**GOVERNING TTU OP:** Not applicable.

**PURPOSE:** The purpose of this Texas Tech University School of Veterinary Medicine (SVM) policy document is to define the role and membership of the SVM Clinical Programs Committee (CPC).

**DATE OF POLICY:** 14APR2022

**REVIEW:** This SVM Policy shall be reviewed every third year by the SVM Clinical Programs Committee. Revisions will be forwarded to the Dean’s Executive Leadership Council for review and disposition.

**BACKGROUND:** Successful clinical year community-based education requires programmatic implementation, delivery, oversight, and review in addition to focused collaboration with the pre-clinical curriculum. Experiential learning will be enhanced with the development and maintenance of Network Partners (NP) that provide both clinical and educational excellence. Mission-minded members of the Committee and the Office of Clinical Programs (OCP) will be essential to delivering successful DVM graduate outcomes.

**ROLES OF THE COMMITTEE:** The roles of the SVM Clinical Programs Committee are to:

1. Contribute to the mission of SVM by reviewing and advising on the educational and programmatic delivery and sustainability of the community-based clinical year;
2. Contribute to the mission of SVM by ensuring a seamless transition for students from pre-clinical to clinical programs;
3. Support, assess, and advise on the activities of students, NP, staff, and faculty involved in the delivery of the clinical year; and
4. Consider relevant matters pertaining to the development, implementation, operation, oversight, and outcomes of the clinical year program.

**Activities of the Committee:** The CPC will perform its work relative to the mission of the SVM. Activities of the CPC may include:

- Coordinate the academic program to optimize the operational delivery of the 4th year curriculum and ensure successful program delivery;
- Conduct reviews and assist in operational development and on-boarding of NP, Clinical Instructors (CI), Clinical Advisors (CA), Instructors of Record (IoR), SVM Clinical Ambassadors (CAB), faculty, staff, and students;
- Review and assist with development of clinical instructional and assessment training materials for NP;
- Review clinical site evaluations and categorize clinical sites for addition, deletion, contingency, or modification in the Clinical Learning Network (CLN) and ensure sufficient capacity for student instruction and learning;
- Refine standards and procedures (e.g., Quality Assurance program, or “Q/A”) for evaluating clinics after they have executed a memorandum of understanding or definitive partner agreement;
- Evaluate and advise on individualized Q/A practice modifications brought to the CPC from OCP;
- Report clinical year student rotation evaluations and other metrics quarterly from Outcomes Assessment to the Data Synthesis and Analysis Committee and to the Office of Academic and Student Affairs (OASA);
• Nominate NP for evaluation by the Tenure and Promotions Committee for inclusion as Adjunct Faculty;
• Assist and review annual student clinical year rotation matching to NP offering core and elective rotations;
• Assess and qualify student requests to undertake externships outside of the SVM CLN;
• Review and assist in student orientation prior to commencement of the 4th year;
• Review procedures for training NP and students in operational safety programs (such as, Title IX, FERPA, Radiation safety, rabies immunization, health insurance, and privacy policy);
• Monitor clinical year student assessment and competency performance (e.g., DOPS, EPAs, mini CEXs) with development of appropriate remediation activity for submission to Continuation of Study Committee;
• Review student progress and advise course content for students’ clinical year return weeks (e.g., presentations, Capstone project, OSCEs, and remediation activities);
• Assist with American Veterinary Medical Association Council on Education (AVMA COE) accreditation activities;
• Engage NP in relevant research projects by connecting NP with faculty;
• Perform an annual review of the current electronic medical record (EMR) instructional software platforms and assist with implementation and modifications in the CLN;
• Perform an annual review of e-platforms for student-to-school connectivity during the clinical year (e.g., electronic group discussions such as Pathology Grand Rounds, e*Value, CAE, Zoom, and archiving databases for either synchronous or asynchronous learning);
• Create, review, and revise clinical year handbooks for student and NP; and
• Manage and disseminate funds from Clinical Year Student Fund.

REPORTING: The Clinical Programs Committee reports to the Associate Dean for Clinical Programs. Recommendations from the Clinical Programs Committee will be reviewed by the Dean’s Executive Leadership Council.

COMMITTEE MEMBERSHIP AND MEETINGS: This committee will be made up of 12 to 14 members, representing faculty, staff, and students. Each member will be selected based on eligibility criteria required of the member.
• Associate Dean for Clinical Programs (ADCP) – perpetual
• Sr. Associate Dean for Academics and Student Affairs (ADSA) – ex officio
• Director of the Clinical Learning Network (DCLN) – perpetual
• Clinical Coordinator(s) (CC) – perpetual
• Student Program Manager (SPM) – records minutes (non-voting)
• Network Program Manager (NPM) – records minutes (non-voting)
• Director of Outcomes Assessment – perpetual
• Member of the Curriculum Committee (appointed by the Curriculum Committee)
• Clinical Advisor or Instructor of Record (appointed by CPC Chair)
• Faculty Members (4) who are veterinarians with Clinical Teaching Emphasis/Appointment or Clinical Experience representing a broad scope of practice or one of the Five Areas of Emphasis – (nominated and elected by CPC):
  • Food Animal or Production Animal Practice
  • Small Animal or Community Practice
  • General Veterinary Practice
  • Equine Practice
  • Specialty/Research (Academics/Industry; One Health)
• Clinical Year Student (selected by the CPC)
Term Lengths and Leadership:
Term lengths of initial faculty members will be staggered; subsequent terms will be three years. Non-Student CPC Members can be renominated upon completion of their terms. The ADCP will select the initial Chair and/or Co-Chairs who shall serve a term of 1 year but can be renominated. Subsequently, CPC members will elect the Chair(s) and Co-Chair(s) who will serve in the role(s) for 2 years. The Student Members will serve a term of 12 months. Ad Hoc Representative(s) will serve a term of 12 months.

