MINUTES: Clinical Affairs and Quality Assurance Committee Meeting
Date: March 25, 2019
Time: 11:45 AM – 12:45 PM
Location: D3-39

UF | College of Dentistry
UNIVERSITY of FLORIDA

Present: Luisa Echeto F2019(Chair), Annetty Soto F2020(Vice-Chair), Maria Aguilar F2019, John Hardeman F2020, Abi Adewumi F2021, , Micaela Gibbs F2021 Cesar Migliorati-ADCA (ex-officio), Stephen Kostewicz (ex-officio-staff), Hannah Eder (2021), Richelle Janiec (ex-officio-staff); Andrew Corsaro(PARS ex-officio), Nick Kaleel (IPS ex-officio)

Absent: Ryan Clance (2020), Byron Amador (2019)

AGENDA	Discussion	Action
Welcome 11:50	Quorum	
Minutes review:	February Minutes: Motion carried for minutes to be approved as corrected.	Carrie Thurman to update the website.
Highlights from Subcommittees	2018 PSS Richelle presented the powerpoint; Documents provided to committee prior to the meeting. Richelle suggested that as we move forward with EasyMarkIT we can dig deeper and more focalized in specific areas to better understand the patient's experience.	
Old Business:	**Committee Leadership Topics** • **Changes in the bylaws:** Open discussion regarding FAB and Constitution Committee's recommendation to combine the CAQA sub-committees (grouping "safety" and "quality" types together). After discussion, the Committee suggests responding back to FAB and the Constitution Committee with the rationale as to why the sub-committees are important, the mount of work each of the committees have, the different CODA requirements that are covered on these sub-committees, the number of new faculty members in the College and the many opportunities these sub-	Dr. Migliorati and Dr. Echeto will followup

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	committees provide for faculty development. The last CODA documentation should also be included with the response for their review and confirmation. The committee felt that it would actually create more work for sub-committee faculty members who chair the "combined" sub-committees rather than reduce the workload. • **Vital Signs tracking in axiUm:** The StartCheck Report has been updated to include the vital signs when the student is using a template progress note (example-header). Additionally, we have updated language on the "Provider Intervention Message" for MedicalHx and PhysicalExam update if not done within the past 12 months. **Clinic Affairs Updates** • Medical Risk Patients Document for CPM- Dr. Migliorati shared that he will receive an updated version of a document developed by University of Louisville that effectively covers how to manage a patient with medical concerns. The document will be located in links in axiUm and it will linked to the CPM as well. • Medical Consultation Form – Dr. Echeto presented the new version of this form and explained the idea of creating this form within axiUm. The provider will be able to type the information, obtain the patient's signature and print out the form to be faxed/sent to the physician for their reponse. Once the information is received, it will be scanned back into the system. Additionally, Dr. Soto mentioned that the Consultation w/Medical professional code (D9311) will be used to keep track of the status of this consultation. Once a consultation is sent, the code	Dr. Echeto will send the Revised Medical Counsultation Request form to the committee members for their review and comments before finalizing the project.

	will be marked as "in-process". It will be until we receive the physician's response when this code is marked as completed. A suggestion was made to send an email to the provider if this code is "in process" for a certain period of time – to ensure following up before proceeding with the treatment. Dr. Kaleel asked if we would be able to make the consultation form interactive with the medical risk document so that the student would benefit from guided decision making while completing the form. This sounds like a great idea for a new project.	
	IT Updates – Review of Template Notes The template notes are able to be removed from the menu to select without deleting the previously added notes into the system. However, we need to work together to determine how we want to move forward with treatment note improvements. Suggestion to retain the header note with some modifications, and then require the student to create a general note - describing the assessment, findings and procedures completed along with the plans for next visit (educational opportunity) was made. One of the revision in the header note was the addition of glucose screening via glucometer during the screening appointment. A discussion took place regarding the rationale of this test and the impact in the treatment.	
Student Roundtable	<u>Class of 2019 :</u> No representation/no concerns brought to committee <u>Class of 2020</u>: Course test in progress; therefore there was no representation/no concerns brought to committee. <u>Class of 2021</u>: Time did not permit	
Faculty Roundtable	Time did not permit	

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AGENDA	Discussion	Action
Adjourn	12:55PM	

NEXT meeting: April 29, 2019 at 11:45 AM in D3-39