

Dartmouth Medical School
PRELIMINARY LCME SITE VISIT SCHEDULE
April 3-6, 2005

<u>Sunday, April 3, 2005: Background, Governance, Administration and Overview</u>				Themes
Arrival times:				
Time	Event	Participants (DMS leader in bold font)	Location	Notes for DMS use only
6:00	Dean's & LCME Self-Study Chair's perspectives: Accomplishments, goals, challenges	-Stephen Spielberg, MD, PhD, Dean of Dartmouth Medical School -Joseph O'Donnell, MD, Senior Advising Dean	Hanover Inn, Room 101	
7:00	Team caucus and dinner		Hanover Inn, Room 101	
<u>Monday, April 4, 2005: Educational Program</u>				
7:45	Team is collected at Hanover Inn		Transportation arranged	Themes
8:00	Meet the Leadership Team	-Stephen Spielberg*** -Joseph O'Donnell -Kathleen M. Byington, MBA, Chief Financial Officer, Dartmouth Medical School -David Nierenberg, MD, Senior Associate Dean for Medical Education -Charles Mannix, JD, Associate Dean and Chief Operations Officer	Faculty Conference Room, Room 222, 1 Rope Ferry Road	progress made in many areas; some dramatic new strengths; asking for advice in several areas
8:15	Breakfast, Team Caucus			
8:30	Overview of the educational program; philosophy; learning objectives	-David Nierenberg*** -Eugene Nattie, MD, Professor of Physiology -Richard Comi, MD, Associate Professor of Medicine -Eric Shirley, MD, Assistant Dean for Clinical Education	Faculty Conference Room, Room 222, 1 Rope Ferry Road	Dave: BRIEF comments about re-organization of 4 years; adoption of 6-competency model spring 2003; objectives in each course and clerkship (print and hand out); others prepared to answer questions in their areas (Gene-changes to Year 1, Eric-changes to Year 3, etc) Challenges: change of culture for faculty to adopt competencies, and work on measuring outcomes
9:00	Educational program design and content	-David Nierenberg*** -Eugene Nattie -Richard Comi -Eric Shirley	Faculty Conference Room, Room 222, 1 Rope Ferry Road	Dave: discuss membership of MEC; ability to use VIGs to plan introduction of new material; hand out copies of latest draft of Professionalism VIG; Eric--describe efforts to improve cultural competency during Year 3, etc

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9:45	Curriculum management and program evaluation	-David Nierenberg*** -M. Scott Eliassen, MS, Instructor in Community & Family Medicine -Stephen McAllister, MBA, Director of DMS Computing -Cecile Ferguson, Academic Assistant -Patricia Carney, PhD, Assistant Dean for Medical Education	Faculty Conference Room, Room 222, 1 Rope Ferry Road	Dave: briefly demonstrate DMEDS, and illustrate how it helps individual student and clerkship director; Steve--demonstrate your latest ability to analyze what is happening by site; Scottie--be available to answer questions about seeking input from students; Cecile--brief handout about our course/clerkship evaluation (provide copies of one recent course eval, perhaps SBM/Respiration, and one recent clerkship eval); Patty: hand out 2 pages on a recent Year 3 OSCE, with your beautiful tables and figures
11:00	Break			
11:15	Tour of pre-clerkship learning facilities Inspection of lecture halls, small group classrooms, labs, and study areas used for pre-clerkship education of medical students. Visit to library and computer learning facilities.	Lead by Year 2 students: -Rahim Nazerali -Andrea Pearson	Remsen/Vail	
Noon	Lunch with pre-clerkship students Discussion of student perception of academic life, quality of curriculum, quality of teaching, academic advising, grading clarity and fairness, students' role and perceived value of student input in curricular planning and changes	Abigail Proffer Garrett Davis Debraj Mukherjee Andrea Pearson Hai Sun Jennifer Frese Cara Haberman Benjamin Northrup Rahim Nazerali Shahzad Ehdaivand Elizabeth Merry Dana Carne	SBM Conference Room	
1:30	Year 1 Courses and Issues			

