

Joint Milestones Task Force Meeting  
March 6, 2013  
Denver, Colorado

MINUTES

**Participants**

Felix K. Ankel, MD, FACEP, Chair; see attached list of participants

**Agenda**

1. Clinical competency committees (CCC)
2. ED care based milestones report
3. Procedural based milestones report
4. Systems based milestones report
5. Simulation academy project report
6. Learning management suites (LMS)
7. Learner-driven milestones passport project report
8. Clinical learning environment review visits (CLER)
9. Other

**Major Points Discussed**

1. Dr. Promes reported on her institution's clinical competency committee (CCC) structure and activities. Discussion questions included who should be on the CCC (should residents be included) and if the CCC functions are merely a rebranding of evaluation and assessment activities that residency programs are already performing.

Attendees noted the importance for the program director to meet individually with faculty to ensure faculty understanding of the program's evaluation and assessment processes and tools, and to ensure compliance with the processes.

**Drs. Chris Doty, Rodney Omron and Lynn Roppolo** will chair this new subgroup and help create a CCC menu and a regional wiki page to facilitate user efficiencies, and to aggregate the different methods/structures residency programs and institutions are using in creating CCCs ( a milestones resource workbook).

Questions pertaining to the scope of the JMTF included potential JMTF collaboration on CCC charters and identifying best practices, with a recommendation to create a wiki page for programs that have functioning CCCs to describe their structure and processes in an effort to help other programs.

2. **Dr. Moshe Weizberg** is subgroup chair for the ED care based milestones. His group will develop specific tools for evaluating specific milestones, and identify which tools are working well and which tools need improvement – will need to conduct research on validity and reliability at some point; integration will be pursued with work already done.
3. **Dr. Jenna Fredette** is subgroup chair for the procedural based milestones. Her group is convening on monthly conference calls to address evaluation tools already in use, and is considering the use of checklists.

4. **Dr. Mary Jo Wagner** is subgroup chair for the systems based milestones. Her group has been conducting conference calls, with deliverables to include identifying gaps in technology assessment. This group will also explore standardized situational judgment evaluation tools from work already conducted in the United Kingdom.
5. **Dr. Danielle Hart** is working on simulation as an assessment tool. To avoid duplication she is coordinating collaboration between SAEM's simulation academy and CORD's simulation task force. CORD's task force is seeking help in mapping cases that already exist.
6. **Ms. Denise Toriani** will facilitate collaboration of assessment tools for new innovations and E\*Value learning management suites (LMS). These tools may be used for aggregation of data and end-of-shift evaluations.
7. **Drs. Rodney Omron** and **Lynn Roppolo** will chair a milestones workbook project. The objective is to structure the material and information on Sharepoint and wiki into a usable application. Deliverables will include a workbook of organized evaluation tools and a "how to" textbook.
8. **Drs. Gloria Kuhn** and **Felix Ankel** will chair the new subgroup on clinical learning environment review (CLER) visits. The ACGME will conduct these unannounced visits to institutions every 18 months, with the first visits beginning this year. The process for these visits include beginning and ending the visit with the CEO, CFO, DIO and other top institutional leadership, asking the same questions to all employees, residents and faculty, including using an audience response system (ARS) to ascertain if culture and messages/processes are the same throughout the system. This group will obtain reports from sites already visited and will analyze CLER processes to assist programs with upcoming visits.
9. Other items to be addressed:
  - send wiki link to CORD listserve again with instructions on using the wiki;
  - consider if a research section should be added to wiki;
  - all milestones slides from CORD's presentations will be added to the wiki;
  - request attendees from today's luncheon meeting submit their milestone projects they are currently working on to the wiki;
  - add a list of active projects to wiki;
  - JMETF to discuss issue of open source of information;
  - **Dr. Jason Wagner** will add a new folder/database to the wiki titled "tools under development;" and
  - deliverables for next year will include a workbook of articles and checklists/forms (with table of contents).

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