

**LCME Action Team**  
**MS-19, 23, 26**  
**January 19, 2012**

**Members Present:** Dr. Marie Veitia (Chair), Ms. Joan Catherine Viksjo, Ms. Prudy Barker, Dr. Tracy LeGrow, Kathleen Richardson (MS-III), Josh Hess (MS-III)

**Members Absent:** None

**Guests:** Dr. Dan Hunt, Dr. Barbara Barzansky

Drs. Barzansky and Hunt are here as consultants from the LCME to review our proposed plan to remediate our deficiencies in order that we will be taken off Probationary status. Dr. Hunt explained their purpose here today as liaisons and consultants to help to clarify any standard and to provide feedback on our plan.

**MS-19-Career Counseling**

Joan Catherine reviewed the four components of the Career Counseling plan. Question was raised about what would be the core curriculum provided to all students versus what was available to those who were interested. Suggestion was made that this be clarified so that the LCME would see the “skeleton” of the program.

Discussed setting of benchmarks. Drs. Hunt and Barzansky encouraged the committee to think in terms of a strategic plan that would take us through the next 3 years. They encouraged more explicit outcome measures. Relayed to them the plan to develop and implement an in-house survey to be conducted with all classes annually in April. Dr. Hunt suggested that the relevant GQ questions be included verbatim as well as other questions. He felt that this would be an interesting validity check on the GQ and he would be interested in the data collected. He suggested that this might be publishable in RIME (Research in Medical Education).

The suggestion was made to also include other resources that will support this program such as faculty advisors, training that might be done for support personnel, faculty etc.

Drs. Barzansky and Hunt recommended an organization format with specific syllabi included in an appendix rather than part of the overall plan. Dr. Hunt mentioned the Connections program which lists each of the 129 standards along with the relevant data base and self-study questions as well as the questions that the designated person will need to be able to answer on the site visit and Secretariat comments.

**MS-23 Debt Counseling**

Prudy reviewed the components of the Financial Counseling program. Dr. Barzansky suggested that the task “Finalize plan” be placed first and that more detailed information be presented following that. They liked the fact that students would be provided with an annual summary of their debt rather than having to wait until their exit interview.

It was suggested that as with Career Counseling, the issue of the core components be made more explicit with some clear picture of what is the minimum that all students will receive as well as what additional services would be available.

Dr. Hunt suggested that a number of delivery methods might be utilized including webinars as well as requiring students to pick up certain information rather than always requiring them to attend a session.

Again, the suggestion was made to include the specific session goals/objectives in an appendix.

### **MS-26 Personal Counseling and Wellness**

Dr. Veitia reviewed the components of the personal counseling and wellness program. Discussed the in-house survey and how to utilize that as one means of measuring progress. Dr. Veitia also identified the addition of an attestation statement to evaluation forms that would identify whether or not there was some treating relationship between a given faculty member and a student to ensure that there was no potential positive or negative influence on student evaluations.

General comments regarding the presentation of the plan to the LCME included the importance of writing a brief narrative that outlines the basic components of each program as well as an explanation of the process by which the plan was developed. Drs. Barzansky and Hunt felt that it was positive that students had been included in this planning. They suggested adding as an appendix the list of committee members for each standard.

Overall, they felt that all the necessary components were in place in order to move towards meeting the standard. They encouraged the committee to think in terms of excelling in each of these areas and not just settling for minimum compliance.

### **Topics for next meeting:**

- Review feedback from LCME
- Draft and review in-house survey

**Next Meeting:** Dr. Veitia will coordinate the next meeting