

ADNSA Meeting Minutes

Date: Monday, November 21, 2016

Location: This meeting is to be held on Mondays between 12:00pm and 1:00pm in the fall and winter terms in the Boardroom at the Canadian College of Naturopathic Medicine.

Attendance:

- Shehab El-Hashemy** Associate Dean, Academic Delivery
- Mitchell Zeifman** Associate Dean, Clinical Education
- Dave Hall** Registrar
- Jasmine Carino** Associate Dean, Curriculum and Residency
- Rachel Helferty** Year 4 Academic Representative
- Maxwell Crispo** Year 3 Academic Representative
- Aidanne MacDonald-Milewski** Year 2 Academic Representative
- Lauren McKinney/ Valerie Kremer** Year 1 Academic Representative
- Jamie R. van Erkelens** IMG Class Representative
- Noah Litvak** NSA VP Academics
- Cindy Beernink** Year 1 & 2 Academic Coordinator and Project Coordinator (and minute-taker for this meeting)

Chaired By: Shehab El-Hashemy [Associate Dean, Academic Delivery]

Item	Description	Action
Minutes from last meeting	<ul style="list-style-type: none"> ➤ Several requests for changes: <ul style="list-style-type: none"> ○ Addition of “core curriculum” under CV40 update ○ Removal of call to order time ○ Career fair interest to be forwarded to Simone Philogene ➤ Motion to approve minutes with above changes moved by Jasmine Carino, seconded by Max Crispo, approved by all 	Cindy to update last week’s minutes and re-post
Call for last-minute agenda	<ul style="list-style-type: none"> ➤ Dave Hall – INC courses from Winter 2016 ➤ Mitchell Zeifman – clinic updates ➤ Cindy Beernink – student surveys 	

items		
ADMINISTRATION UPDATES		
Incomplete courses expiring in December	<p><u>Dave Hall</u></p> <ul style="list-style-type: none"> ➤ Last year, a policy was introduced that allowed students a year from the start date of a course to complete exams for the course. We are reaching the deadline for students to complete exams from the 2016 Winter term (Jan – April 2016). ➤ Emails were sent to the pertinent students' NDNET accounts, advising them to prioritize these unfinished exams over the current ones ➤ Failure to complete course components by the deadline will mean: <ul style="list-style-type: none"> ○ Students will have to re-register in the course for January ○ F will appear on their transcript ○ GPA will be affected (until the course is successfully completed) ○ Program delay (delayed graduation) ➤ Appeals for additional time can be sent to the Dean (ndegroot@ccnm.edu), but there is no guarantee (exceptional, unavoidable circumstances) and the extension will be minimal ➤ Agreed that NDNET is official channel for CCNM administration to communicate with individual students; students bear responsibility for checking and emptying their NDNET inboxes 	
Student surveys	<p><u>Cindy Beernink</u></p> <ul style="list-style-type: none"> ➤ Surveys have been out a week, and race is still competitive for all classes (Y1/IMG1 = 24%; Y2=23%, Y3=17%, Y4/IMG2=17%) ➤ Partial survey responses not included in survey completion rates, so students should ensure that they have completed their surveys in order to count toward their class rate ➤ Deadline is Monday, November 28th 9:00AM. 	Class reps to encourage their peers to complete their surveys
Clinic updates	<p><u>Mitchell Zeifman</u></p> <ol style="list-style-type: none"> 1. Preceptorship <ul style="list-style-type: none"> ○ In accordance with INC policy, students in CLE201 will receive a grade of "INC" if they do not complete their required preceptor hours by the end of this term. They will have until next August to complete these requirements. ○ Students are cautioned to not delay, however, because they will need another 30 hours of preceptorship by May 2018 for admission to clinic (as interns). ○ Students in CLE301 will not have the same leniency because of the requirements to complete preceptor hours before entering clinic 	JVE to provide MZ a copy of evaluation form from his medical school

