

Members Present: Drs. Matthew Geneser (Chair), Trishul Allareddy, Jeffrey Banas, Jennifer Hartshorn, Theodoros Katsaros, Tarek El Kerdani, Kecia Leary, Rodrigo Rocha Maia, John Warren, Lily T. Garcia, Joan Welsh-Grabin, Michelle Krupp

Absent: Drs. Howard Cowen, Steven Fletcher, Sandra Guzman-Armstrong, John Hellstein, Ryan W. Hill, Thomas E. Southard, Anne E. Williamson

Meeting called to order 12:05 p.m.

I. **Approval of August 27, 2018 minutes** – Dr. Geneser

The meeting on September 24, 2018 was cancelled since the accreditation site visit concluded on September 20, 2018.

MOTION: to approve the minutes as submitted and seconded.

MOTION APPROVED.

II. **Brenda Selck – Administrative Assistant III, Office for Ed** – Ms. Krupp

Michelle introduced Brenda to the committee. It was stated that there may be duplicate outlook invitations so be certain to save the invites from Brenda. The previous invites from Lauren Moniot can be discarded to avoid miscommunications.

III. **CODA – Timeline for standard implementation** – Dr. Geneser

- Congrats for surviving accreditation with successful results!
- Both advanced education programs in Orthodontics and Endodontics experienced rapid incorporation of new standards, mandated for implementation that came up late in the process. Be sure to watch for potential new standards – they typically go out for public comment as noted on the CODA website and when open for comment, everyone can access the information.
- Faculty calibration of all faculty involved with residents will need to be on-going, documented and updated. For each calibration session, be certain to retain the agenda, any distributed items, and attendance for the session.
- Also stay aware of accreditation updates through your annual specialty meetings in order to prepare and respond in a timely manner. Faculty calibration is a new standard that impacts the advanced education programs, effective July 1, 2018.
- Affiliation agreements were being scrutinized during the site visit. This was more coming from CODA rather than the site visitors.

IV. **CODA informal feedback** – Dr. Garcia

Comments given at the CODA summary executive session included:

- DPH – complimented the program director, availability for a PhD option, and good community relationships.
- ENDO – complimented the program director, recognized chair for having endodontists, retaining highly educated specialists, highly collaborative emerging research and commitment to research, recognized for many clinical experiences and engaged alumni.

- ORTHO – diversity of patients, noted successes and preparation of graduates for board certification. It was noted that there is an effort to ensure resident work is converted and submitted for publication.
- OMF PATH – very good resources, great resource and archival of clinical slides
- OMF RAD – great collaborative partners and work with UIHC
- PEDO – extensive teaching and expertise, dedicated biomedical science courses instead of seminars.
- PERIO – no comments were provided
- PROS – good faculty support, many were pursuing board certification.
- GPR – good experiences in tertiary care and suggested to do more for the community

V. **Registrar Assistance: OPER, PERIO, PROS** – Dr. Geneser

- Previously, four programs indicated interest in using the collegiate registrar for centralized registration. No program director has utilized registrar support.
- General consensus was to register residents as current workflow exists.

VI. **Industry/Corporate Representative – Guest Access** – Dr. Garcia

- A. Company representatives are visiting clinics without escort which and could compromise HIPPA compliance standards. Some have received notice that they cannot visit the College without a departmental escort. A notice was sent out to the reps and one in particular, attempted to follow protocol when the person tried to register with Tammi at the Main Entrance.
- B. Suggestions were solicited to help resolve the issues. Suggestions included:
 - Require that they make appointments directly with faculty contact.
 - If you see them wandering around – Ask them what do they want? Who are you here to see, when and where?
 - Have them check in and wear a temporary badge

ACTION ITEM: Dr. Garcia will seek input on how to manage industry representatives.

VII. **Roundtable Comments**

- Ms. Welsh-Grabin – The number of incomplete appointment/patient notes for residents is excessive and difficult to manage. If entries for patient notes are not approved by faculty, residents will be notified more often.
- Dr. Kerdani asked for clarification on the problem of entering information into a patient record that is being screened when the patient's record status is "locked" or categorized as "inactive". If patient has an appointment, it is helpful if the status was changed from inactive to active. When a patient checks-in with the clerk, it was suggested for the status to be updated at that time.

ACTION ITEM: Need to look into an automatic update or a prompt that makes you update (Welsh-Grabin).

VIII. **Next Meeting: Monday, November 26, 2018**

Minutes recorded: Ms. Brenda Selck