

# TUCSON EDUCATIONAL POLICY COMMITTEE

## Agenda

Wednesday August 15, 2018

4:30-6:00pm

Rm 3230

### AGENDA ITEMS

#### Announcements:

1. Educational Leadership Committee (Lebensohn)
2. Curriculum Renewal Committee (Lebensohn)
3. Subcommittee updates: TCMS, TCCS, Exam review, Evaluation, Electives
4. LCME Visit Updates (Lebensohn)
5. Revisit New Policy Template (de Leon – Attachment #1)

#### Voting Items:

1. Minutes from August 1, 2018 TEPC Meeting (Chair- Attachment #2) (being finalized)
2. Retake and Remediation Schedule (de Leon – Attachment #3)
3. Standardized Curriculum Language (de Leon – Attachment #4)

#### Discussion:

1. Level 3 Report (Lebensohn)
2. Clerkship Overlap (Elliott)

### FUTURE AGENDA ITEMS

	Items(s)	Assigned to
1.	Student Affairs: Well Being Program – Sept. 5	Siwik
2.	Proposal for Post-Clerkship curriculum: Back to Basic Science and Boot Camp	Elliott
3.	Personalized Active Learning proposal (PAL)	
4.	Faculty Assessment of Student Performance form – Electives	
5.	2019-2020 and 2020-2021 Academic Calendar/Course Title Updates – Nov. 7, 2018 Meeting	Elliott
6.	Transition to Residency Curriculum	Elliott
7.	Updates to Grading & Progression Policy	de Leon

## Policy Writing Tip Sheet and Template

### General Tips:

- Keep it simple – the policy should be intelligible to a diverse audience (use short sentences, avoid jargon, use common words, avoid prepositions)
- Keep it general – a policy cannot account for all possible situations
- Keep it helpful – a policy should tell the reader why it exists
- Define key terms as needed
- Should be written in the third person
- Use the active voice (e.g., “The department proposed new regulations” not “Regulations have been propose by the department”)
- Check for redundancy – make sure the policy you are creating isn’t already addressed with existing policies or in conflict with existing policies
- Differentiate between policies and procedures - administrative procedures should not be part of a policy. Procedures are the processes or steps followed in order to implement a policy

### Language:

- The word “shall” means compliance, also consider the word “must” to indicate compliance or “must not” to indicate a prohibition
- The word “should” or “may” imply choice or a recommendation, means that one can choose to follow a policy but **does not have to**

### Pre-Submission Checklist:

	Yes	No
Review existing policies to avoid redundancy	<input type="checkbox"/>	<input type="checkbox"/>
Is this an edit to an existing policy?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a new policy?	<input type="checkbox"/>	<input type="checkbox"/>
Does this policy propose major changes	<input type="checkbox"/>	<input type="checkbox"/>
Has the proposed policy language been reviewed by multiple individuals?	<input type="checkbox"/>	<input type="checkbox"/>
Review bylaws and ABOR Code of Conduct to ensure compliance	<input type="checkbox"/>	<input type="checkbox"/>
Review LCME accreditation standards to ensure compliance	<input type="checkbox"/>	<input type="checkbox"/>

## Policy Template

### University of Arizona College of Medicine

[Location] Campus

<p><b>Subject:</b> <i>Please indicate the subject of the policy. Review existing policies in this area to determine appropriate subject. Please indicate the target group for this policy (e.g., students, faculty)</i></p>	
<p><b>Policy Title:</b> <i>Please provide a draft title for the policy.</i></p>	
<p><b>Justification:</b> <i>Please provide a brief summary as why this policy is needed.</i></p>	
<p><b>Plain Language Intent:</b> <i>Describe the intent of the policy in plain language statement.</i></p>	
<p><b>Originator:</b> <i>Please identify the individual writing and or shepherding this policy</i></p>	
<p><b>Responsible Office:</b> <i>If approved, identify the office or unit with primary responsibility for implementing this policy.</i></p>	
<p><b>Approval Committee:</b> <i>Please identify the committee who will review this policy (e.g., EPC, TEPC, PEPC, or Student Affairs)</i></p>	
<p><b>Approval Date:</b> <i>If/when approved by the appropriate committee, please indicate the approval date.</i></p>	
<p><b>Effective Date:</b> <i>Please indicate your proposed effective date. Policies governing all students should be effective immediately. Policies governing portions of the curriculum should consider current students.</i></p>	
<p><b>Scheduled Review Date:</b> <i>The review data should be two-years post the original effective date</i></p>	

Please complete the draft language for the policy below. If you are submitting a revision, please use the existing policy language and include your suggested revisions by using track changes.

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**Accreditation Standards:**

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### Required Website Information

Please indicate the appropriate **AUDIENCE** and **TOPIC** for this policy. This checklist mirrors the required tagging when the policy is uploaded to **medicine.arizona.edu**.