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		Year 1 issues: Discussion of notable achievements and ongoing challenges in individual courses; contributions of individual courses in achieving institutional educational objectives; adequacy of resources for education, including availability of faculty to participate in teaching; preparation graduate students for their roles in medical student teaching and evaluation; mention specifically restructuring of Year 1 schedule, combining Biochem and Genetics			
	Group A	Cells/Tissues/Organs, Anatomy and Embryology, Pathology, Biochemistry and Genetics, Metabolism, Immunology/Virology, Bacteriology	-Eugene Nattie*** -Martha McDaniel -William Hickey -Duane Compton -T.K. Mohandas -Charles Barlowe -Charles Sentman -Ronald Taylor	Faculty Conference Room, Room 222, 1 Rope Ferry Road	Gene, describe briefly reasons for making changes to Year 1 schedules; input from students and course directors; TK and Duane, describe success of combining both courses into Fall term; Respond to questions about organization of terms, or individual courses;
	Group B	On Doctoring 1, Physiology, Neurosciences, Biostats/Epi	-Nan Cochran*** -Greg Ogrinc -Donald Bartlett -Rand Swenson -Chip Cole	Room 101, 1 Rope Ferry Road	Ongoing work with OD and the MEC to improve a good course and make it a great course; respond to questions about any other courses; Nan--summarize our self-assessment of your course in the MEC meetings, and our/your latest plans for changes and improvements for next year
2:30	Year 2 Courses and Issues				
		Year 2 issues: Discussion of notable achievements and ongoing challenges in individual courses; contributions of individual courses in achieving institutional educational objectives; adequacy of resources for education, including availability of faculty to participate in teaching;			

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2:30	Grp A	All SBM courses and PBL	-David Nierenberg -Richard Comi*** -Harold Manning, MD	Faculty Conference Room, Room 222, 1 Rope Ferry Road	Dave-discuss Year end retreat, and hand out minutes from June 2004; Rich--use of PBL cases to bring in new material; Rich, your beautiful reorganization of PBL cases with competency objectives; please hand out a complete PBL case, one with lots of nice images, perhaps one of the cardiology cases; plans for new Nutrition course
	Grp B	CHAD, Pharmacology, OD -2	John Hwa*** Carol Edwards Nan Cochran Greg Ogrinc	Room 101, 1 Rope Ferry Road	Be prepared to discuss briefly what really excites you about your course, and be ready to handle any questions; for example, Coordination of Pharm material and OD agenda with SBM; changes in CHAD; etc.
3:15	Break				
3:30	Year 3 Group A	Courses, Clerkships, and Issues CLERKSHIPS: Required courses, clerkships, etc. Discussion of notable achievements and ongoing challenges in individual courses and clerkships; contributions of individual courses and clerkships in achieving institutional educational objectives; adequacy of resources for education, including availability of faculty to participate in teaching; preparation of residents for their roles in medical student teaching and evaluation			
		All required Year 3 core clerkships	Roshini Pinto-Powell Don West Ken Burchard Leslie Fall Bill Young Cathy Pipas	Faculty Conference Room, Room 222, 1 Rope Ferry Road	Eric, discuss briefly our Use of common student evaluation form based on 6 core competencies; hand out copies of our generic student eval form; our common use of new "targets" in each clerkship, with feedback from DMEDS ; hand out outlines of the sequence of sessions for ICE, and what makes this course rather unique; Patty, more info about your OSCEs as part of ICE, and required part of Year 3
		Year 3 Electives AND ICE	Eric Shirley*** Patty Carney	Room 101, 1 Rope Ferry Road	
	Year 4 Courses, Clerkships, and Issues				

