

COMMUNITY TEA - THURS. MAY 24, 2018, 12-1PM

Agenda:

- **COMMUNITY TEAS – Feedback, Content and Structure**
- **FPD UPDATE**
- **ADMIN CHANGES**
- **CLINIC UPDATE**
- **POLICY UPDATE- Attendance**

FPD Update:

- Curriculum Update (Nishanga & Joyce)
- Admissions Flyer

Admin Changes:

Members of the Academic Leadership team, Joyce Kwok and Nishanga Bliss are focusing on the FPD. During this time, some of their responsibilities will be shared with other departments and staff. Please refer to the guide below on how to direct your questions so we can allow Joyce and Nishanga the time for the timely Fall 2018 launch of the FPD.

Clinic:

- **Clinic procedure, policy, Point Location exams:** Glen Oberman
 - “Drop-in” Office Hours: Tuesday’s, 3:30pm to 5pm (Location TBD)
 - Otherwise available via Glen email or appointment - goberman@aimc.edu
- **Clinic scheduling, charts, forms, equipment/facility/supplies, some questions on patients:** Clinic Manager, Katherine Billet
 - Office Hours: Mon – Thurs, 10am - 5:30pm, Front Desk – clinicmanager@aimc.edu
- **Questions on Patient medical issues:**
 - Clinic Supervisors on your shift
 - Glen Oberman
 - Herbal Pharmacist, Jordan Wheeler
- **Clinic Shifts, Grades, Patient Count:**
 - Student Portal - <https://secure.webconnectgradpro.com/aimc/authenticate.php>
 - Clinic Manager, Katherine Billet
 - Registrar, Annie Yu
 - Director of Academic Admin & Advising, Peter Blackman

- **Resources:** Clinic Manual- <https://www.aimc.edu/clinic-interns>

Didactic: Please direct non clinic-related questions/concerns to Peter Blackman.

Clinic Update: Joyce Kwok

- Outreach Events:
 - East Bay Community Law Center: Thursdays & Fridays
 - Charlotte Maxwell: Fridays & Sundays
 - UCSF Parnassus (1x in June; potentially 1x/month)
 - Lucasfilm (pending)
- UCSF CHO: scheduled site visit to patient wards
 - potential staff wellness
 - potential inpatient tx in FPD
 - Potential collaboration with FPD Advanced Grand Rounds
- Possible EHR/Scheduling system
 - Intake Forms/SOAP online
- - Updated Chart Reviewing Guidelines with video in library

Review: New Attendance Policy