

Clerkship Directors Committee	
AGENDA	
February 19, 2016	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 January 27, 2016 Minutes	Mabry
2. Status of "StartCheck" Survey (5 mins)	Mabry/Krupp
3. Confirm Date for D3 to D4 Transition Mtg; Process & notification* (15 mins)	Mabry
4. Select Date D1/D2 to D3 Transition Mtg; Process & notification* (5 mins)	Allareddy
5. Nitrous Oxide Policy – Update (5 mins)	Mabry
6. Admissions/Emergency (15 mins)	Gasparoni
7. Comments/Updates	Committee
8. Next Meeting: March 18, 2016 April 15, 2016	

Action Items			
Status	Action to be taken	Responsible	Due Date
Pending	Course Scheduled Time – 50/10 mins maximum	Garcia	Immediate?

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
 Michelle Krupp, Director, Education Development
 Galen Schneider, Executive Associate Dean
 Cathy Solow, Associate Dean for Student Affairs

**Clerkship Directors Committee
Minutes – February 19, 2016**

Members Present: Dr. Tad Mabry (Chair), Drs. Trishul Allareddy, Nidhi Handoo, Terry Lindquist, Michael Murrell, Erica Teixeira, Fabricio Teixeira, Sherry Timmons, Paula Weistroffer, DC Holmes, Ronald Elvers, Mike Kanellis, Galen Schneider, Ms. Joan Welsh-Grabin, John Lorenz – D3, Aaron Jones – D3, Collin Barker – D4, Ms. Michelle Krupp

Members absent: Drs. William Synan, Lily Garcia, Ms. Patti Duffe, Ms. Joni Yoder

Guest: Dean Johnsen

- I. Approval of January 27, 2016 minutes.
Motion to approve the minutes, seconded, and approved.
- II. Status of "StartCheck Survey" – Dr. Tad Mabry/Michelle Krupp
 - A survey has been developed to capture what each department expects students to present to them at the initial faculty/student interaction. Directors will receive the survey via Survey Monkey. Results will be presented at next meeting and will help us determine exactly what can be standardized in D3 as well as taught in D1-2 years.
- III. Confirm Dates for D3 to D4 Transition and D1/D2 Transition Meetings: Process & Notification – Dr. Tad Mabry
 - Dr. Mabry thanked Dr. Trishul Allareddy for taking the lead on the D1/D2 to D3 Transition Meeting.
 - Suggested dates were discussed and it was determined that Tuesday afternoons when students are not in clinic would be ideal. Proposed dates include:
 - D3 to D4 Transition Meeting – June 28, 2016
 - D1/2 to D3 Transition Meeting – June 7, 2016
 - **Action Item: Drs. Mabry, Garcia, Allareddy & Dean Solow meet to discuss logistics of meetings.**
- IV. Nitrous Oxide Policy – Dr. Tad Mabry
 - Committee met this summer to update policy to ensure it is consistent with the State law. The updated policy is being routed through the approval process. Dr. Mabry will send out and post the policy when it is final.
 - If any departments use nitrous oxide and do not currently have it, now would be the right time to explore the portable units. Also, students who have successfully completed Anesthesia & Pain Control II are considered appropriately trained to use and monitor nitrous oxide. The nitrous log is located in axiUm, under "Forms".

V. Admissions/Emergency – Dr. Alberto Gasparoni

- Background: There was a previous conversation regarding how Admissions could help with patient flow. Dr. Gasparoni said they see 16 patients for screenings a day, with an approximately 20% failure rate. Admissions will increase from 16 to 20 patients a day for the remainder of the academic year.
- Dr. Gasparoni encouraged departments to contact him if they have patient needs. If they do not know there is a need, they cannot help but are more than willing to accommodate those in need.
- Dr. Erica Teixeira emphasized the need for patients needing operative procedures. OPER is willing to manage comprehensive treatment planning. She also mentioned that it would be very helpful if clerks had a list of patients that they could call ahead of time to allow students to prepare.
- Several ideas were suggested to increase the pool of patients for the Operative Clerkship including: 1) look at FAMD group 4 patients, 2) plan & untreated restorative patients, 3) pick-up patients not used for boards, 4) advertise on Craig's List for patients that need screening and do evening screenings, 5) take on well behaved, healthy PEDO adolescents in the permanent dentition.
- Guidelines of what could go to OPER minor/major procedures might be helpful for other clinics to determine when to refer. OPER could distribute guidelines of what qualifies and departments could post as a reminder.

ACTION ITEM: Drs. Kanellis & Teixeira will meet to begin implementing ideas above. OPER develop guidelines they have determined and distribute to group.

VI. Comments/Updates – Committee

- One of the future meetings will focus on how clerkships assign grades. Each clerkship director will be asked to present the departmental grade rubric and the committee will discuss how to move forward.
- Grades due – notification. The Collegiate Dental Registrar – Ms. Lori Kayser will be asked to send reminder notifications as early as possible to the clerkship directors as to when grades are due.

ACTION ITEM: Dr. Mabry will send out an e-mail regarding clerkship grading rubric presentations and M. Krupp will follow-up with registrar.

Next Meeting: April 15, 2016. Note there will be no March meeting due to various conflicts.

Minutes recorded: Ms. Michelle M. Krupp