



COMMUNITY TEA MINUTES 5.24.18

I. Meeting structure

- a. History
 - i. Used to have Dean's Tea, but attendance waned, so meetings were put on hold for a while
 - ii. Dean's Tea was brought back, but students felt the format did not provide enough opportunity for discussion and outside topics
 - iii. "Dean" title no longer used at AIMC. New meeting name needed
- b. New Structure Proposed
 - i. 2-meeting format:
 - Campus/Community Tea (name?) – informational meeting. Week 3
 - Town Hall – Open forum with opportunity for discussion, feedback, and suggestions. Week 5
 - ii. Or info & discussion combined into 1 meeting. Concern – not enough time
 - iii. Students agreed that 2-meeting format is best option

II. Professional Doctorate Updates

- a. Nishanga - solidifying doctoral courses
 - i. Office now located in library
- b. Joyce – Working to establish clinic opportunities for doctoral program
 - i. Also, some of the clinic procedures will be changed to help students gain specific skills (e.g. case studies).
- c. Shoutout was sent by Rain with overview of completion track, tuition, etc.

III. Administrative changes – shift in some responsibilities while Joyce and Nishanga focus on the Doctoral Program

- a. Classroom assessments/observations = Peter & Glenn
- b. Clinic procedures, policies, pt. location exams = Glenn
 - i. Drop in hours starting next week: Tues 3:30-5pm in Admin Area
 - ii. Email: goberman@aimc.edu or catch him in clinic
- c. Clinic scheduling charts, forms, facilities, supplies, patient questions = Katherine
 - i. Mon – Thurs 10am – 5:30 pm at Front Desk area
 - ii. Email: clinic.manager@aimc.edu
- d. Patient Medical issues = Your clinic supervisor; Glenn; Jordan
- e. Clinic shifts, Grades, Patient Count = Portal (go here 1st for patient count), Katherine, Annie, Peter

IV. Clinic Updates

- a. Clinic Manual online - www.aimc.edu >>> current students >>> clinic interns
 - i. More clinic forms will be eventually added to this page
- b. School looking into clinic & patient management software.
 - i. Goal= Fall 2018 Project owner=Jordan

- ii. Everything will be digitized – echarts, booking, soap notes, insurance, etc
 - iii. Needed for insurance billing
 - iv. All clinic rooms will have ipads
 - v. Will need to upgrade network, wifi, & power
 - vi. Student concern: some people are electrosensitive.
 - Response - Will need to explore ways to reduce exposure and use. Perhaps topic for Town Hall in a couple of weeks.
- c. Joyce working with various outreach sites/events
- i. East Bay Community Law – might be able to offer weekly shift in the Fall. Still need 203 people to sign up
 - ii. Charlotte Maxwell – May become regular weekly gig. Headed by Amy
 - iii. UCSF – coming in June. Headed by Glenn. All spots filled.
 - iv. Lucas Film – supervisors needed
 - v. Mr. Tanaka stated that students going to SF sites who leave together from campus and take Uber will be reimbursed for the cost of the ride.
- d. Joyce reports that chart review procedures that have been implemented so far have resulted in big improvements. She plans to have updates guidelines available in the library in mid-June.
- i. ACCAOM requires us to have chart reviewing
- V. **Attendance policy** – updated policy sent out last week. 2 unexcused absences & 1 excused absence per class, per term. If students arrange substitute for their shift, it will not be considered an absence. We are a professional clinic and owe it to our patients to be reliable
- a. Student concern: What if there is an emergency?
- i. Response – emergencies will be considered an excused absence
- b. Student concern: So if one student can find a sub, they are okay, but another who can't find anyone, they will be penalized?
- i. Response – If you plan in advance, you should be able to find someone to cover. If don't manage to find a sub, you have 3 absences allotted to you
- c. Student concern: So if you find someone to cover for you, it only benefits you, and not the other person
- i. Response – ideally it would be a swap situation. The student would cover your shift and you could cover a shift for them
 - ii. Response - The student who subs will benefit by receiving additional training/educational opportunities
- d. Student concern: If I cover a shift for someone, can I do that without giving up my shift? Is it an issue that I am paying for a certain amount of hours, but doing more?
- i. Response – That is a good question. We may need to look into that more closely. But at the very least, a student would never get penalized for covering for someone else
- e. Student concern: Now that herb room shifts cannot be used as make-up shifts, it makes it very hard for students to make up missed shifts because all open clinic shifts tend to be during class time. So students have to miss a didactic class, which would then count against their allowed absences
- i. Response – That is a legitimate concern. One option would be the outreach opportunities available. We will also explore other possible alternatives. Perhaps having shifts that are dedicated for make-ups.
- f. Student concern: I understand the reason for needing to cut down on clinic absences. But what about didactic? What is the impetus since patients are not involved?

- Add'l Student concern: Yes, why are you creating additional work, processing, drama, and bureaucracy for yourselves?
- i. Response – It has become an issue for didactic courses as well. Last term we had 3 students who decided not attend class and they missed a quiz, which ultimately led to a failing grade
 - g. Student concern: If a few students are the problem, why don't you just focus on them, change them
 - i. Response – It's difficult because you can't change people.
 - ii. Response – We need to have a written policy to hold those people accountable to. A baseline is needed.
 - iii. Response – That is why the policy is needed. It is hoped that the consequences of the policy will change them, or at least their behavior.
 - h. Student statement: I rarely miss more than 3, but what if there is a time when I have no absences left and something unexpected comes up?
 - i. Response – Please know that this is not meant as a punishment and the school is not heartless. If an additional emergency or uncontrollable event occurs, an appeal can always be filed. That is what appeals are for – to request an exception to the stated policy.
 - i. Reminder – keep in mind that a didactic absence is different than clinic. For didactic, you can just not show up, but if you miss clinic, you must notify the clinic.
- VI. **Agenda and minutes** will be made available soon. A notice will go out when they are ready.