

Clerkship Directors Committee	
AGENDA	
November 20, 2015	12:00-12:50, Deans Conference Room
Dr. Tad Mabry, Chair	Recorder: Ms. Michelle Krupp
Lunch will be served.	
Agenda Items	Responsible Individual
1. Approval of the October 2, 2015 Minutes	Mabry
2. Demonstration on “Running Man” and “Start Check” – 20 mins.	Jerry Gehling
3. Update – electronic tracking of release from clinic forms – 5 mins.	Solow/Gehling
4. Report on new “observe assist” vs. “productivity” code. – 10 mins	Mabry/Gehling
5. Summary D1/D2 to D3 Transition New Transition Meeting – 10 mins	Mabry
5. Comments/Updates	Committee
6. Next Meeting: December 18, 2015	

Action Items			
Status	Action to be taken	Responsible	Due Date
Pending	DWP Business Office Liaison	Kanellis	

Clerkship Directors Committee:

Dr. Tad Mabry, Chair
 Veeratrishul Allareddy
 Nidhi Handoo
 Terry J. Lindquist
 Michael Murrell
 William J. Synan
 Erica C. Teixeira
 Fabricio Teixeira
 Sherry R. Timmons*
 Paula Weistroffer
 Patti Duffe
 Joan T. Welsh-Grabin
 Joni Yoder
 John Lorenz – D3
 Aaron Jones – D3
 Collin Barker – D4

Ex Officio:
 Sherry R. Timmons, *Chair, CAPP
 DC Holmes, Chair, Curriculum Committee
 Ronald Elvers, Director of Clinics
 Lily T. Garcia, Associate Dean for Education
 Mike Kanellis, Associate Dean for Patient Care
 Galen Schneider, Executive Associate Dean
 Cathy Solow, Associate Dean for Student Affairs

Clerkship Directors Committee Minutes – November 20, 2015

Members Present: Dr. Tad Mabry (Chair), Dr. Terry Lindquist, Dr. William Synan, Dr. Erica C. Teixeira, Dr. Sherry R. Timmons, Dr. Paula Weistroffer, Ms. Joan T. Welsh-Grabin, Ms. Joni Yoder, John Lorenz-D3, Aaron Jones-D3, Collin Barker-D-3, Dr. David Holmes, Dr. Ronald Elvers, Dr. Lily Garcia, Ms. Cathy Solow, Ms. Michelle Krupp

Members absent: Dr. Veeratrishul Allareddy, Dr. Michael Murrell, Dr. Fabricio Teixeira, Ms. Patti Duffe, Dr. Mike Kanellis, Dr. Galen Schneider

- I. Approval of October 2, 2015 minutes
Motion to approve the minutes, seconded, and approved.
- II. Demonstration on “Running Man” and “Start Check” – Mr. Jerry Gehling
 - Start Check was discussed and demonstrated. The program is customizable (can be specific to department) and will allow faculty to electronically swipe/approve when students can begin seeing patients. This would be a formal way of tracking faculty’s oversight and approval of students. Reports of any outstanding approvals can be generated for faculty and mobile applications are available as well.
 - Items that would be necessary in the Start Check form were discussed and included but not limited to: Notice of informed consent completion, review of medical history, and treatment plan.
 - Benefits and concerns with Start Check were discussed. Dr. Mabry expressed the importance of the case presentation conversation not being replaced or minimized. Students felt that having all the patient information in one place would be beneficial and that it would serve as a memory aid when presenting. D4s would be less dependent on Start Check as they move towards more independence. Important to streamline across the clinics – the more uniform across the clerkships the better. All departments do a Start Check, however when it is done varies (i.e. before patient is seated vs. after).
 - Running Man was also discussed. This program is an electronic workflow that can route documents/forms to multiple people for multiple approvals. It has the ability to assign forms to faculty/staff and send notifications in axiUm.

ACTION ITEM: The committee was introduced to Start Check. This will be discussed at a future meeting if this is something we can implement in some form in all clerkships.

- III. Update – electronic tracking of release from clinic forms
- Dr. Solow asked about attendance tracking capability of Running Man. This can be done in User Forms, but would have to go through a development process. Currently a paper form is being used to track attendance, however communication is not circular. There is no way when signing off to know where it goes or if it is noted.
ACTION ITEM: Dean Solow will work with Jerry & Chuck to further explore and develop a mock-up form.
- IV. Report on new “observe assist vs. “productivity” code – Dr. Mabry/Mr. Gehling
- Previous discussion referred to the need to track productivity in clinic. When students are required to be out of clinic with another activity, they will get credit. Three (3) codes have been established. This issue has been resolved.
- V. Summary D1/D2 to D3 “New” Transition Meeting – Dr. Mabry
- A brief discussion about the need for a transition meeting between each year, specifically between the D1/D2 to D3 year. Dean Solow reminded committee members that any feedback given in these transition meetings has to be provided to students first. Purpose is to make sure they are progressing, if not, they need to be well aware of any issues. D1 obstacle would be when to interact?
ACTION ITEM: Dr. Mabry asked a clerkship director to take the lead and suggested a team approach.
- VI. Comments/Update
- Old business: DWP Business Office liaison – Ms. Lisa Metz appointed.
 - Dr. Synan mentioned that D3s do not seem well versed in axiUm. Perhaps more training in axiUm is needed before clerkships begin. There is a need to explore orientation and how to front-end load students before clerkships begin to best prepare them for clinic. Chuck said there were ICON modules for axiUm training already available. Students suggested that it would be very beneficial to observe a grad or faculty w/ a patient in their clinic during orientation to see how it works, then view ICON modules.
ACTION ITEM: Jerry & Chuck will review ICON modules.
 - SUGGESTED AGENDA ITEMS:
 - 1) Continue discussion on Start Check
 - 2) Radiology approval of radiographs - Dr. Paula Weistroffer)
 - 4) Follow-up on who will lead the new D1/D2 – D3 Transition Meeting

Next Meeting: December 18, 2015

Minutes recorded: Ms. Michelle M. Krupp

Student Affairs Office

D3 Request for Absence

Student Name

Date Submitted

Class

Details of Leave/Absence

Date of Absence

Select One ☐ Half Day ☐ Full Day

Date of Absence

Select One ☐ Half Day ☐ Full Day

Date of Absence

Select One ☐ Half Day ☐ Full Day

Date of Absence

Select One ☐ Half Day ☐ Full Day

Date of Absence

Select One ☐ Half Day ☐ Full Day

Reason for
Absence

Type of
Absence

☐ Personal Leave
☐ Professional/
Academic Leave

After filling out the above portion and courses affected below,
please print this form to get signatures from the course director or clinic clerk (if applicable)
for each of the courses you will miss during your absence.
Return the completed form to Connie Bingham in N311.

Dept. Head, Date & Clinic Clerk Signature, Date

Course Title

_____, ____ / _____, ____

Course Title

_____, ____ / _____, ____

Course Title

_____, ____ / _____, ____

Course Title

_____, ____ / _____, ____

Course Title

_____, ____ / _____, ____

Course Title

_____, ____ / _____, ____

Course Title

_____, ____ / _____, ____

Student Signature

Date

Associate Dean for Student Affairs Signature

Date