

Phase 2 Phase 3 Committee (P2P3C) Meeting Minutes  
 Tuesday, May 14, 2024 @ 5:00 pm via Zoom

**In attendance:** Bryan Delage, Jane Dunlevy, Scott Engum, Dev Mannuru, Luke Roller, Lisa Schock, Kamille Sherman, Susan Zelewski, Sandi Bates, Pat Carr, Minnie Faith, Andy McLean, Jim Porter, Chris DeCock, Christina Walker-Basu, Kathy Camburn, Marlys Peterson, Kim Becker, Erin Snyder, Diane Roney, Anna Haberman-Cherne, Aaron Furstenau, Wendy Breitbach, XanMarie Kofstad, Tracey Steffes, Tia Sipma

**Minutes submitted by:** Dawne Barwin

**Reviewed by:** Susan Zelewski

**Approved by:** Scott Engum and Dev Mannuru

**MSC = motion made, secoded, carried**

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 5:00 p.m. by the chair Dr. Susan Zelewski.	Information
2. Approval of minutes.		MSC to recommend to UMEC the 4.9.24 minutes. Lisa Schock / Kamille Sherman // carried.
3. Student Check-in		
4. New Business	<p>a. Residents as Teachers Annual Report Dr. Becker, DIO</p> <ul style="list-style-type: none"> <li>• Residents followed similar curriculum AMA modules they have completed in the past and sign off on a number of policies and procedures. Med-Hub is a great venue to have residents attest to policies and track them.</li> <li>• They also acknowledge if they have provided physical or mental health care to a med student they cannot assess them</li> <li>• All SMHS residents completed all the requirements.</li> <li>• All Altru residents completed the requirements</li> <li>• We tracked the residents as teacher time requirement (20 half days during Phase 2) that students are taught by residents, and every student in the class of 2025 has met the requirements.</li> </ul>	MSC to recommend to move to UMEC for approval the Residents as Teachers Annual Report, SHaPE Annual Report. Bryan Delage / Chris DeCock // carried

Phase 2 Phase 3 Committee (P2P3C) Meeting Minutes  
Tuesday, May 14, 2024 @ 5:00 pm via Zoom

- b. SHaPE Annual Report: Erin Snyder (SHaPE Coordinator)
- We worked with clerkship coordinators to find facilitators and that was successful.
  - We did three events in Bismarck due to facilitator availability. We found some issues being adequate space for the medical students, enough staff, and future funding.
  - Do we need to think about changing to the CSPR type grading checklist in the future? We will do this with Kara Eickman's assistance.
- c. 2024 Ethics Conference in our Diverse World of Healthcare: 9.26.24, Fargo. Chris DeCock
- Request to have Phase 2 students attend this conference, either physically or virtually.
  - They will be exposed to Bio-ethics early on in their career. It is a whole day session with 6 CME's. Classically Dean Wynne has done the opening statement at this conference. The student registration fee will be paid.
  - The keynote speaker will be Dr. Daniel Sulmasy, he is a national and international speaker.
  - Scott Engum noted the Fargo campus office could help cover meal costs for the students from Fargo who attend in person.
  - Bryan Delage and Kamille Sherman asked if this falls in the 5<sup>th</sup> week of the clerkship? We typically do activities in week 5. They feel this would be very useful for all the students.
  - Bryan Delage said that there needs to be a written request that spells out the specific objectives and consequences for the students in regards to attending this conference. We need to know that they attended the conference even if they do so using the virtual option, Zoom.
  - Chris DeCock will write up the requirements and expectations. The planning committee meets again next week and would like to get this approved

**Chris DeCock will write up a document to explain what and how the students will be required to attend the 2024 Ethics Conference in Diverse World Healthcare in Fargo on 9.26.24. He will email it to Susan Zelewski to review and then the document will be emails to the committee for an electronic vote by 5.22.24.**

Phase 2 Phase 3 Committee (P2P3C) Meeting Minutes  
Tuesday, May 14, 2024 @ 5:00 pm via Zoom

quickly. Send SZ the document and will get it out to the committee, then P2P3C can vote virtually. This will happen early next week.

d. Annual Policy Review:

- Policy 4.3 Duty Hours for Medical Students
  1. This policy has not had any changes other than to the duty hours recently, some typo and page numbers are wrong and are corrected.
- Policy 4.7 Limitations to Specialty Electives
  1. This policy has not had any changes recently, although the wrong form is attached online and this will be corrected along with the typos found.
- Policy 4.13 Third Year Elective Days
  1. This policy needs the form attached and the only change needed are correct page numbers to be added.
- Policy 4.18: Excused Absence Phases 2 and 3
  1. We edited this policy recently. It references the Professional Policy and the learning environment policy which are now combined into one, Policy 4.20. Correct name will be substituted
  2. Section 8 was requested to review it and it will change to “WILL BE REQUIRED to make up” within the statement about greater than two absence days.
  3. It is the Campus Offices’ responsibility to keep track of the absences, the policy currently incorrectly states OSAA.
  4. There was discussion on student responsibility in regards to pre-plan any absences and submit them early. This topic will be further discussed at the All Campus Admin. meeting to get the routing smoothed out for all involved.
- Policy 4.21 Clinical Supervision
  1. This policy had been updated last year, are there any new procedures that need to be added?

