

**Medical Program Policy Review Committee (MPPRC) Meeting Minutes**  
**SMHS**  
**Monday, January 10, 2022 at 4:30 pm**  
**via Zoom**

**In attendance:** Mark Koponen, Ken Ruit, Judy Solberg, Alexei Tulin, Morgan Thomas, Rick Van Eck.

**Not in attendance:** Jim Porter, Steve Tinguely.

**Minutes Submitted by:** Alissa Hancock

**Minutes Reviewed by:** Kenneth Ruit

**Minutes Approved by:** Rick Van Eck and Morgan Thomas

MSC = motion made, seconded, carried

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 12.13.21 meeting minutes</b>		<b>MSC to approve the 12.13.21 minutes. Mark Koponen / Rick Van Eck // carried.</b>
<b>3. Old Business</b>	<p><b>a. Follow up from MSAPC and MSAC</b>            Dr. Ken Ruit talked with the chairs of both committees about reviewing the policies that outline the function of their committee, and if they would be able to review them annually. Both chairs thought would be a good idea and MPPRC is available for assistance in their review. MPPRC will review the policy before it goes to UMEC for approval.</p>	Information
<b>4. New Business</b>	<p><b>a. 4.3 – Duty Hours</b>            The title of the policy should be updated to say ‘Clinical Duty Hours for Medical Students’ as this policy would also affect phase 1 students, if they take a clinical elective in phase 1 and will need to be discussed at the Phase 1 Committee. The Principle section looked to be ok but did need to update the ‘rotation’ to a ‘4-week period’. We also removed the related information and contacts sections from the policy as it is stated at the top who is responsible for the policy.</p> <p>After some discussion it was agreed that definitions for in-house and out of house calls would be added for clarity. Also, remove the ‘total and violation’ and add in ‘exceed the limitations of this policy. Students with continued concerns after communicating with a preceptor should contact their respective campus dean.’</p>	<p><b><u>ACTION ITEMS:</u></b>            Add definitions for on house calls.</p> <p>Update third year to clinical course throughout policy and remove the total violation</p>

	<p>Discussed if or where we should list all the previous revision dates should be on the policy. It was agreed that the most current dates and by which committee should be at the top of the policy and the previous revision dates be at the end of the policy. Also added to the top of the policies is the office, committee, department or program that is responsible for the policy.</p>	
	<p><b>b. 4.11</b></p>	<p>Tabled</p>
	<p><b>c. 4.22 – Treatment and Rehabilitation for Physical, Mental Health and Substance Dependency / Abuse Issues</b></p> <p>This policy is based the national PHP policy and the concern about including physical abuse was discussed and agreed to keep it included because we want to be well rounded and want to keep providing students this opportunity that is not related to UND for reporting. Another concern was with the Office of Student Affairs is notified that a student reached out to the PHP and what does the office do with that information. The office does not do anything with the information unless they are informed that a student is non-compliant with the program. To help make this clearer add a line that student information remains confidential.</p> <p>Also, looking at the title of the policy, it should include the ‘ND Professional Health Program’ at the end and change ‘requiring’ to ‘evaluation’. The policy statement should be updated to include involuntary referred: required to enroll in and PHP will notify the Associate Dean for Student Affairs &amp; Admissions. The principle section can be removed as it is a duplication of information in other sections.</p> <p>The procedure for the policy: Self-Referral does not mean that student will go to MSAPC. Involuntary Referral the wording will remain but to clarify that the student must still contact the PHP, but the Office of Student Affairs will also notify PHP that they should be hearing from a specific student. Under responsibilities the PHP will not share what determinations were made with the student, and we do not expect students to report that either. We can remove the statement regarding student’s not needing to report the outcome</p> <p>The second point about release of information from the PHP, we are not sure what was decided when this policy was created. Judy Solberg will find out from Cindy Stromme, if there are any notes still from those discussions.</p>	<p>ACTION ITEMS: Judy Solberg will contact Cindy Stromme about notes regarding release of information.</p> <p>Remove principle section. And the statement regarding students not needing to report under the procedure.</p> <p>Update the title to include ND Professional Health Program</p>

	<p><b>d. 5.7</b> This is a procedure and the purpose was updated to refer to the MD Program. Updated the 'week two' to 'the second week' throughout the procedure. Thought that we should remove references to Leo.</p> <p>Other edits in the steps listed below. #1 – Clerkship staff instead of campus clerkship Coordinator'. #4 – removed 'and entered into Leo'. #8 – added 'NBME Clinical Subject Examination i.e. shelf exam.'</p>	
	<b>e. 5.8</b>	Tabled
	<b>f. 5.9</b>	Tabled
	<b>g. 5.10</b>	Tabled
	<b>h. 5.11</b>	Tabled
<b>5. Other Business</b>	<p><b>a. Proposing Membership Update</b> Would like to propose that we add the Assistant Dean for Phase2/3 as a non-voting advisory member of the committee.</p>	<b>MSC to add the Assistant Dean for Phase 2/3 as a non-voting advisory member of the committee. Rick Van Eck / Mark Koponen // carried.</b>
	<p><b><u>Future Meeting Assignments:</u></b> Ken Ruit will be send out emails with the next assignments.</p>	
<b>6. Adjournment/Next Meeting</b>	Meeting adjourned at 6:07 pm.	Next meeting is February 8, 2022 via Zoom.