### MEDICAL EDUCATION COMMITTEE
#### MEETING MINUTES

**Meeting Date:** Tuesday, August 15, 2017  
**Time:** 4:00 – 6:00 p.m.  
**Meeting Location:** DHMC – Auditorium A  
**Approval:** Tuesday, September 15, 2017  
**Recorded By:** Rachel A. Hammond

#### ATTENDANCE

<table>
<thead>
<tr>
<th>Voting Members</th>
<th>Voting Members</th>
<th>Non-Voting Members</th>
<th>Non-Voting Members</th>
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</thead>
<tbody>
<tr>
<td>Ames, James (Clinical-Orthopedics)</td>
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<td>Albright, Amanda (Computing)</td>
<td>Montalbano, Leah (Assessment &amp; Evaluation)</td>
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<tr>
<td>Chidawanika, Tamutenda (Student-MD/PhD Rep)</td>
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<td>Cousineau, Laura (Library Sciences)</td>
<td>Ogrinc, Greg (Senior Associate Dean for Medical Education)</td>
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<tr>
<td>Crockett, Sarah (Clinical-Emergency Medicine)</td>
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<td>Dick, III, John (Associate Dean, Yrs. III, IV)</td>
<td>Pinto-Powell, Roshini (Assoc. Dean Student Affairs)</td>
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<tr>
<td>Hanissian, Paul (Pre-Clinical- SBM Reproduction; Clinical-Obstetrics and Gynecology)</td>
<td>X Rees, Judy (Pre-Clinical-Epidemiology)</td>
<td>D’Agostino, Erin (Student-Curriculum Review Task Force Rep)</td>
<td>Reid, Brian (Computing)</td>
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<td>Huntington, Jonathan (Clinical-Medicine)</td>
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<td>Duncan, Matthew (Assoc. Dean, Student Affairs)</td>
<td>Ross, Jonathan (Chair, Geisel Academy of Master Educators)</td>
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<tr>
<td>Igberease, Oluyinka (Student-4th Yr. Rep)</td>
<td>0 Ronan, Lara (Faculty Council)</td>
<td>Eastman, Terri (Pre-Clinical Curriculum Director)</td>
<td>Sharma, Swapna (Resident, DHMC)</td>
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<td>Kettering, Alexander (Student-2nd Yr. Rep)</td>
<td>X Sachs, Marlene (Community Preceptor Education Board)</td>
<td>Eidtson, William (Director, Learning Services)</td>
<td>Shoop, Glenda (Learning Srv./Curric. Design &amp; Evaluation)</td>
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<tr>
<td>Manning, Harold (Pre-Clinical-Year II Co-Director, Pulmonary; Clinical-Pulmonary Medicine)</td>
<td>X Saunders, James (Clinical-Surgery)</td>
<td>Fountain, Jennifer (Year II Curric. Mng)</td>
<td>Swenson, Rand (LCME, Chair Dept Med Ed)</td>
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<tr>
<td>Merali, Natasha (Student-3rd Yr. Rep)</td>
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<td>Frew, Julia (Pre-Clinical-Year II Co-Director)</td>
<td>Verma, Kanak (Student-Curriculum Review Task Force Rep)</td>
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<td>Montana, Phillip (Student-4th Yr. Rep)</td>
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<td>Warren, Celestine (Student-2nd Yr. Rep)</td>
<td>Hammond, Rachel (MEC Admin. Support)</td>
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<tr>
<td>Mullins, David (Pre-Clinical)</td>
<td>0 Weinstein, Adam (Chair; Pre-Clinical-Renal Physiology; Clinical – On Doc and Pediatrics)</td>
<td>X Jaeger, Michele (Registrar)</td>
<td>(TDI)</td>
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<tr>
<td>Myers, Larry (Pre-Clinical)</td>
<td>X (Student-1st Yr. Rep)</td>
<td>Kidder, Tony (Year I Curric. Mng.)</td>
<td>(Library Sciences)</td>
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<tr>
<td>Murray, Carolyn (Clinical-Medicine)</td>
<td>X (Student-1st Yr. Rep)</td>
<td>Lyons, Virginia (Assistant Dean, Year I)</td>
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<tr>
<td>Nelson, Bill (Pre-Clinical and Clinical- Health and Values VIG)</td>
<td>X</td>
<td>McAllister, Stephen (Computing)</td>
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**Guest(s)**

**Present = X / Absent = -- / Excused = 0**
1. **Call to Order** – *Adam Weinstein, MD*

   Dr. Adam Weinstein, Chair, called the meeting to order at 4:05 p.m.

