

Medical Program Policy Review Committee (MPPRC) Meeting Minutes
SMHS
Monday, December 13, 2021 at 4:30 pm
via Zoom

In attendance: Mark Koponen, Jim Porter, Ken Ruit, Judy Solberg, Steve Tinguely, Alexei Tulin, Morgan Thomas, Rick Van Eck

Not in attendance:

Minutes Submitted by: Alissa Hancock

Minutes Reviewed by: Kenneth Ruit

Minutes Approved by: Mark Koponen and Rick Van Eck

MSC = motion made, seconded, carried

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Welcome and started with introductions at 4:33pm.	Information
2. Review and approve 11.13.21 meeting minutes		MSC to approve the 11.13.21 minutes. Mark Koponen / Rick Van Eck // carried with 2 abstentions.
3. Old Business	Election of co-chairs Dr. Ken Ruit and Morgan Thomas. They will work together for this academic year and our set time to meet is the 2 nd Monday of the month at 4:30pm.	Information
4. New Business	<p>a. Medical program policies and procedures requiring review We have a table of all the policies that we will need to review and when they were last reviewed and between Dr. Ken Ruit, Morgan Thomas and Alissa Hancock will maintain that table. But based on the last reviewed the policies we need to review first are listed below for our January 2022 meeting. The plan is to have a primary reviewer and a secondary reviewer for each policy.</p> <p>Wondering if policy 4.8 regarding MSAPC and 4.12 for MSAC should be reviewed by their own committee, since they know how they best function and what might need to change. Discussion about how would be track those policies and changes. It was decided that Dr. Ken Ruit will reach out to both the chairs and see if reviewing the policies would be a possibility for them and work out a procedure. It was suggested that the committees review the policy then send to us (MPPRC) to review and ensure it is consistent with the other policies for layout.</p>	Information ACTION ITEM: Ken Ruit will reach out to MSAPC and MSAC about policy review and we will update next month.
	<p>b. Policy Structure and new SMHS policy template elements The policy template we will be using as we review the policies to make sure all policies cover each of the element on the template.</p>	

	<p>c. Select policies for review for the January 10, 2022 meeting We will assign policies to a primary reviewer and Dr. Ken Ruit will be the secondary reviewer of all policies. The main focus is on the subject matter and do not need to worry about formatting because all policies will be formatted for the electronic template.</p> <p>All policies can be found on Blackboard for your review in editable formats. Dr. Susan Zelewski will be the expert to consult for anything related to clerkships and Dr. Jim Porter would be the expert regarding policy 4.22.</p> <p><u>Policies and procedures last reviewed in or before AY19-20 and we will review then in January.</u></p> <table border="1"> <thead> <tr> <th>Policy number</th> <th>Last reviewed/updated</th> <th>Policy name</th> <th>Primary Reviewer</th> </tr> </thead> <tbody> <tr> <td>4.3</td> <td>6.15.20</td> <td>Duty hours for medical students</td> <td>Alexei Tulin</td> </tr> <tr> <td>4.11</td> <td>5.1.17</td> <td>Student immunization and medical examination policy</td> <td>Jim Porter</td> </tr> <tr> <td>4.22</td> <td>4.8.2020</td> <td>Medical students requiring treatment and rehabilitation for physical, mental health and substance dependency/abuse issues</td> <td>Mark Koponen</td> </tr> <tr> <td>5.7</td> <td>2020</td> <td>Clerkship grade submission procedure</td> <td>Rick Van Eck</td> </tr> <tr> <td>5.8</td> <td>2020</td> <td>Acting Internship timely grading procedure</td> <td>Rick Van Eck</td> </tr> <tr> <td>5.9</td> <td>2020</td> <td>Away elective approval procedure</td> <td>Morgan Thomas</td> </tr> <tr> <td>5.10</td> <td>2020</td> <td>Clerkship professional procedure</td> <td>Morgan Thomas</td> </tr> <tr> <td>5.11</td> <td>2020</td> <td>Clerkship grading procedure</td> <td>Rick Van Eck</td> </tr> </tbody> </table>	Policy number	Last reviewed/updated	Policy name	Primary Reviewer	4.3	6.15.20	Duty hours for medical students	Alexei Tulin	4.11	5.1.17	Student immunization and medical examination policy	Jim Porter	4.22	4.8.2020	Medical students requiring treatment and rehabilitation for physical, mental health and substance dependency/abuse issues	Mark Koponen	5.7	2020	Clerkship grade submission procedure	Rick Van Eck	5.8	2020	Acting Internship timely grading procedure	Rick Van Eck	5.9	2020	Away elective approval procedure	Morgan Thomas	5.10	2020	Clerkship professional procedure	Morgan Thomas	5.11	2020	Clerkship grading procedure	Rick Van Eck	Information
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5. Other Business																																						
	<u>Future Meeting Assignments:</u>																																					
6. Adjournment/Next Meeting	Meeting adjourned at 5:16 pm.	Next meeting is January 10, 2022 via Zoom.																																				