvers, DDS, MS – Director of Clinics
Dental Unit Water Lines

3:00 – 3:20

Kate Kane - Nurse Manager, Oral Surgery

- Medical Alert Procedures

3:20 – 3:35

BREAK

3:35 – 4:05

Ron Elvers, DDS, MS – Director of Clinics

- Patient Confidentiality and Information Security (HIPAA)
- Responsibilities and Consequences

4:05 – 5:00

Joan Welsh-Grabin – Support Services Supv/Mgr, Patient Management System
Assisted by:

- Joni Yoder - Support Services Supv/Mgr, Patient Management System
- Becky Todd – Office Coordinator
- Chuck McBrearty – Director, Dental Informatics
- Jerry Gehling – Lead Application Developer
- HIPAA Training on ICON (**REQUIRES HawkID AND Password**)
- ADDITIONAL AxiUm training/practice/questions/forms (cont. from Day 1)
- Iowa's Electronic Patient Record (cont. from Day 1)
 - Navigating AxiUm – The Oral Health Information System