

**EAST TENNESSEE STATE UNIVERSITY  
QUILLEN COLLEGE OF MEDICINE  
Medical Student Education Committee  
Minutes  
September 17, 2013**

The Medical Student Education Committee of the Quillen College of Medicine  
met on Tuesday, September 17, 2013 at 4:15 p.m.  
in the Academic Affairs Conference Room, Stanton-Gerber Hall.

**Voting Members  
Present:**

Ramsey McGowen, PhD  
Caroline Abercrombie, MD  
Beth Fox, MD  
Howard Herrell, MD  
Dave Johnson, PhD  
Paul Monaco, PhD  
Deidre Pierce, MD  
Jessica Arthur, M1

***Ex officio* / Non-Voting & Others  
Present:**

Theresa Lura, MD  
Daniel McLellan, BS  
Suresh Ponnappa, MSLS  
Rick Wallace, MSLS, EdD  
Cindy Lybrand, EdD  
Cathy Peeples, MPH  
Lisa Myers, BA

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Shading denotes or references MSEC ACTION ITEMS

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Dr. McGowen welcomed new MSEC member, Dr. Deidre [Pierce](#), Assistant Professor, Division of General Internal Medicine – Kingsport.

## **1. Approval of Minutes**

The minutes from the 8-20-13 MSEC meeting were approved as revised to specifically document MSEC's attention to ensuring the presentation of current clinical practice guidelines and standards in the OB/GYN clerkship.

## **2. Topics**

### **a. Update: ExamSoft – [ [ExamSoft E.I.](#) ] Implementation**

Daniel McLellan, Quillen's key administrator for ExamSoft, summarized how the software is used to create, deliver, analyze and manage assessments. He also spoke regarding the initial implementation that is underway by Dr. Russ Hayman for the Microbiology course.

#### MSEC discussion focused on:

- Uploading &/or creating new questions using their cloud-based question banking tool
- Tagging questions with institution-defined "categories," such as learning objectives
- Improving reliability and security due to students not being online while taking exams (exams are downloaded to students' computers in advance and inaccessible until passwords are provided in class at the start of the test)

- Automatic uploading of responses to a secure server location when time is up
- Instant scoring, analyzing and reporting of test results
- Mapping and evaluation of curricular components from data available in course and program-level reports

ExamSoft contacts: [Daniel McLellan](#) & [Jeannine Loum](#)

#### **b. Medical Education Resources**

Dr. Rick Wallace – How to Create a Current Awareness Service from Medical Education Journals [Using PubMed's My NCBI](#)

Dr. McGowen – List of [resources](#)

#### **c. Update: Policy for Online Examinations – Student Computer Usage During Electronically Administered Quizzes/Exams**

The [policy](#) approved by MSEC on [6-18-13](#) and disseminated to all students was an information item on the agenda of the 9/4 meeting of Quillen's OSR representatives. [Lorenzo Olive, M2, President; Dr. Kwasigroch, Advisor]

It was reported that these students did not have any concerns about the policy and offered no other feedback regarding it.

#### **d. Update: Electronic Health Records (EHR) Training**

Dr. Abercrombie spoke regarding and [MSEC discussed](#):

- Wide variety of medical records systems and those used (or will be) by our students at VAMC, MSHA, MEAC & Wellmont
- Training being in place for MSHA system in "Transitions" course and for VAMC by VA personnel in advance of Clerkships
- MEAC's EHR training test environments not being used for students at this time
- Waiting for clarification from Wellmont regarding whether students can be provided training options other than their standard 9-hour training session
- Need across all four years for general training in documenting medical records; possibly using CIF clinical cases or incorporating in an Integrated Grand Rounds (IGR)
- EHR training system being developed by ETSU or "borrowed" from a sister school

### **e. Update: Nutrition Content**

Follow-up to MSEC determining [5-7-13](#) that the following nutrition components will be added to the curriculum in 2013-2014:

M1 – Introduction to Physical Examination Skills (IPES) – Introduction to nutritional assessment; social history: behavioral aspects of diet and exercise

M2 – Practice of Medicine: Integrated Grand Rounds (IGR) – Demonstration of assessment of patients' nutritional needs

M3 – Community Medicine Clerkship – Assessment of patients' nutritional needs

Dr. Blackwelder previously submitted to Ms. Lybrand that this had been accomplished in IPES and IGR. Community Medicine coordinator, Ms. Susan Austin, reported to Dr. McGowen that a plan for incorporating nutritional assessment of patients is still being developed.

### **f. Next MSEC Retreat, October 29, 2013 <> First MSEC Annual Meeting, May 20, 2014**

Dr. McGowen initiated discussion to be continued regarding what these meetings will entail, including that planning for the 'Year 4 cycle of review' for the curriculum as a whole is on the agenda for the October retreat.

### **3. Recent documents / topics**

*Medical Education Resources*

*Final Written Report: [M3/M4Review Subcommittee] Comprehensive Review of Pediatrics Clerkship*

### **4. Announcements**

*Community Agency Fair  
Friday, September 20, 2013 1 – 4 PM  
Stanton-Gerber Hall*

*The next meeting will be on October 1, 2013.*

### **5. Adjournment**

The meeting adjourned at 5:25 p.m.