

Notes from Guide Editorial Board Kick-Off Calls

Friday, October 13, 2023 ~ 2:00 PM ET/1:00 PM CT

Prepared by: Sandi Parsons

Present: Miriam Bar-on; Tia Drake; Bethany Figg; Elaine Kruck; Shirley Meade; Alyson Riddick; Lee Ann Riesenberg; Pam Royston; Aissa Seck; Sherry Turner; Tonya VanOrder; Karen Zagar

A) Call to Order – 2:00 PM ET/1:00 PM CT

B) Welcome and Introductions

C) Team Ground Rules reviewed and accepted

D) Status Update report

E) Meeting work, Decisions below:

- General
 - Keep the number of pages in the 6th Edition close to 653
 - *Guide* Objective—revised: The Objective of the “*Guide to Medical Education in the Teaching Hospital*” is to be the premier resource providing essential knowledge and practical guidance to medical education leaders, managers, and educators.
- Dr. Riesenberg
 - Explore sending a survey to AHME members re: *Guide* SWOT; make sure short turn-around on responses
 - Revise Guide Audience Grid by adding a column for “Others” (C-Suite, faculty, Chief Residents, etc)
- Sandi Parsons
 - Ms. Parsons to send a calendar invitation to all GEB members for a weekly meeting each **Friday**, starting on **October 27, 2023**. There will be two different timeslots: 10:00 ET/9:00 CT and 3:00 ET/2:00 CT. GEB members only need to attend one session each week.
- Tia Drake
 - Investigate online resource options for the *Guide* and get back to GEB

Thursday, October 19, 2023 12 PM ET/11 AM CT

Present: Preeti Misra

Wednesday, October 25, 2023 ~ 11:00 AM ET/10:00 AM CT

Prepared by: Sandi Parsons

Present: Anne Altstadt; David Aufdencamp; Lee Ann Riesenberg; Diana Singer

E) Meeting work, Decisions below:

- Abbreviations added
 - CHGME and DCGME to abbreviations list
 - ACGME is rebranding CLER to CLE
(<https://meridian.allenpress.com/jgme/article/15/5/612/496157/CLER-Program-Future-Directions-Optimizing-the>)

- Also, others added since last meeting: Initial Residency Period (IRP); Family Educational Rights and Privacy Act (FERPA); Subjective, Objective, Assessment, Plan (SOAP); and all 24 ABMS member boards
- General
 - Holidays on 11/10 (Veteran’s Day) and 11/24 (Thanks Giving); will need to skip those weeks; Dr. Riesenbergr thinks that with calls through January, we will make the desired number
 - *Guide* Objective—revised: The Objective of the “*Guide to Medical Education in the Teaching Hospital*” is to be the premier resource that provides essential knowledge and practical guidance to medical education professionals.
Will discuss the multiple versions at next meeting.
- Dr. Riesenbergr
 - Work on the development of a check box type list from SWOT Analysis of things for GEB to remember while reviewing chapters

F) Assignments for All GEB Members:

- Review the Abbreviations & Acronyms document and provide feedback via email
- Read two assigned chapters from the 5th Edition (Chapter 3 - Management of Medical student Rotations (pp17-22); Chapter 34 - Record Retention (pp 493-502) and come to the next meeting prepared to discuss the answers to the following questions:
 - Who is the audience (**reader**) of this chapter?
 - Does the chapter, as written, provide what that reader needs?
 - General thoughts about readers/users.
 - How could the chapter be improved?
 - Does the chapter belong in the *Guide*?