

**Medical Program Policy Review Committee (MPPRC) Meeting Minutes**  
**SMHS**  
**Monday, March 14, 2022 at 4:30 pm**  
**via Zoom**

**In attendance:** Mark Koponen, Jim Porter, Ken Ruit, Judy Solberg, Alexei Tulin, Morgan Thomas, Steve Tinguely, Rick Van Eck, Susan Zelewski

**Not in attendance:**

**Minutes Submitted by:** Alissa Hancock

MSC = motion made, seconded, carried

**Minutes Reviewed by:** Kenneth Ruit

**Minutes Approved by:** Jim Porter and Mark Koponen

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	Welcome and started with introductions at 4:35pm.	Information
<b>2. Review and approve 2.14.22 meeting minutes</b>		<b>MSC to approve the 2.14.22 minutes. Mark Koponen / Morgan Thomas // carried.</b>
<b>3. Old Business</b>	<p><b>a. 4.3 – (Clinical Duty Hours for Medical Students)</b>            The policy statement was updated to remove the adequate time for rest and recreation as this has been incorporated into the policy. Terminology was updated in the reasons for the policy section and duty hours definition was updated. Formatting will be done before going to UMEC.</p>	<b>MSC to recommend approval the final review of the policy 4.3 to UMEC. Steve Tinguely / Rick Van Eck // carried.</b>
	<p><b>b. 4.11 (Medical Examination Policy)</b>            Discussion about to possible be included in this policy regarding immunization and insurance coverage requirements while in the medical program. Dr. Ken Ruit will incorporate both these requirements into the policy for matriculating students.</p> <p>In section II Special Requirements. We can remove the Meningococcal vaccine from the policy because that is a requirement for university housing and is monitored by them and not by us.</p>	<b>ACTION ITEM:</b> We will review this policy again at our next meeting after Dr. Ken Ruit updates the policy as discussed.

	<p><b>c. 4.22 – (Medical Student Evaluation, Treatment and Rehabilitation for Physical, Mental Health and Substance Dependency/Abuse Issues – The North Dakota Professional Health Program)</b>  The policy statement had a few minor changes to clarify voluntary and involuntary participation. Also, the reason for the policy was updated and formatted. There were some other editorial edits and the definitions were moved towards the end of the policy. The title of the policy was also updated to be more inclusive.</p> <p>Under procedures, moved to the top was “self-referral into the program is not a reason for MSAPC hearing.” There was also additional discussion about if the Associate Dean of Student Affairs should be notified if a student is enrolled and it was decided to keep that in, so the school can provide resources for the student as needed.</p>	<p><b>MSC to recommend approval of the final review of the policy 4.22 to UMEC. Jim Porter / Mark Koponen // carried.</b></p>
	<p><b>d. 5.7 – (Clerkship Grade Submission Procedure)</b>  Reviewed the changes that were discussed and made at our previous meeting. The details for who completes the evaluations and send reminders were verified one more time. Also, noted the testing results in the procedure are referring to the shelf exams.</p>	<p><b>MSC to recommend approval of the policy 5.7 to UMEC. Rick Van Eck / Mark Koponen // carried.</b></p>
	<p><b>e. 5.8 – (Acting Internship Grade Submission Procedure)</b>  The title was updated to remove timely, as that is the reason for the policy. We had also added the evaluations and grading are to be completed by the fourth week after the AI to match the clerkship grading procedure.</p>	<p><b>MSC to recommend approval of the policy 5.8 to UMEC. Steve Tinguely / Rick Van Eck // carried.</b></p>
<p><b>4. New Business</b></p>	<p><b>a. 5.9 – (Away Elective Approval Procedure)</b>  The title was updated and minor formatting changes. In 2.b. #3 there was confusion about international vs. domestic away electives but it is accurate. Also, the link to the away elective course on the website was added.</p> <p>Dr. Ken Ruit updated the language of ‘course’ to ‘elective course’ throughout the document. Then it was discovered that Dr. Ruit and Morgan Thomas reviewed and edited different versions of the policy. They will redo their review once they communicate to ensure they are both using the same policy and will bring back to the next meeting.</p>	

	<p><b>b. 5.10 – (Clerkship Professionalism Procedure)</b></p> <p>The title was updated along with some formatting. Overall the policy seemed straight forward and easy to understand. The last review date should be updated to now, as this is the first time this policy is being reviewed and update ‘MCC’ to ‘UMEC’ and the title for the policy 4.2 that is referenced.</p> <p>Discussion about where filing of unprofessionalism warning should be in the non-permanent or permanent student file and it would only go in their permanent student file if there is a letter written. There was just some fine tuning of language to include all phases for clinical courses.</p> <p>Since this this is a professionalism policy for clerkships, and there is at least one clinical elective in phase 1. Discussion about the wording for clerkships or electives and if it should just go to P2P3C for review of the language to include phase 1 students as well. Should it also go to P1C for review before UMEC? If the language is changed to include phase 1 students, then the title of the policy will need to change to ‘Clinical Professionalism Procedure.’ Dr. Ken Ruit will consult with Dr. Pat Carr as the chair of UMEC for best practice.</p>	<p>Information</p> <p>ACTION ITEM: Dr. Ken Ruit will consult with Dr. Pat Carr of best practices.</p>
	<p><b>c. 5.11 – (Clerkship Grading Procedure)</b></p>	<p>Tabled</p>
<b>5. Other Business</b>		
	<p><b><u>Future Meeting Assignments:</u></b></p> <p>Ken Ruit will send out emails to committee members with the next assignments for review.</p>	
<b>6. Adjournment/Next Meeting</b>	<p>Meeting adjourned at 6:10 pm.</p>	<p>Next meeting is April 11, 2022 via Zoom.</p>