

Members Present: Drs. Nidhi Handoo (Chair), Trishul Allareddy, Bruno Das Neves Cavalcanti, John Hellstein, Justine L. Kolker, William J. Synan, Becky Todd, Megumi Williamson, Joni Yoder, Nick Economos (D4), Ryan Mooneyham (D3), Alyssa Spilski (D3), David C. Holmes, Michelle Krupp

Absent: Drs. David M. Bohnenkamp, Terry J. Lindquist, Tad Mabry, Paula Weistroffer, Ronald Elvers, Sherry Timmons, Jennifer Hartshorn, Lily T. Garcia

Guests: Dr. Carolina Cucco

Meeting called to order at 12:05 p.m.

- I. **Approval of November 16, 2018 minutes** – Dr. Handoo
MOTION: to approve the November 16, 2018 minutes as submitted. Motion seconded.
MOTION APPROVED.
- II. **Introductions** – Dr. Handoo
Dr. Carolina Cucco, Assistant Professor of ENDO
Dr Trishul Allareddy, Professor OPRM
- III. **Superblock Concerns** – Dr. Handoo
 - The first superblock is concluding. Concerns were raised about the “Release from Clinics” request and the need for D3 to return to superblock to complete “requirements”.
 - Question: if we follow last year’s protocol of letting students return three (3) Tuesday mornings (after Orientation) and how the returns impact Clinic logistics. Prosthodontics and Periodontics Clinics are expecting “student returns”; Endodontics does not expect any returns.
 - Clinic directors that are impacted will work with Ms. Joni Yoder to meet and discuss/finalize options.
- IV. **Impact of Clinical Licensure Exams on Clerkship** – Ms. Joni Yoder for Dr. Ron Elvers (see attachment)
 - D4 students have two (2) opportunities to challenge the licensure exam. The retake for the mannequin exam is offered in February, Friday prior to the clinical licensure exam (patient-based), the latter for Group 4 DS. The clinical licensure exam is scheduled for Saturday, Feb 9, 2019 and is noted in the schedule. In order to offer the exam, there must be a minimum of fifteen (15) candidates but no more than thirty (30) candidates. There are 35 dental students scheduled and special permission has been granted. The retake clinical licensure exam is scheduled on March 21-22, 2019.
 - How will this Impact the Clerkship? – Due to the increased number of students scheduled on the February date, D3 Clinics might experience requests to move patients into D4 Clinics earlier than previous years. Clinic directors were made

aware of this possibility and take measure to avoid negative impact on normal clinical education. To mitigate the situation, Grace Moore (D4) sent a University-wide email invitation for new patients (45 patients screened, 9 qualified as board patients). The upcoming Wednesdays (2) will be used for screening board patients. The need for board patients has been advertised on Craigslist. Clerkship Committee suggested earlier screening to address the need.

- Periodontics clerkship expressed need for patients and may explore changing expectations considered for successful completion of the periodontics clerkship.
- Concerns with ethical means to screen patients limited for use on clinical licensure exam. Suggestions to help a D3 student refer a patient to a D4 student, limited to care for clinical licensure exam:
 - ✓ D4 should ask the D3 student provider to visit with the patient when the patient of record is being managed by the specific D3 student.
 - ✓ D3 student should introduce their patient to the D4.
 - ✓ D4 introduces her/himself and explain to the patient why they request to provide limited care. A D4 cannot contact a CoD patient randomly since the contact is a HIPPA violation.
 - ✓ This protocol applies primarily to D3 students in Radiology Clerkship. The D3 can view the patient's next appointment only IF the D3 is the "student care provider" for that patient, then notify the D4.
 - ✓ D4 can attend the patient's next appointment to establish contact with the patient. If next appointment is scheduled 3-4 weeks in advance, consult with clinic administration.
 - ✓ If a patient is in clinic, a D3 can inform the patient whether or not they may qualify for treatment as a clinical licensure exam patient, then contact D4.

V. **DS Progression - Snapshot** – Ms. Krupp/Dr. Handoo (attachment: Snapshot draft)

- Some students may experience academic difficulty between the non-clinical to clinical environment. The institution should make every attempt to identify students early in their progression and support individualized intervention plans to help them succeed. Ms. Krupp with input from Dr. Handoo, has developed a tool that could help identify potential trends among students within and across clerkships. This does not identify students who have failed courses as occurs in CAPP Committee but rather offer the benefit of programmed guidance to students in their academic and professional progression.
- Use of the Snapshot tool would necessitate clerkship directors to complete a form for each D3 student at the end of each clerkship or in the case of superblock, at the midpoint of time.
- Responses recorded on the Snapshot form are returned to the Office for Education (Michelle Krupp/Dean Garcia). Student performance will be tracked such that if a concern is noted, an individualized student success plan can be developed in collaboration with the Dean for Students. Various resources could be made available to help the student.
- Draft form was distributed for comment. Consider IT assistance in development of a report regarding student performance, daily evaluations. Intention is to identify trends based on CoD Domains and address to support student success, NOT to bias faculty. Consider including "kudos" to identify the stellar students as well.

