**Reminders of our Flattened Hierarchy**

1. During all meetings, we ask that you use names not titles/ranks.
2. As a general reminder, faculty should not allow working group deliberations to bleed into student assessments. Students should not allow working group deliberations to bleed into preceptor or course evaluations. Supervisors should not allow working group deliberations to bleed into appraisals of subordinates.
3. If a member is uncomfortable with the power differential, the member should address it with the Working Group lead. If the member is uncomfortable with doing this, the member should address it with the Steering Committee, and different arrangements may be made.

Students can reach out to leadership members if they have concerns about the dynamic of power/ranking.

1. All members are encouraged to review the Respectful Effective Communication document on OneDrive
2. Working groups should strive to make meeting times during weekday business hours. Flexibility with meeting times is encouraged to both respect all members’ work and free time.
3. Members who cannot make it to meetings are encouraged to review meeting minutes and join the conversations within the group.
4. The diversity of backgrounds, experience, and opinion are what will make this curriculum great.

**Phase 3 Updates**

This week marks the first round of early deadlines working on job descriptions, including longitudinal clinical educators, faculty leadership, and clinical preceptors. These first iterations will be reviewed and distributed.

Cluster meetings are forming! Representatives from cluster working groups will soon meet to give updates and set up communication channels inside and outside of the cluster.

**AchieveIt Update**

Payment for 200 licenses for the project management software has been submitted and is awaiting Pitt approval. Once completed, the training and distribution will begin.

Click this [link](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.com%2Fv3%2F__https%3A%2F%2Fachieveit.wistia.com%2Fmedias%2Fnc0yae9fro__%3B!!NHLzug!JX2s1cl6dqT4TDngUyFgSTYMi6Cpg-0zaHsvIwI4IkE7Uzw6l5SCXJelr8ecO3E3WvxV5dz9FrDcfoS-_2xKIlATs-nnFMk%24&data=05%7C01%7Ckmaietta%40medschool.pitt.edu%7C56a9650455204771cdf808da8080fe5d%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C637963588760289777%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=tFvsE5TMM7hpFWDZHquT9FBLb6rp1cZk1kkJtstLwEI%3D&reserved=0) for a 2-minute demo of AchieveIt

**­­­­­­­­­­­­­­­­­­­3 Truths, One Lie about Me**



**Andrea Carter**

General Internal Medicine, Foundations Assessment Lead

- A Tracks/Streams member previously worked as a chemical engineer with my identical twin sister

- A Steering Committee member has been my mom’s primary care physician since she moved to Pittsburgh last year

- A Patient Centered Care Committee member sutured my eyebrow after I fell getting out of a kayak last month

- A Leadership Thread Committee member’s 6 year old daughter is my 4 year old daughter’s best friend and idol

**To-Do List**

* Watch the Achieveit demo
* If you missed a meeting, review your working group’s minutes on OneDrive
* If your group does not have deliverables due until March 1, consider setting your own internal due dates
* Reach out to a closely linked working group. Where can you find commonality?

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**DASHBOARD**

**Currently under construction**

We will use this area to visualize our progress.

**Early Completion Percent Completion (9/15)**

|  |  |
| --- | --- |
| Longitudinal Educator Job Description | **RECEIVED** |
| Clinical Skills Preceptor Duties and Training | **RECEIVED** |
| Review current title/job descriptions for leadership roles | **RECEIVED** |
| Approval of finalized Working Group membership | **APPROVED** |

**Due 9/23**

|  |  |
| --- | --- |
| Basic Science Educator Job Description |  |

**Due 10/15**

|  |  |
| --- | --- |
| Selection process for longitudinal educators and faculty leadership |  |
| Identify new mapping system |  |

**Countdown to March 1, 2023**

**163 Days**

**Clusters to Meet**

Clusters will begin meeting together as early as next week. The goal of cluster meetings is to bring all of the Working Groups together to discuss updates and find ways to work together on our common goals.

**Under the Hood: Mandates from other Groups**

**IPE Thread Working Group**

1. Determine which professional disciplines will be specifically included the interprofessional education thread
2. Determine how professional disciplines will be introduced to students and how exposure to different disciplines will be divided across the curriculum
3. Identify opportunities for clinical experiences with other disciplines
4. Identify opportunities in the curriculum to have interprofessional educators and guest speakers
5. Identify opportunities to have patient panels to discuss how their care has involved other disciplines
6. Identify opportunities for co-learning with other professional students
7. Make recommendations about longer-term co-learning possibilities (e.g., how IPE can be embedded into CAP experiences, LAP, or other longitudinal projects)
8. Determine how students will be assessed in the Interprofessional Education thread, including what specifically students will be expected to do to demonstrate thread competence (e.g., learning logs, reflective writing, etc.), and how frequently they will be assessed/graded
9. Determine who directs the Interprofessional thread, who is responsible for coordinating all the components of the thread

