

**Medical Program Policy Review Committee (MPPRC) Meeting Minutes**  
**SMHS**  
**Monday, August 8, 2022 at 4:30 pm**  
**via Zoom**

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

**Not in attendance:**

**Minutes Submitted by:** Alissa Hancock

**Minutes Reviewed by:** Kenneth Ruit

**Minutes Approved by:** Steve Tinguely and Morgan Thomas

MSC = motion made, seconded, carried

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	Meeting called to order at 4:31 pm, by co-chair Dr. Ken Ruit.	Information
<b>2. Review and approve 7.11.22 meeting minutes</b>		<b>MSC to approve the 7.11.22 minutes. Jim Porter / Susan Zelewski // carried with 1 abstention.</b>
<b>UMEC updates</b>	<p><b>a. Approved Policy 4.4</b> Clarifications were done per the committee’s request and UMEC approved the policy.</p> <p><b>b. MPPRC asked by UMEC to review policies referencing medical student professional/unprofessional behavior and construct a single policy and set of procedures (with flow diagrams) for addressing medical student unprofessional behavior</b></p> <p>UMEC has asked MPPRC to review all policies and procedures related to medical student professional/unprofessional behavior with the goal of combining them into one cohesive policy and including a flow diagram outlining all steps taken to address unprofessional behaviors of students. Dr. Ken Ruit will lead this with the assistance of Jim Porter, Susan Zelewski, Steve Tinguely and Morgan Thomas and will bring back something to MPPRC to start the discussion.</p> <p>In the meantime, MPPRC will continue to edit existing policies and procedures until the task of creating one professionalism policy is complete.</p> <p>P2P3C submits suggested policy changes to MPPRC but has inquired if they could go directly to UMEC for approval of policy revisions, particularly given that some revisions may be time-sensitive</p>	Information

	for implementation. For the future, MPPRC will be copied on any revisions going to UMEC directly from its committees to ensure that MPPRC is working on the most updated versions of policies as it carries out its annual reviews.	
<b>3. Old Business</b>	<p><b>a. 5.10 (Clerkship Professionalism Procedure)</b>  There was some re-organizing of paragraphs under the procedures section. In #3 MPPRC added ‘Supervising faculty member ensured that documentation is filed’. Policy and procedure numbering was discussed; for the future it was proposed that Section 5 of SMHS policies be dedicated to administrative policies.</p>	<b>MSC to recommend to approve policy 5.10. Rick Van Eck / Alexi Tulin // carried.</b>
	<p><b>b. 4.7 (Limitations to Specialty Electives)</b>  Reviewed the policy and most of the edits were simple formatting; Dr. Steve Tinguely’s edited document and Dr. Ruit’s revisions were combined to finalize the revised policy. The policy statement was updated. The procedures section was updated to say that ‘students may take four 4-week electives’ and added two electives in the same sub-specialty, and ensured that the details are accurate.</p> <p>Formatting of the internal numbering will be completed for the final policy version to be forwarded to UMEC.</p>	<b>MSC to recommend to approve the policy 4.7. Steven Tinguely / Susan Zelewski // carried.</b>
	<p><b>a. 4.5 (Expectations of Students Outside of School)</b>  MPPRC discussed the policy statement and decided to leave it unchanged. Wording was updated for clarity. Discussed the process by which UND and SMHS report legal violations and that the basic purpose of the policy is to enforce following of the rules.</p> <p>MPPRC reviewed and discussed Dr. Mark Koponen’s suggested changes to the policy and discussed what might be considered from this policy that would be useful to the group working on consolidating policies and procedures about student professional behavior.</p>	<p><b>MSC to recommend approval of Policy 4.5 with the minor edits. Steve Tinguely / Susan Zelewski // carried.</b></p> <p><b>ACTION ITEM:</b> to bring Dr. Mark Koponen suggestions for revision to the small group working on the</p>

		professionalism policy to consider.
	<b>b. 4.14 - (Standards of Capacity for All Medical Students)</b>	Tabled
<b>5. Other Business</b>		
	<b><u>Future Meeting Assignments:</u></b>	
<b>6. Adjournment/Next Meeting</b>	Meeting adjourned at 6:00 pm.	Next meeting is September 12, 2022 via Zoom.