**MSC to recommend to MPPRC for approval of Policies for the annual policy review: 4.3, 4.7, 4.13, 4.18, 4.21, 5.7, 5.8, and 5.9. Then the approved policies will move to UMEC for final approval. Bryan Delage / Chris DeCock // carried.**

Phase 2 Phase 3 Committee (P2P3C) Meeting Minutes  
 Tuesday, May 14, 2024 @ 5:00 pm via Zoom

	<p>2. Bryan Delage: For the POCUS item, can we change this to not being solely in the ER?              Will propose to MPPRC we change the location to clinical site rather than emergency only.</p> <ul style="list-style-type: none"> <li>• Policy 5.7 Clerkship Grade Submission Procedure                 <ol style="list-style-type: none"> <li>1. On page 5 it still says we will send each student their test results by email. Which we are no longer doing, they can go directly to the NBME site for their results. We will take that line out of the policy.</li> <li>2. There is a title change on number 7 of title</li> </ol> </li> <li>• Policy 5.8 Acting Internship Timely Grading Procedure                 <ol style="list-style-type: none"> <li>1. Nothing has changed in this policy.</li> </ol> </li> <li>• Policy 5.9 Away Elective Approval Procedure                 <ol style="list-style-type: none"> <li>1. There needs to be a change to update the Assistant Campus Dean titling, and the change of title in document.</li> </ol> </li> <li>• Policy 5.10 Clerkship Professionalism Procedure                 <ol style="list-style-type: none"> <li>1. There were no edits needed.</li> </ol> </li> <li>• Policy 5.11 Clerkship Grading Procedure                 <ol style="list-style-type: none"> <li>1. There were no edits needed</li> </ol> </li> <li>• Policy 5.18 Clerkship Shelf Re-examination Procedure                 <ol style="list-style-type: none"> <li>1. There is one typo to change.</li> </ol> </li> </ul>	
<p><b>5. Electives</b></p>	<p>Electives: Susan Zelewski</p> <ol style="list-style-type: none"> <li>a. EMRG 9217-01 Elective Revision                 <ul style="list-style-type: none"> <li>• Emergency medicines- revisions – change grading criteria</li> </ul> </li> <li>b. Intro to Emergency Medicine Elective Revision: Will apply to all sections, all campuses                 <ul style="list-style-type: none"> <li>• Grading and activities areas changes</li> </ul> </li> <li>c. Global Health Elective for Family Medicine Revision: MED 9555-03                 <ul style="list-style-type: none"> <li>• Bryan Delage: change take out the virtual no longer – now in person</li> <li>• Will expand to local and indigenous health in Fargo</li> <li>• Out of country will be to the Dominican Republic.</li> </ul> </li> </ol>	<p><b>MSC to recommend to UMEC for approval: EMRG 9217-01 Elective revision, Into to Emergency Medicine Elective revision, Global Health Elective for Family Medicine revision MED 9555-03. Lisa Schock / Dev Mannuru // carried.</b></p>

Phase 2 Phase 3 Committee (P2P3C) Meeting Minutes  
 Tuesday, May 14, 2024 @ 5:00 pm via Zoom

	d. Susan Zelewski talked about the Diversity Elective that is currently being worked on in committee. more to come to the committee meeting. Dr Haynes Multi Cultural Change Office. Money for housing for this out-of-town elective is being investigated	
<b>6. Reports from Committees</b>	<ul style="list-style-type: none"> <li>• UMEC – Susan Zelewski:</li> <li>• GMEC –Susan Zelewski:</li> <li>• EASRC – Susan Zelewski:</li> <li>• CEMC – Susan Zelewski:</li> </ul>	<b>Information</b>
<b>7. Area Updates</b>	Sandi Bates let the committee know that Erika Johnson, Head of Library Resources, has given her notice and will be done at UND by the end of this week.	
<b>8. Pending Agenda Items</b>		
<b>9. Adjournment</b>	Meeting was adjourned at 5:53 pm.	<i>The next regular meeting is scheduled for June 11, 2024 at 5:00 pm.</i>