2. **Approval of July’s meeting minutes** – *Adam Weinstein, MD*

   Dr. Hal Manning made a motion to approve the July 2017 minutes. The motion was seconded by Dr. Bill Nelson. The motion passed by a unanimous vote.

3. **Announcements** – *Adam Weinstein, MD*

   Laura Cousineau introduced Thom Mead. He will be representing the Biomedical Libraries for a time. Laura Cousineau, Director Biomedical Libraries has accepted a position at an institute abroad, as the Director of Library Services and Assistant Professor in the Department of Education. There has not been a decision about an interim director at this time.

4. **Student Issues/Feedback**

   None at this time.

5. **Old Business**

   • **Addiction Medicine Curricular Review** – *Adam Weinstein, MD*

     Last month addiction medicine was discussed, and it was decided that a curricular review group should convene that will take a look at the curriculum that we currently have related to addiction medicine. Dr. Adam Weinstein is looking for someone to lead this group. It does not need to be a MEC member. Dr. John Dick will reach out to Dr. Charlie Bracket, who is an internist who did a fellowship who may have interest. Dr. Paul Hanissian will reach out to members in the OB/GYN department. Dr. Bill Nelson will reach out to Dr. Lin Brown. This role will not likely lead to a long-term position such as Health and Values or Nutrition, more likely it will be similar to what Dr. Charlie Barlowe did as he led a group where they looked at obesity. It will involve some data gathering, a few meetings and a presentation to the MEC.

   • **Duty Hours** – *John Dick, MD*

     The following questions are asked anonymously of students at the end of each clerkship. They are asked if they worked
     - more than 80 hours per week
     - more than 30 hours per shift
     - had fewer than one 24 hour period free every week, on average
     - call more frequent than q3 days

     Over the past six-years there has been significant improvement in students reporting that they exceeded their duty hours with the past few years being stable. The question that continues to come up is that students seem to be under-reporting this, as when surveyed by other students last year, a much higher rate of exceeding duty hours was reported.

     There was discussion as to what is the appropriate amount of clinical hours. There is substantial variety from other schools, but many tend to mirror the residency duty hour policy. Many schools do 80 hours, per week, on average, and Geisel continues to keep their policy strictly at 80 hours in any week based on previous discussions.
No decision was made to change the policy and there is continued interest to review the policy with faculty and students for their opinion.

6. New Business

- Consent Agenda
  - Grade Appeal Policy – Greg Ogrinc, MD

  See attachment(s).

  Dr. Paul Hanissian made a motion to approve the Consent Agenda which consisted of the Grade Appeal Policy discussed at the July MEC meeting. The motion was seconded by Josh Ramos. The motion passed by a unanimous vote.

- ICE Clerkship Review – John Dick, MD

  This clerkship occurs in 3 sessions, 1-3 days each. The clerkship director is John Dick, MD and currently has 30 curricular hours. It was last reviewed in August 2015.

  Due to timing and staffing issues the procedure portion of the course was dropped. For many years the course would go down to the SIM lab having the students go through the process of placing an NG tube, foley catheter, and perform an LP and paracentesis. As time has shrunk and faculty availability being more and more limited, this has been removed from the course. The surgery clerkship has taken on the NG tube and foley catheter training, along with OB/GYN taking on foley catheter.

  The surgery clerkship will be reviewed in November, and we will review the teaching of these skills during that clerkship review.

  See attachment(s).

  Dr. Hal Manning made a motion to approve the ICE Clerkship Review. The motion was seconded by Dr. Paul Hanissian. The motion passed by a unanimous vote.