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	Group B	Required courses, clerkships, etc. Discussion of notable achievements and ongoing challenges in individual courses and clerkships; contributions of individual courses and clerkships in achieving institutional educational objectives; adequacy of resources for education, including availability of faculty to participate in teaching; preparation of residents for their roles in medical student teaching and evaluation			
		Health, Society and the Physician; Clinical Pharmacology and Therapeutics; Advanced Medical Sciences; Advanced Cardiac Life Support	David Nierenberg*** Lionel Lewis Ginny Reed Don St. Germain Norm Yanofsky	Faculty Conference Room (222), 1 Rope Ferry Rd	Dave: outline what Year 4 looks like, 2 required clerkships, a subI, and 4 required courses; Mo and Deb, hand out brief summary of the goals of your clerkships. organized by 6-competency model; Lionel, Ginny, Norm, and Don, discuss how this rigorous core of Feb/march courses really makes DMS unique in terms of the depth and rigor of our fourth year; ahdn out 1-page educational goals for each of your courses, again according to the 6-competency model
		Amb Med, Neuro, and clinical electives	Eric Shirley*** Mo Levin Deb Peltier	Room 101, 1 Rope Ferry Road	
5:15		Complete work at DMS	Joseph O'Donnell David Nierenberg	Faculty Conference Room (222)	Joe and Dave be available to answer any last questions they might have about Day 1, etc.
5:30		Return to Hanover Inn		Transportation arranged	
<u>Tuesday, April 5, 2005: Students, Educational Resources, Finances, Departments, Faculty</u>					
7:45		Team is collected at Hanover Inn			
8:00		Continental Breakfast	-Joseph O'Donnell -David Nierenberg	Faculty Conference Room, Room 222, 1 Rope Ferry Road	
8:30		Group A: Academic counseling & Learning environment (including student promotion and dismissal policies and due process issues).		Faculty Conference Room, Room 222, 1 Rope Ferry Road	Policies, Due process, Code of Professional Conduct

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	<p>8:30 Effectiveness of academic counseling, esp in Years 1 and 2</p> <p>8:40 Learning and Disability Services</p> <p>8:50 Policies and procedures for student advancement and graduation; policies for misconduct issues and conduct</p> <p>9:05 Policies for addressing student mistreatment</p>	<p>Joe O'Donnell*** David Nierenberg Eugene Nattie</p> <p>Kalindi Trietley*** David Nierenberg</p> <p>William Hickey*** Thomas Kesman Ozzie Harris</p> <p>Lori Alvord*** Joe O'Donnell</p>		<p>Joe and Dave, be ready to talk about our extensive academic counseling of students, esp in Years 1 and 2;; Dave, describe special efforts to reach out to students struggling in Year 2, preparing for NBME</p> <p>Kalindi, hand out your ARC invite, your disability pamphlet, and our Academic Standards; describe your individual counseling</p> <p>Bill--describe our written policies for the CSPC, and hand out copies; Tom, describe exactly how students are involved in CSPC</p> <p>Lori and Joe--decide best approach to take here</p>
	<p>Group B: Personal Counseling, Health Services</p> <p>Review of student health services, health and disability insurance; personal counseling and mental health services; immunizations and policies regarding exposure to infectious diseases and environmental hazards</p>	<p>-John Turco, MD, Director of College Health Services -Gerald Thomas, Administrative Director for Dick's House -Sue Ann Hennessey, Med, Assistant Dean for Student Affairs -Mark Reed, MD, Director of Counseling and Health Resources -Michael Blayney, Environmental Safety</p>	<p>Room 101, 1 Rope Ferry Road</p>	
<p>9:15</p>	<p>Group A: Admissions; Financial Aid & Debt Management; Diversity</p>	<p>-Lori Alvord -Nanci Cirone, BS, Director of Financial Aid -Andrew Welch, AB, Director of Admissions -Harold Friedman, MD, Chair of DMS Admissions Committee -Tommy Woon -Shawn O'Leary -Ozzie Harris</p>	<p>Faculty Conference Room, Room 222, 1 Rope Ferry Road</p>	

