

Members Present: Drs. Bruno Cavalcanti (Chair), Trishul Allareddy, Gregory A. Farris, John W. Hellstein, Justine L. Kolker, William J. Synan, I. John Syrbu, Megumi A. Williamson, Ms. Becky S. Todd, Ms. Joni D. Yoder, Brian Howe, Sherry Timmons, Michelle Krupp

Absent: Drs. Carolina Cucco, Matthew K. Geneser, Terry J. Lindquist, (D4) Tanner Brolsma, DC Holmes

Guests: Dr. Boonsiriphaht

Meeting called to order at 12:04 p.m.

- I. **Approval of May 17, 2019 minutes** – Dr. Cavalcanti
MOTION: to approve the May 17, 2019 minutes as submitted. Motion seconded.
MOTION APPROVED
- II. **Review Charge to the Committee; introductions, expectations, attendance, etc** – Dr. Cavalcanti (see attachment)
 - The Clerkship Directors Committee charge was read to the committee.
 - Confirmation of attendance or absence is important for an accurate head count to order food for the meeting.
 - An introduction of all the committee members and ex officio members was made.
- III. **Clerkship Directors Committee – Proxy** – Dr. Cavalcanti
Attendance is expected. If you are not able to attend, please send a proxy to represent your department and to report back with information from the meeting.
- IV. **Snapshot/Transition Update** – Dr. Krupp
This is the pilot year for the snapshot mechanism which aligns with the collegiate domains to track student performance throughout the clerkships. It is designed to identify trends in student weaknesses so that intervention can be done sooner to help the student be successful. The future goal is to move the form into AxiUm.
Feedback on the process of using the Snapshot mechanism:
 - Will the clerkship directors be notified if there is a trend?
 - Clerkship directors will be contacted to gather more information if a trend is detected.
 - How do we get our clerkships communicating?
 - There are strong opinions on this. Some feel it could create bias and others feel it could be helpful. The Snapshot tool could bridge this by doing more of a broad oversight.
 - A similar template is used in the department midterm meeting to discuss with faculty.

- We should start seeing trends by December and will revisit best ways to address performance issues (in general) identified.

V. **Clerkship Attendance Policy – “close-the-loop”** – Dr. Cavalcanti

The attendance policy was revised last November and only two students hit their maximum days allowed.

This policy is on the shared drive and Intradent.

Dr. Hellstein is finalizing the new process for an absence request in AxiUm. This request will require two clerks in the dropdown, so that the request will not stall in the case one clerk is gone. The request will work its way up each level, unless it hits a ‘no’, then it would start back down at that point. If the workflow has all ‘yes’, it would then reverse back down ending with Dean Timmons. The process is still being developed.

To start this academic year, we will need to continue with the old way of processing for an absence request in AxiUm.

VI. **StartCheck/Preauthorization - Follow-up** – Ms. Yoder/Dr. Handoo

Each clerkship is doing the StartCheck in a different way. Should this be standardized? There will be an update to StartCheck in AxiUm coming soon, but the details of the update are not known at this time.

Dr. Williamson, Dr. Farris, Dr. Syrbu, and Dr. Howe have volunteered to start a work group to gather feedback from different clerkships, clinic administration and family dentistry to develop best practice guidelines/recommendations to present to the Clerkship Committee for further discussion.

ACTION ITEM: Dr. Cavalcanti will reach out to Dr. Lindquist about volunteering for the work group.

ACTION ITEM: Work group will meet 2-3 times over the next few months and present at the November meeting.

VII. **Roundtable** – Dr. Cavalcanti

- Dr. Boonsiriphant read a statement from Dr. Lindquist stating that all patients have been assigned to the students for super block. The PROS clerk will track how many patients show up as well as how many cancel.
- Dr. Farris commented that in Early OD they had a number of behavioral problems with patients. Additionally, only 50% of the patients scheduled showed up for their appointments.
- Dr. Syrbu commented things are going smoothly in the FAMJ clinic.
- Dr. Kolker asked how to get students present to complete course evaluations. Can it be a required or mandatory session? It was suggested to build in time within the course and encourage the students to complete it.
- Dr. Synan commented that there are some D4s that have mentioned they can’t get patients scheduled for extractions until January. He suggested faculty look at the radiographs and see if the student can handle the case on their own, have the patient get it completed at the hospital or put the patient on a wait list.

- Ms. Becky Todd commented that this year the patient numbers are low. Only averaging about 12 comp care patients per student whereas they would like to have 25 per student.
- Ms. Joni Yoder commented that Ms. Ann Synan is putting together a video for new patients to view. This video will have details about good behavior of patients.
- 2019/2020 D3 orientation schedule was passed around.

ACTION ITEM: Add D3 orientation to next agenda meeting for comments/feedback.

- Dean Timmons is rolling mandatory training every year for the National Coalition Building Institute (NCBI).
 - D1 Leadership for Equity and Inclusion
 - D2 Conflict and Controversial Issues
 - D3 Building Effective Relationships Across Groups
 - D3 Poverty Simulation (3rd year for this event)

Next Meeting: September 16, 2019, Monday

Minutes recorded: Ms. Brenda Selck

Committee Charges

College of Dentistry

Clerkship Directors Committee

1. The Clerkship Directors Committee will strive for improvement and maintenance of vitality and excellence of the clerkship programs of the College.
2. Provide on-going management of timely issues affecting student progression through the clerkship programs.
3. Address feedback on improving patient care through the clerkship programs.
4. Report actions to Associate Dean for Education to coordinate activities and resolve impact on curriculum and educational initiatives.