Action Item:

More discussion needed and consider delay for implementation until AY2019-20. If anyone has any concerns or would like to discuss further before the next committee meeting, please contact Michelle Krupp.

- VI. **Update: D3 Clerkship Attendance Policy** – Dr. Hellstein (attachment)
Dr. Hellstein distributed the D4 absence request instruction document used in the Department of Family Dentistry.

Action Item:

Add discussion to the agenda for the next meeting.

- VII. **Roundtable** – Dr. Handoo

Next Meeting: February 15, 2019

Minutes recorded: Ms. Brenda Selck

CRDTS Licensure Exam – We do the integrated format which means there is a manikin section and then later there is a patient portion. We only offer the exam for our students.

Manikin Exam

- Usually the first or second weekend in October. Based on when Group 1 returns from extramural rotation.
- Exam occurs on Saturday and Sunday with a brief Orientation on the Friday before.
- The exam consists of 2 parts, one is a Prosthodontic part and an Endodontic part
- Students usually get their results mid-November

February exam

- This is a manikin retake on Friday and the patient portion on Saturday
- Manikin retake:
 - o If a student fails only one part of the manikin exam he/she can retake it at this time, however, if a student fails both sections then he/she must do the retake in March (or at another retake site)
 - o We are only a manikin retake site for our students (graduate students are considered our students).
- Patient portion
 - o Happens on Saturday with a brief Orientation the Friday before at 4:00.
 - o This was originally started about 3-4 years ago so that Group 4 students could have a chance to take the board and if they failed a part they could find a patient and retake it in March. After the March exam Group 4 students are gone until graduation and it is difficult for them to find patients and return to take the retake exam. The February exam was an opportunity for them to avoid this.
 - o CRDTS is willing to test a maximum of 30 students but needs 15 to offer the February patient portion. Although we give priority for signing up to Group 4 students we were concerned that we might not meet the minimum since Group 4 only has 20 students typically so we opened it up for anyone not in Group 4 to fill in any empty slots up to 30. In previous years we usually had about 20 – 24 students. This year (2019) we had a record number want to take the February exam. We had 16 from Group 4 and 19 from the remainder of the class for a total of 35. When I contacted CRDTS they agreed to test 35 because we easily have the accommodations.
- The February exam is an exam CRDTS has agreed to do for us. It is agreed to on a year-to-year basis and is not advertised on their website.

March Exam

- This exam is given on Wednesday (Orientation in late afternoon), Thursday, & Friday of Spring Break. This is the time Group 3 returns from their extramural rotation and just before Group 4 departs.
- Thursday is devoted to manikin retake (if there are any remaining) and ½ of the group doing their patient portion and Friday is the other ½.

We offer no further retake exams after that. Any patient retake after March has to go to another testing site.

OPRM 8360 801 7/9/18 - 8/10/18 Course Director: Dr. Nidhi Handoo

D3 Student Snapshot EXAMPLE							
X = Some concerns with behavior/skills							
	Critical Thinking (Problem solving, Self-assessment, Integration of EBD)	Professionalism (Professional characteristics, Ethics, Appropriate referrals, & consults)	Communication/ Interpersonal (Patient management, Team Player, Diversity sensitivity)	Health Promotion (Risk assessment, Prevention strategies, Patient centered care)	Practice Management (Time management, informed consent, documentation, HIPAA compliance)	Patient Care I (Dx, TX planning, Sequencing, Execution)	Patient Care II (Technical skills, OSHA compliance, focused on comprehensive care outcomes)
Student 1							
Student 2							
Student 3							
Student 4							
Student 5							
Student 6							
Student 7							
Student 8							
Student 9							
Student 10							
Student 11							
Student 12							

Intent Statement: This form serves as a mechanism to identify potential trends of concern with students within and across clerkships. An X reflects that a student demonstrated or lacked skills and/or behavior that were of concern to a faculty, but not substantial enough to fail the clerkship. If trends are identified across clerkships, follow-up discussion will be conducted with course directors and student and an observation plan will be developed to monitor progress if warranted.

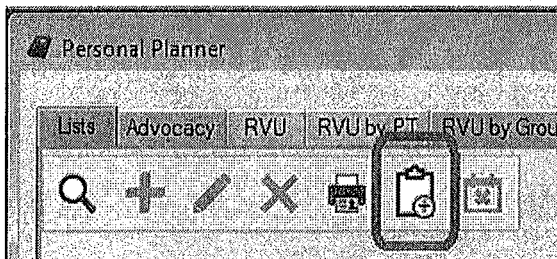
1-18-19
mtg

Absence Request instructions for students.

