

UND SMHS Faculty Accreditation Standards Review Committee (FASRC) Meeting Minutes
Wednesday March 10, 2021 12:00-1:30 pm Zoom Meeting

In Attendance: Stephen Tinguely, Sheila Bosh, Ken Ruit, Laura Block, Marc Basson, Judy Solberg

Absent:

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
Call meeting to order	Meeting was called to order by Dr. Stephen Tinguely, Committee Chair	
Review of Minutes	Minutes from January 13, 2021 were distributed electronically to FASRC members prior to the meeting and are also available on Blackboard. Due to scheduling conflicts, the February FASRC meeting was cancelled.	Minutes approved.
Action Item Table	9.2, Dr. Ruit requested that the standardized clinical faculty letter of appointment remain on the table. He and Linda Anderson are in the process of completing this document.	
Element 5.5 Resources for Clinical Instruction Data Table Update	Dr. Tinguely shared that the data tables have been completed. This element is now ready for the SSTF.	
Element 5.11 Study/Lounge/Storage Space/Call Rooms & Photo Album Update	Jeanette Gratton has received information/photos from several primary hospitals. There are still a few outstanding which we hope to receive soon.	
OMA, LCME, DQIP, CQI Website Update	Sheila Bosh has been working with Brian Schill to develop and organize the website content. The hope is to have the site up and functional by the end of May.	Sheila will work with Brian to determine the best location for the LCME landing site. Update will be provided at the next meeting.
5.12 LCME Notification of Curriculum Revision	Dr. Ruit informed the committee that Dr. Carr has drafted the form. Dr. Ruit is working on it and editing it. He has discussed the contents with the Dean. Dr. Ruit anticipates that this will be sent off by the end of the month.	

Policy 4.21 and Element 9.3 Supervision of Medical Students	Dr. Basson commented that the list of appropriate procedures that students may complete with supervision during each phase was recommended for approval by CSCS. It's noted that it will be presented at today's UMEC meeting. He believes that there will be a 2-week comment period following the presentation and endorsement by UMEC. Dr. Basson reiterated that this is a very comprehensive list. He stressed the importance of faculty and student education regarding the policy and the approved list of procedures.	
DCI Element 1.1 SP Example	Discussed whether we need to include specific strategic investments in a table or narrative form on the DCI. Dr. Basson and Dr. Ruit suggested removing all of the area in black underline on the current narrative. They both commented that it's not necessary to include a table. It's noted that the research goal was adjusted to show a 5% increase per year on a rolling average.	
Element 10.6 Example	Discussed the use of links within the DCI document. Dr. Ruit recommended using an appendix rather than links. For larger documents he suggested submitting appropriately identified sections rather than uploading the entire document.	
Previously cited elements	Dr. Tinguely asked the committee their thoughts on identifying previously cited elements. Dr. Ruit commented that he doesn't think it's necessary to include the past history of these elements. He recommended that we complete our own review of those elements and address any concerns that may still exist. No other notation is required.	
3.5 Learning Environment/Professionalism	The committee reviewed Dr. Groves' comments from the Self Study Task Force (SSTF) meeting. Narrative a. asks us to <i>Describe how the required professional behaviors are made known to students, faculty, residents, and others in the medical education learning environment.</i> Dr. Grove noted that he was unable to find the student professional attributes of Domain 5 in Leo. He also noted that it's not clear how faculty are made aware of the professional behaviors identified in our curriculum. Dr. Zelewski created a table to demonstrate this expectation which is in the current version of this DCI element. Discussed whether the table accurately and clearly demonstrates our current process and meets the LCME expectations. Dr. Ruit commented	

	<p>that he prefers that we write about it in the narrative, rather than utilizing the table.</p> <p>Further discussion took place as to whether faculty notification should be a centralized process. Dr. Ruit suggested that this may best come out of the undergraduate medical education division of education resources.</p> <p>Dr. Grove also asked in his review of this element the following question. Where does the responsibility for evaluating the learning environment lie? Both Dr. Basson and Dr. Ruit stated the responsibility lies with UMEC. Discussed how this evaluation occurs. Dr. Basson and Dr. Ruit suggested that all the reports come through the office of Quality Improvement (The Office of Medical Accreditation). Further discussion will occur with EASRC and UMEC.</p>	<p>Dr. Tinguely will bring this to EASRC and then to UMEC.</p>
<p>3.6 Learner Mistreatment</p>	<p>Discussed the comments made by the reviewer from the Self Study Task Force (SSTF). Reviewed the tables where our numbers are less than national average. Dr. Ruit and Dr. Basson both commented that with the low number of responses, one student can sway the data. Dr. Basson also commented that he feels we are doing all that we can at this point. He doesn't think that the numbers will result in an LCME citation.</p> <p>Discussed the updates being made by Dr. Porter (Students) and Kim Becker (Residents) regarding communication of the policy and reporting procedure. A faculty development education module addressing student mistreatment is planned to be linked to the annual department chair's reminder to their faculty of the need to review the Learner Mistreatment Policy. This education module for faculty is anticipated to be ready by July 2021 or sooner. Dr. Basson suggested that residents complete the AMA module in yr. 1 and the faculty module in yr. 2. Dr. Basson recommended that there be a centralized process for clinical faculty.</p> <p>Dr. Solberg is working on letter at the request of the Dean that will include communication regarding requirements for notification or attestation of all policies for faculty, staff & students. OMA has already completed a compliance tracker checklist that will be shared with Dr. Solberg to assist in this effort.</p>	<p>OMA will send the draft compliance tracker to Dr. Solberg. Updates will be provided at the next meeting.</p>

Next Meeting/Announcements	Next meeting April 21, 2021	

Submitted by Sheila Bosh, Accreditation Manager

Approved by Dr. Stephen Tinguely, FASRC Committee Chair