<b>AUDIENCE</b>	
	<b>Alumni</b>
<b>x</b>	<b>Current Students</b>
	MD Students
	1 <sup>st</sup> Year
	2 <sup>nd</sup> Year
	3 <sup>rd</sup> Year
	4 <sup>th</sup> Year
	Visiting
	Undergraduate Students
	Graduate Students
	International Students
	<b>Employees</b>
	Appointed Personnel
	Faculty
	Tenure Eligible
	Specialty Advisor
	Society Mentor
	Mental Health Counselor
	Non-tenure-eligible
	Tenured
	Clinical
	Special Professors
	Emeritus
	<b>Staff</b>
	Classified staff
	<b>Independent Contractor</b>
	<b>Student Employees</b>
	<b>Affiliates and Associates</b>
	<b>Researchers</b>
	Fellows
	<b>Physicians</b>
	Residents
	<b>Department Head</b>
	<b>Learning to Lead Participant</b>
	2014 Cohort
	2012 Cohort
	2010 Cohort
	<b>General Public</b>

	<b>News Media</b>
	<b>Prospective Students</b>
<b>TOPICS</b>	
	<b>Admissions</b>
	<b>Awards</b>
	<b>Career Advising</b>
	MSPE
	Residency Advice for MD Students
	Specialties
	<b>Committees</b>
	<b>Conflict of Interest</b>
	<b>Diversity</b>
	<b>Faculty Mentorship</b>
	<b>Finance</b>
	Accounts
	Budgets
	Commitment Funding
	Payroll
	Property Management
	Purchasing
	Travel
	University of Arizona Foundation
	<b>Graduate Medical Education</b>
	General Policies
	Hiring
	Applying
	Benefits
	Program Evaluation
	Resident/Fellow Evaluation
	Scholarship
	<b>Human Resources</b>
	Benefits
	Dismissal
	Job Application Requirements
	New Faculty Orientation
	Recruitment
	Tuition
	Vacation and Leave
	<b>Learning to Lead</b>
	<b>Main Campus Policy</b>
	<b>MD Curriculum</b>
	Attendance and Absence
	Blocks and Courses
	Clerkships
	Distinction Tracks
	Electives

	Grading and Progression
	Graduation Requirements
	Pre-2013 Phoenix Curriculum
	Selectives
	Specialty Advisors
	Student Handbook
	<b>Organization</b>
	<b>Professionalism and Integrity</b>
	<b>Promotion and Tenure</b>
	Annual Reviews
	Clock Stop
	Joint Appointments
	Mid-Cycle Reviews
	Emeritus Status
	Sabbatical Leave
	Faculty Track Changes
	Title Approval
	<b>Research</b>
	Clinical Research
	Contract Review Process
	Material Transfer Agreement
	Clinical Trial Agreement
	Core Services
	Frontiers in Medical Research Seminars
	Proposal Routing Process
	Public Access
	Research Budget
	Signature Requirements
	Risk Management
	Space and Facilities
	Student Health
	Technology

## Retake and Remediation Schedule

**AY 2018-2019**

TEPC Approved \_\_\_\_\_

YEAR 1 - CLASS OF 2022	RETAKE DATE	REMEDIATION PERIOD	REMEDIATION EXAM
<b>Fall Semester</b>			
Foundations	September 10, 2018	June 3, 2019 - July 12, 2019	July 12, 2019
Musculoskeletal System	October 22, 2018	June 3, 2019 - July 12, 2019	July 12, 2019
Nervous System	*December 21, 2018	June 3, 2019 - July 12, 2019	July 12, 2019
<b>Spring Semester</b>			
Cardio, Pulm, Renal	March 25, 2019	June 3, 2019 - July 12, 2019	July 12, 2019
Digestion, Metabolism, Hormones	June 3, 2019	June 3, 2019 - July 12, 2019	July 12, 2019

YEAR 2 - CLASS OF 2021	RETAKE DATE	REMEDIATION PERIOD	REMEDIATION EXAM
<b>Fall Semester</b>			
Life Cycle	September 24, 2018	January 7, 2019 - February 15, 2019	February 15, 2019
Immunity & Infection	November 19, 2018	January 7, 2019 - February 15, 2019	February 15, 2019
Advanced Topics	December 10, 2018	January 7, 2019 - February 15, 2019	February 15, 2019

Please refer to the Grading and Progression Policy: <http://medicine.arizona.edu/students/student-policies-forms>

All retake exams (with the exception of Nervous System) are on the Monday after the block ends. \*The Nervous System retake exam will be held the last day of the course prior to Winter Break.

Remediation period is based on 6 week period and will begin the Monday following the last day of the academic year for the class.





## Standardized Curriculum Reorganization Vocabulary For Medical Students AY 2018-2019

**Purpose:** To differentiate the different levels of learners in the new medical student Curriculum Reorganization established with the Class of 2021. Standardization is needed to update existing policies and website. The new vocabulary will replace existing vocabulary such as: years 1 & 2, preclinical, and years 3 & 4. It is also necessary to refer to specific Classes where applicable (i.e. 2022, 2021, 2020, 2019) when updating certain policies and website.

### Definitions:

1. **Preclerkship:** This curriculum phase of study is defined as the first 18-months of medical school with focus on the 8 basic sciences core courses, Doctor & Patient/Societies course, and the Clinical Reasoning course, including all longitudinal curriculum sessions intertwined throughout the core courses.
2. **Clerkship:** This curriculum phase of study is defined as the 12-months of 7 core clerkship courses, including Intersessions, Transition to Clerkships, and ambulatory medicine course.
3. **Transition to Residency:** This curriculum phase of study is defined as the final 14-months of clinical curriculum, including core sub internship, electives, surgical subspecialty, emergency medicine/critical care courses, back-to-basic sciences/transition to residency bootcamp selectives.