Quorum:
A quorum consisting of 2/3 of the CPC voting membership will be required for all items brought for a vote by the CPC. The Chair will vote only in cases of a tie.

Meeting Frequency and Agenda:
The CPC will meet a minimum of twice per semester or more frequently as the need arises. An agenda will be shared among CPC members at least 48 hours prior to scheduled meetings.

Glossary and Definitions of Selected Terms:
- **CLN**: Clinical Learning Network. The CLN includes OCP-approved sites that offer clinical-year student rotation opportunities.
- **Instructional Sites**: A NP that provides higher student throughput and engages/embeds/houses SVM faculty to deliver clinical year rotational instruction, oversight, and veterinary service.
- **IoR**: Instructor of Record (IoR). A Faculty member who is director of a specific course and assigns grades.
- **CA**: Clinical Advisor: Faculty member who reviews clinical year electronic portfolio entries and provides clinical year mentorship.
- **DCLN**: Director of Clinical Learning Network. This person provides clinical year network oversight, network educational integrity, clinical quality assurance and operational leadership to the clinical program.
- **CC**: Clinical Coordinator. The CC is responsible for the operational delivery of clinical rotations. CC may be assigned based on geography, species/specialty or core/elective and may reside at-distance. Responsibilities include assistance to the DCLN and ADCP with recruitment, refinement (Q/A), retention, and day-to-day operations of clinical sites. This includes collaboration between CIs/CAs/IoRs/CABs and students.
- **NPM**: Network Program Manager. This person provides communication and collaboration between NP, CCs, CIs, CABs and the OCP. The NPM helps with on-boarding and training of the NP, drafting and maintaining agreements, reconciling partner remuneration, managing equipment leases, managing fair-use and clinical activity of faculty, assisting with accreditation activities in practices and assisting with administrative duties in the OCP.
- **SPM**: Student Program Manager. The SPM provide primary guidance and transition of students entering the clinical year and serves as liaison to students in clinical year rotations. This individual manages all rotation scheduling and modifications, tracks clinical year student attendance, databases, and activities, coordinates clinical year orientation, distributes clinical year updates, manages completion of electronic portfolio entries, and works with relevant committees and faculty of the SVM.
- **NP**: Network Partner(s). Individual or entity who has executed an MOU or definitive agreement to provide or facilitate clinical-year rotations for the SVM.
• PP: Practice Partner. Individual in the CLN that operates a veterinary practice. This is a subset of all NP.
• CI: Clinical Instructor. The on-site clinician or individual responsible for the oversight of the student(s) within NP. CIs are responsible for orientation and assessment of student competencies within the clinical setting. They may be faculty, adjunct faculty or practice partners who deliver instruction in core or elective sites.
• CAB: SVM Clinical Ambassador. The individual who provides a level of pastoral care to the student in rotation. The CAB is responsible for reporting the CC on the wellness of the student and the student’s compatibility in the practice/rotation. The CAB will often be industry personnel (manufacturing/distribution) in the local area whose customer is the practice and yet willing to give some guidance to the student in that practice.
• DOPS: Directly Observation of Procedural Skills. DOPS are observed and assessed in a clinical environment in a real-life (i.e., not simulated) setting.
• EPA: Entrustable Professional Activities. A structured approach to assess the level of trust a CI has with a student to perform a specific veterinary procedure (e.g., 3-layer closure of an incision). For more information see: https://www.aavmc.org/wp-content/uploads/2020/10/CBVE-Publication-2-EPA.pdf and https://www.youtube.com/watch?v=5Ase3ETcsu0
• Milestones. These are defined metrics indicating development of abilities that must be acquired in order to successfully perform an EPA. Each EPA includes a varying number of “bundled” Milestones. By testing one EPA, therefore, multiple milestones are assessed.
• Mini CEX: Mini Clinical Examination Exercise. MiniCEX is a tool used to assess clinical performance and provide feedback on a direct observation basis that is intended to facilitate formative assessment of clinical skills. The Mini-CEX is a 10- to 20-minute direct observation assessment or “snapshot” of a student-patient interaction. For more information see: http://www.bris.ac.uk/vetscience/media/docs/guide-to-assessment.pdf
• OSCE: Objective Structured Clinical Examination. Skills that are directly observed by an examiner to assess learner competence in a structured and/or simulated environment.
• Return Week. The clinical year includes three 1-week experiences at SVM Campus (Fall, Spring, and the week prior to graduation).