- Leadership Curricular Review – Greg Ogrinc, MD

  Dr. Greg Ogrinc is asking the MEC to consider whether a curricular review on the topic of leadership should be pursued. Leadership is a central feature of one of eight competencies. The formal teaching of leadership was part of the development of the Patients and Populations course. For the upcoming year, P&P has pulled the leadership out of the footprint in year one. He wants to be sure there is sufficient content for the achievement of this competency.

  How do you see this being incorporated into the Curricular Evolution process?
  Yes, this would be helpful for the process.

  Can the task force look at curricular and extracurricular activities?
  With this being a competency, it is mandatory that all students receive this as part of the curriculum, not just those who are interested in extracurriculars.

  The reasons this made it into the competencies was we thought this was really important and not just about leadership in organization, it’s about how you lead yourself, how you make change in health care. Do we think that this concept of leadership is still important enough to keep it as part of a competency?
The MEC discussion felt that this is worth taking a look at in light of the competencies we currently have. Likely we are teaching these items currently, but they may not be highlighted in the objectives in each course.

Dr. Greg Ogrinc has a leader in mind, if the MEC feels this is needed, he will reach out to this individual.

Dr. James Saunders made a motion to approve a Leadership Curricular Review. The motion was seconded by Dr. Bill Nelson. The motion passed by a unanimous vote.

- Curricular Evolution Planning Process – Rand Swenson, MD

Last meeting there was a broad outline of a curricular evolution, although there was not a process outlined by the MEC to conduct this, Dr. Adam Weinstein asked Dr. Rand Swenson to lead this conversation on how to proceed.

Dr. Swenson suggests the following options.

**Option 1**
To ask the office and department of medical education to form a working group to come up with 5-10 potential models that meet the particular broad specifications for what the curriculum c/should look like.

The working group could narrow down to 3-4 models that best fit the guiding principles for the curriculum document, approved at the July MEC meeting. The group would present these to the MEC for a discussion and eventual approval to move forward

**Option 2**
To have the entire MEC review all the models and discuss them at each MEC meeting with an eventual approval to move forward.

**Option 3**
To have the MEC commission a small MEC working group to create and narrow down these models to report back to the MEC for discussion.

Whichever direction the MEC chooses, the Dean currently supports that with any significant and broad curricular change, a full faculty vote will be needed on the final plan. Once the MEC makes a decision on which curricular plans they choose, then it would be sent to the faculty for vote. It was suggested that before the full faculty vote, that the MEC present and discuss the proposal with the faculty council who can share their opinions, any recommendations, and ideally, assist in advocating and publicizing the curricular model.

The MEC has decided that a curriculum subcommittee is needed, and should include members from the Department of Medical Education as well as the MEC including with student members, and have approximately 10 -12 members. If the group feels that outside members from other groups are needed, it will be at the discretion of the subcommittee. The curricular subcommittee will come back to the full MEC with regular updates at each monthly MEC meeting. Dr. Ogrinc and Swenson will lead the committee and together with the MEC Chair will solicit interest from the Dept of Med Ed and the MEC respectively.

Dr. Hal Manning made a motion to approve the charge to create a curricular subcommittee. The motion was seconded by Dr. Paul Hanissian. The motion passed by a unanimous vote.
7. **Adjournment** – *Adam Weinstein, MD*

Dr. Adam Weinstein, Chair, adjourned the meeting at 5:45 p.m.

8. **Action Items**
   - Identify leader for Addiction Curricular Review
   - Form/begin Leadership Curricular Review
   - Form Curriculum Subcommittee

9. **Ongoing Business**
   - 4th Year Curriculum
   - Addiction Medicine Curricular Review
   - Leadership Curricular Review
   - Duty Hours
   - Course Evaluations Process
   - Curricular Subcommittee
   - LCME Oversight Committee

10. **Future Meetings**

    ***Please note these meetings are on the 3rd Tuesday of each month, 4:00 - 6:00 p.m.***

    - September 19, 2017
    - October 17, 2017
    - November 21, 2017
    - December 19, 2017