

AGENDA: Advanced Education Committee (AEC)
Thursday, August 25, 2015
Time: 8:15 AM to 9:30AM
Location: D8-46



AGENDA	Information/Assigned	
New Business	<ul style="list-style-type: none"> • Approval of 06/04/15 minutes • Site Visit 2015 • SERV document • Selection of a “lead resident” to best answer questions and maintain focus during residents interview • All residents must be at the interview, in case of an emergency please inform our office, so CODA can be contacted • Website updates • Election of New Resident Representatives <p style="text-align: center;"><u>Revision of important on site documentation:</u></p> <ul style="list-style-type: none"> ✓ Documentation to demonstrate compliance with Commission’s policies on “Complaints” and “Third Party Comments” ✓ Written agreements with co-sponsoring and affiliated institutions ✓ Program goals and objectives ✓ Objectives for rotations on other services of the hospital and assignments to affiliated institutions, if applicable ✓ Objectives and content outlines for formal coursework, if applicable ✓ Departmental statistical records documenting numbers and types of procedures performed , as well as evaluations ✓ Topic outlines and schedules for all lectures, seminars, conferences and demonstrations included in the dental teaching program ✓ Records of each resident’s clinical and didactic accomplishments 	

	<ul style="list-style-type: none"> ✓ Records of each resident's clinical and didactic accomplishments ✓ Documentation of the evaluation of residents, teaching staff and the educational program ✓ Demonstration of Evidence Based Dentistry, Faculty Development ✓ Schedules of attending staff's clinical assignments ✓ Documentation of attending staff supervision ✓ Letters related to major changes in the program ✓ Method of recall and Quality Assurance ✓ Few xlum printed records ✓ CPR, HIPPA and Immunization documents ✓ ALL THE OTHER DOCUMENTS LISTED IN YOUR SELF STUDY ✓ ADA survey - deadline end of September ✓ CODA site visitor schedules ✓ Frequency of Citings Document ✓ Residents wearing eye wear protection, gowns, masks and etc. ✓ Computer locked if operator is not occupied ✓ Fall courses syllabi distributed 	
<p>Old Business</p>	<ol style="list-style-type: none"> 1. GoToMeeting was discussed with Dr. Widmer 2. Adding course syllabi to ECO 3. Rosters entered in ECO 4. Advanced Honors 	

Next AEC Meeting: TBA