

Medical Program Policy Review Committee (MPPRC) Meeting Minutes
SMHS
Monday, April 11, 2022 at 4:30 pm
via Zoom

In attendance: Mark Koponen, Jim Porter, Morgan Thomas, Steve Tinguely, Rick Van Eck, Susan Zelewski

Not in attendance: Ken Ruit, Judy Solberg, Alexei Tulin.

Minutes Submitted by: Alissa Hancock

Minutes Reviewed by: Morgan Thomas

Minutes Approved by: Steve Tinguely and Morgan Thomas

MSC = motion made, seconded, carried

| AGENDA ITEM | SUMMARY | ACTION/FOLLOW-UP |
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| 1. Welcome/call to order | Meeting called to order at 4:34 pm, by co-chair Morgan Thomas MSII. | Information |
| 2. Review and approve 3.14.22 meeting minutes | | MSC to approve the 3.14.22 minutes. Jim Porter / Mark Koponen // carried. |
| | <p>UMEC approved the following policies and submitted for formatting and to be posted on the website.</p> <ul style="list-style-type: none"> a. 4.3 – Clinical Duty Hours for Medical Students b. 4.22 – Medical Student Evaluation, Treatment and Rehabilitation for Physical, Mental Health and Substance Dependency/Abuse Issues – The North Dakota Professional Health Program c. 5.7 – Clerkship Grade Submission Procedure d. 5.8 – Acting Internship Grade Submission Procedure | Information |
| 3. Old Business | <p>a. 4.11 – (Medical Student Immunization, Medical Examination and Health Insurance Policy) Suggested for final review to have all two copies of the policies. One with the tracked changes and a clean copy for us to review and track any additional changes.</p> <p>Reviewed the changes we discussed at the last meeting and we corrected a few minor spelling errors. Also, discussed the process in who the policies are presented to UMEC for approval. Who is the copy editor to ensure the correct formatting is happening before they are posted on the website.</p> | MSC to approve the changes to the policy regarding insurances requirement and the removal of a vaccine. Steven Tinguely / Mark Koponen // carried. |

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| | <p>b. 5.9 (Away Elective Approval Procedure) The title was updated to 'Away' and the policy number was corrected a swell. Throughout the document 'course' was changed to 'elective course' for clarity. Overall, the changes were mostly terminology to match what is used in the curriculum currently. Also, clarified that 'students will provide information to regarding away elective supervising preceptor to their respective campus office', so we know who to send the evaluation form to.</p> | <p>MSC to approve the policy as edited. Steve Tinguely / Mark Koponen // carried.</p> |
| | <p>c. 5.10 (Clerkship Professionalism Procedure) Reviewed the changes we discussed at the last meeting moved a large section that no longer applies and updated the title. Based on the discussion from last meeting and Dr. Pat Carr is ok with policy revisions going to P2P3C and P1C for additional revisions before this policy goes to UMEC for approval. The idea is that this policy.</p> <p>Discussed how to clarify the supervising faculty member and who witnessed the unprofessional behavior and updated #2 to 'informed by whomever witnessed the unprofessional behavior'.</p> <p>#4 and how do the faculty consider the student's professional behavior. It is not specific because each clerkship accounts for this differently.</p> <p>#3 – the Campus deans do not make any disciplinary plans as advisors and is done by MSAPC, which needs to be clarified. Letters of unprofessional conduct can come from any supervising faculty members and can go to MSAPC and included in the Dean's Letter. However, students can also receive a verbal warning that the next infraction will lead to a letter.</p> <p>MSC to have Drs. Steve Tinguely and Susan Zelewski will work on the wording clarity. Steve Tinguely / Mark Koponen // carried.</p> | <p>MSC to have Drs. Steve Tinguely and Susan Zelewski will work on the wording clarity. Steve Tinguely / Mark Koponen // carried.</p> <p>ACTION ITEM: Forward the policy to P2P3C then P1C for review and comment and bring back those suggestions for further discussion.</p> |
| | <p>d. 5.11 – (Clerkship Grading Procedure) Terminology and curriculum language was updated throughout the policy. Under #2 the clerkship assessments the percentages listed. For example, professional behavior is listed up to 20%, however each clerkship has their own breakdown for grading but no clerkship is higher than 20% of the overall grade in this area.</p> <p>Discussion about how professional behavior is factored into the clerkship grades and discussed if there is a way for this policy to have more details included. However, every clerkship breaks the percentages down differently for what or how much is required. That is what makes this challenging</p> | <p>Information</p> |

| | <p>and why the policy was written with few details. It was noted that honors in phase 1 is not included in the Dean's letter. Clarification on the honors designations being set prior to the start of the cohort beginning clerkships.</p> <p>ACTION ITEM: We will complete the final review of the procedure next month.</p> | | | | | | | | | | | | | | | |
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| 4. New Business | <p>a. Assignments for policy review at next meeting</p> <table border="1" data-bbox="548 448 1560 711"> <thead> <tr> <th>Policy</th> <th>MPPRC Primary Reviewer</th> </tr> </thead> <tbody> <tr> <td>2.2 – Clinical Clerkship Policy</td> <td>Alexei Tulin</td> </tr> <tr> <td>4.4 – Examination Question Appeals Policy</td> <td>Rick Van Eck</td> </tr> <tr> <td>4.5 – Expectations of Students Outside of School</td> <td>Mark Koponen</td> </tr> <tr> <td>4.7 – Limitations to Specialty Electives</td> <td>Steve Tinguely</td> </tr> <tr> <td>4.13 – Third Year Elective Days</td> <td>Morgan Thomas</td> </tr> <tr> <td>4.14 – Standards of Capacity for All Medical Students</td> <td>Jim Porter</td> </tr> </tbody> </table> | Policy | MPPRC Primary Reviewer | 2.2 – Clinical Clerkship Policy | Alexei Tulin | 4.4 – Examination Question Appeals Policy | Rick Van Eck | 4.5 – Expectations of Students Outside of School | Mark Koponen | 4.7 – Limitations to Specialty Electives | Steve Tinguely | 4.13 – Third Year Elective Days | Morgan Thomas | 4.14 – Standards of Capacity for All Medical Students | Jim Porter | |
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| 5. Other Business | | | | | | | | | | | | | | | | |
| | <u>Future Meeting Assignments:</u> | | | | | | | | | | | | | | | |
| 6. Adjournment/Next Meeting | Meeting adjourned at 5:57 pm. | Next meeting is May 9, 2022 via Zoom. | | | | | | | | | | | | | | |