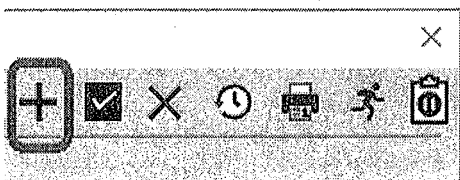
1. Open the personal planner in axium



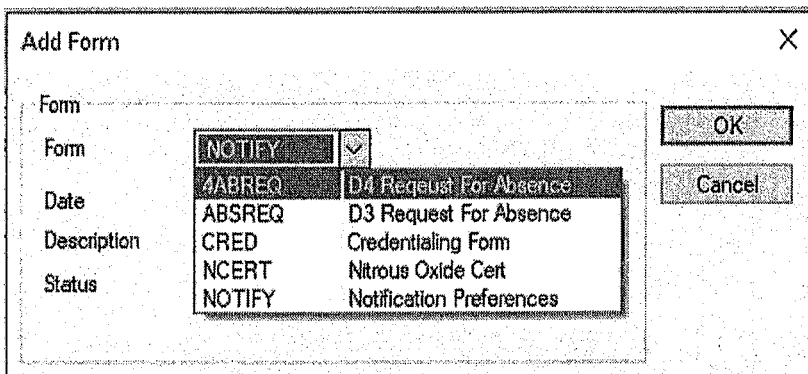
2. Open the user forms module



3. When the user form window is displayed click on the add button



4. Choose 4ABREQ from the drop down menu and click on OK



5. Fill out the absence request information by filling in the "Date Requested", "Absence time requested" and "Type of absence" and "Additional Information" fields.
 - a. If you would like multiple days off you must fill out a form for each day.
 - b. While the additional information field is required; for a personal day you may use something simple such as "personal". For a professional day you must type a meaningful reason because the decision will be based on what you write here.

User Forms (D4 Request For Absence) - Gehling, Jerry

07/20/2018 REQUEST Last Appr.

D4 Request Absence

☐ Personal Days Used;
☐ Professional Days Used;

To be filled out by the student

Date Requested
 Absence time requested
 Type of absence
 Additional Information (Required)

To be filled out by the Clinic Clerk

☐ Absence approved by Clinic Clerk

To be filled out by the FAMD Group Leader

☐ Absence approved by group leader

6. Once you have completed your request, click on the "running man" icon to route your request.



7. The Add form Action window will be displayed. Click in the ellipse button (in yellow below) to choose who the form should be routed to.

Add Form Action

Comment

Status: REQUEST

Assigned To

Message Group

User: Student

8. The Message Groups screen will be displayed. Double click on the entry for **Family Dentistry Clerks**. You will be returned to the Add Form Action screen, click OK.

Add Form Action

Comment

Status: REQUEST

Assigned To

Message Group: Family Dentistry Clerks

User

Checking on the Status:

1. Once the form has been routed through the workflow process you will be notified via axium messages that it is complete. You can check the status of your requests at any time by opening the user forms module in your Personal Planner, selecting "4ABREQ" in the drop down menu and clicking on the "Select Form" icon.



2. The "Select Form" window will be displayed. The status column will tell you if the form has been approved or denied, or where it is at in the workflow process.

Form #	Date	Status	User	Description
1740917	07/20/2018	APPGL	Clinic Clerk, .	D4 Request For Absence

The expected routing order is always visible at the bottom of the form:

ROUTING INSTRUCTIONS:

Student -> FAMD Clerks ->

Group Leader -> FAMD office -> Student

3. The status legend is below.
REQUEST = form is still in the request phase. It is in the Clinic Clerk inbox.
APPCC = the form has been approved by the clinic clerk and is in the Group Leader's inbox.
DENIED = the absence request has been denied
APPROV = the absence request has been approved
4. You can double click on the form line to view any comments the clinic clerk, or Group Leader entered.

D4 Absence request form layout.

User Forms (D4 Request For Absence) - Gehling, Jerry

4ABREQ 01/18/2019 REQUEST Last Appr. APPROVE + [X] [Clock] [Printer] [Refresh] [Help]

[1] D4 Request Absence

Form Question	Answer	Date
D4 Request for Absence		
Press Calculate button to see current totals already approved.		
☐ Personal Days Used:		
☐ Professional Days Used:		
To be filled out by the student		
Date Requested		
Absence time requested		
Type of absence		
Additional Information (Required)		
To be filled out by the Clinic Clerk		
☐ Absence approved by Clinic Clerk		
To be filled out by the FAMD Group Leader		
☐ Absence approved by group leader		
ROUTING INSTRUCTIONS:		
Student -> FAMD Clerks ->		
Group Leader -> FAMD office -> Student		
Calculate		