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	Discussion of admissions process, selection criteria, quality of applicant pool and matriculants; policies and goals for diversity; financial aid services and debt counseling;			
	Group B: Career Counseling; Electives Career guidance strategies; advanced and subspecialty clerkships and electives for rounding out clinical education of medical students	-Joseph O'Donnell -Eric Shirley -Susan Harper, MD, Assistant Dean for Clinical Education -Jon Huntington, Student -Kathy McGovern -David Nierenberg -Joan Monahan -Greg Ogrinc	Room 101, 1 Rope Ferry Road	
10:15	Break			
10:30	Special programs, MD/PhD, joint degree programs, research for medical students Discussion of special educational opportunities, MD/PhD and other joint degrees, research opportunities	-Joseph O'Donnell -Eugene Nattie -Brent Harris, MD, PhD, Assistant Professor of Pathology -Constance Brinckerhoff, PhD, Associate Dean for Science Education -Michael Zubkoff, PhD, Professor & Chair of Community & Family Medicine -Gerald O'Connor, PhD, DSc, Associate Dean for Eval. Clinical Sciences -Charles Barlowe, PhD, Associate Professor of Biochemistry -Harold Friedman	Faculty Conference Room, Room 222, 1 Rope Ferry Road	
10:30	Library and information services	William Garrity*** David Nierenberg Stephen McAllister	Biomedical Library - Dana	
	IT in Medical Education Group	William Garrity		Bill, describe how we organized our monthly group; yearly workshops
	Examples of support in the Biomedical Libraries	William Garrity		UpToDate, many other programs

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	Support of the Curriculum by Academic Computing	Stephen McAllister		Steve: describe how you and your staff support our students with PDAs, required computers, arranging with Kiewis and Systems Plus for DMS computers for freshmen, help desk, integral support of DMEDS
11:15	Travel to DHMC		Transportation arranged	
11:30	Tour of facilities at DHMC	Nicholas Osborne & Cloe Shelton		
Noon	Lunch with 3rd and 4th year students	Hussein Samji Brett Chevalier Nicholas Osborne David Bauer Stanley Weinberger Theodore You Lisa Ernst Rocco Perrone ?Cloe Shelton? ?Roy Wade ?Emily Walker ?Scott Faucett ?Rebecca Swenson	DHMC, Aud. D	
	Discussion of student life, personal, academic, career and financial counseling, financial aid; health services; infection control education and counseling; students' role and perceived value of student input in institutional planning, implementation, evaluation (not curriculum, covered on previous day)			
1:30	Finances	-Kathleen Byington -Daniel Jantzen, DHMC	DHMC, Aud. D	
	Adequacy of finances for the achievement of the school's missions; recent financial trends and projections for various revenue sources; financial health of and market conditions for the clinical enterprise			

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2:15	<p>Resources for clinical education</p> <p>Meetings with the leadership of major clinical facilities, focused on the adequacy of resources for medical student education (physical facilities, patient numbers and variety, regulatory or compliance constraints, etc.). The team may split to allow for individual meetings or the team may meet with all affiliates as a group.</p>	<p>-Thomas Colacchio, MD, President, Dartmouth Hitchcock Clinic -Gary DeGasta, MSW, Director, VA Medical Center, White River Junction -James Varnum, MHA, President, Mary Hitchcock Memorial Hospital and Dartmouth Hitchcock Alliance -Paul Gardent, MBA, VP, MHMH -Greg Ogrinc -Arthur Sauvigne</p>	DHMC, Aud. D	
3:00	Break			
3:15	<p>Basic science departments</p> <p>Successes and ongoing challenges in administrative functioning of departments; adequacy of resources for all missions (research, scholarship, teaching); departmental support for faculty and graduate programs, balancing of research and other academic demands on faculty</p>	<p>Department Chairs</p> <p>-Martha McDaniel, Anatomy -Duane Compton for Biochemistry -Jay Dunlap, Genetics -Ron Taylor for Microbiology -Joyce DeLeo, Neuroscience Center -Ethan Dmitrovsky, Pharmacology -Donald Bartlett, Jr., Physiology</p>	DHMC, Aud. D and Fuller Board Room	
4:15	<p>Clinical departments</p> <p>Successes and ongoing challenges in administrative functioning of departments; adequacy of resources for all missions (clinical, research, scholarship, teaching); departmental support for faculty and residents; balancing of clinical and academic demands on faculty</p>	<p>Department Chairs</p> <p>-D. David Glass, Anesthesiology -Michael Zubkoff, C&FM -Murray Korc, Medicine -Mark Israel, NCCC -Emily Baker, OB/Gyn -James Weinstein, Orthopedics -(unnamed) for Pathology -(unnamed) for Pediatrics -Alan Green, Psychiatry -Jocelyn Chertoff for Radiology -Richard Dow, Surgery -John Wennberg, CECS</p>	DHMC, Aud. D and Fuller Board Room	