	<ul style="list-style-type: none"> ○ Acknowledgement that IMG students struggle to gain these hours in the compact format of their program. Like students in the 4-year program, they are having difficulty finding preceptorship placements and are skipping classes to get in their preceptoring opportunities as they can find them. IMG students are also being questioned by would-be hosts as to why they “gave up their MD”. Suggestion made that IMG students avoid this latter issue by not mentioning their prior training. Also acknowledged that there may be language/cultural barriers to IMG students. ○ CCNM is working actively to recruit preceptor hosts but obviously the problems are complex and more work is needed. ○ Not uncommon for NDs to tell students that they have stopped hosting preceptorships because of negative prior experiences with CCNM students. Such NDs are welcome to contact Dr. Zeifman or the college with such feedback. Training for students may need to be improved. ○ Discussion re. support available for preceptor hosts, such as expectations, understanding the role of preceptorship in student education, etc. Many NDs feel insecure in their abilities and don’t feel qualified to “teach” students, which is not the point of preceptorship. ○ Members of the profession need to feel that hosting preceptorship opportunities is part of their responsibilities as a member of the profession. <p>2. Upcoming clinic changes</p> <ul style="list-style-type: none"> ○ MZ meeting with Year 3 students to discuss downsizing of clinic shifts that are not very busy, etc. JVE mentioned that planned meeting time conflicted with IMG class <p>3. Clinic numbers</p> <ul style="list-style-type: none"> ○ Overall numbers are looking good. ○ New patient numbers for October were down but the digital marketing campaign is working well. Calls didn’t translate into new patient visits, possibly due to problems with the new phone system that was deployed in October. ○ November new patient #s thus far: 206 (vs 183 from last year) ○ Still many student concerns re. low patient numbers, e.g., shifts with only 2 – 3 patients in total. <ul style="list-style-type: none"> ▪ This is why some shifts are being consolidated ▪ Referrals are key to all clinics; students have to be proactive in recruiting patients and marketing themselves, as well as getting patients to come back ▪ CCNM is looking to supervisors to promote their shifts through encouraging effective practice management among their interns ▪ Specific concerns should be raised with individual supervisors and partnerships between supervisors and interns developed; supervisors should raise 	<p>MZ to reschedule meeting so IMG class can attend as well</p>
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	<ul style="list-style-type: none"> concerns to MZ and Clinic Operations <ul style="list-style-type: none"> ▪ New this year: integration of Practice Management stream with practice management consultants for richer reporting and improved feedback for interns <p>4. EMR (electronic medical records)</p> <ul style="list-style-type: none"> ○ Needs assessment completed ○ Stalled due to budgetary restrictions 	
NPLEX	<p><u>Jasmine Carino</u></p> <ul style="list-style-type: none"> ➤ Basic science refresher and study skills courses being offered to students planning to write NPLEX I. Schedule will be advertised and courses will be free. ➤ JVE pointed out that many IMG students work weekends, so online offerings would be welcome ➤ JVE also pointed out that many IMG students don't know about NPLEX/board requirements, and are getting frustrated with faculty for continually mentioning them 	JC/SEH to address lack of communication to IMG students re. NPLEX and board requirements
CLASS UPDATES		
	<p><u>Year 4: Rachel Helferty</u></p> <ul style="list-style-type: none"> ➤ Concern raised that shadowing IMG 1 students are stepping on interns' toes, not communicating with interns about shadowing (just appearing at exam rooms at the beginning of an appointment) <ul style="list-style-type: none"> ○ Also concern that IMG 1 students are sometimes shadowing appointments with student (Year 3) patients with whom they share classes – confidentiality issues ➤ Reports of emails from NDNET not reaching patients. Error is “permanent delivery failure”. 	<p>MZ, SEH to review communications with IMG, Year 4 students to address these concerns and improve training</p> <p>RH to contact IS Helpdesk re. email issues, and to send MZ examples of bounced emails</p>
	<p><u>Year 3: Maxwell Crispo</u></p> <ul style="list-style-type: none"> ➤ none 	
	<p><u>Year 2: Aidanne MacDonald-Milewski</u></p> <ul style="list-style-type: none"> ➤ none 	
	<p><u>Year 1: Lauren McKinney/Valerie Kremer</u></p> <ul style="list-style-type: none"> ➤ Followed up on promised email to faculty re. classes running over time ➤ Email not yet sent 	SEH to send email to faculty re. going over time
NSA UPDATES		
	<p><u>NSA VP Academics: Noah Litvak/ Greg Naismith</u></p> <ul style="list-style-type: none"> ➤ none 	

Next Meeting: Monday, November 28, 2016