

Notes from the Guide Editorial Board Meetings, Friday, October 27, 2023

- Present First Call: Anne Altstadt; David Aufdencamp; Bethany Figg; Eileen Kruck; Preeti Misra; Alyson Riddick; Pam Royston; Aissa Seck; Sherry Turner
- Present Second Call: Miriam Bar-on, Tia Drake, Shirly Meade, Diana Singer, Sherry Turner

Decisions

- First group liked the Second Guide Objective statement with the addition of the word “Graduate” before medical education professionals. The second group wanted to remove “graduate” and leave it “medical education professionals.”
LAR: to reach out via email to GEB re: the objective.
- URL web page will be created for the Guide Editorial Board to house all the resources.
- Survey sent this week to AHME members to get Guide feedback.
- Notation to state that different institutions use different acronyms
- Abbreviations/Acronyms:
 - Sherry Turner to send me the AOA member boards to add to the Abbreviations and Acronyms document
 - LAR to add FIMG, AIMG, TPL, SEVIS, CC, COCA, and SI
- LAR change “pipeline” to “pathway” in the Organization and Structure document.

Chapter 3 – Management of Medical Student Rotations

- Introductory/General Chapter
- Audience: Faculty, those starting to work with medical students
- Chapter is currently to specialty-specific and allopathic-specific; Need LCME and COCA and program focus.

Bethany Figg – agreed to put together notes for Chapter 3, Management of Medical Student Rotations, and come back to a future meeting with a proposal.

Chapter 34 – Record Retention

- Chapter title should be changed to include more than just retention
- Doesn’t address the change from hard copy to RMS systems
- Needs to include both maintaining and retention of resident files and be more general
- Authors should collaborate with ACGME, other organizations, and GME-focused attorney

Alyson Riddick – agreed to put together notes for Chapter 34, Record Retention and come back to future meeting with a proposal.

Next Assignment: Guide Structure – What should it look like going forward

- What are your thoughts/suggestions on the New “Proposed” Structure (2nd Column)
 - Should the sections be renamed?
 - Should chapters be moved from one section to another?
 - Do all of the sections belong in the Guide?
 - Are there sections that are more important than other sections?