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5:15	Other?			
	Return to Hanover Inn		Transportation arranged	
<u>Wednesday, April 6, 2005: Faculty, Academic Environment, Exit Conferences</u>				
7:30	Light breakfast with junior faculty Discussion of faculty development; positioning for promotion and tenure; teaching and evaluation skills; perceptions of curriculum and students; understanding of institutional goals; role in faculty governance; faculty life	-Julie Bynum -Charles Sentman -Wendy Wells -James DiRenzo -William Abdu -Petra Lewis ?Judi Wenger ?Anthony DiScipio ?Tina Foster (other) (other)	Hanover Inn	
8:45	Team is collected at Hanover Inn		Transportation arranged	
9:00	Institutional faculty issues (Tenure and promotion, faculty governance, faculty development, etc.) Discussion of faculty appointment, promotion, and tenure policies; faculty development opportunities; effectiveness of faculty governance; faculty compensation and incentives; opportunities for collegial interaction among faculty	-William Hickey -Richard Dow, MD, FACS, Chair, Department of Surgery -Ethan Dmitrovsky, MD, Chair, Department of Pharmacology and Toxicology -James Weinstein, Do, MS, Chair, Department of Orthopedics -Donald Bartlett, MD, Chair, Department of Physiology -(need name from W. Hickey), APT Committee -Jocelyn Chertoff -Catherine Pipas	Faculty Conference Room, 1 Rope Ferry Road	
10:00	Break			
10:15	Graduate program in basic sciences	-Connie Brinckerhoff -Charles Barlowe -Gerald O'Connor	Faculty Conference Room, 1 Rope Ferry Road	

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	Discussion of quality and oversight of graduate training programs in basic sciences; levels of scholarly productivity and health of the research enterprise			
	GME/CME	-H. Worth Parker, MD, Assistant Dean for Graduate Medical Education -Richard Rothstein, MD, Assistant Dean for Continuing Medical Education -Paul Batalden -Mary Turco -David Nierenberg*** -Cathy Pipas	Room 101, 1 Rope Ferry Road	
	Committee for Lifelong Medical Education	David Nierenberg Worth Parker Rich Rothstein Mary Turco		Dave, describe our recent meetings, setting up this standing working group, liaison between two assistant deans (and their offices), Dave, and the Dean
	UME and GME Coordination:	David Nierenberg Worth Parker		Dave, discuss Orientation, past joint VIGs, offers to share DMEDS, future workshops to improve residents as teachers
	UME and CME Coordination	David Nierenberg Cathy Pipas Mary Turco Rich Rothstein		Dave, discuss ongoing workshops to improve our faculty as teachers; Rich and Mary, discuss ideas for future closer coordination
11:00	Team Caucus and Lunch (Private Session)		Hanover Inn	
1:00	Exit Conference with Dean	-Stephen Spielberg -Joseph O'Donnell	Hanover Inn	
1:30	Exit Conference with College Leadership and the Dean	-James Wright, PhD, President, Dartmouth College -Stephen Spielberg -Adam Keller	President Wright's Office	
2:00	Team returned to Hanover Inn		Transportation arranged	
xxx	Return to the airport			