

Administrative Council Minutes  
MCG School of Dentistry  
January 27, 2004

Present: Potter, Woodall, DeLeon, P Hanes, Guinn, F Caughman, Weller, Myers, Schuster, Adair, Lapp, Ivanhoe, Hanes,

1. Dr. Sisk advised the council that he will be updating the Code 66 Medical Emergency System protocol for the School of Dentistry in order to simplify and to eliminate problems with the current protocol. A draft was distributed and minor revisions were suggested by the Council. Instructions will be placed on labels for each phone in the building. One noted revision is to call 1-2911 and the MCG dispatcher will call for an ambulance. An MCG police officer will be dispatched as well and an official report of the incident will be written by that individual. Dr. Sisk reminded the council that Code 99 is no longer to be used in the School of Dentistry.

Dr. Sisk will make appropriate revisions to the document, prepare phone labels with Code 66 instructions and distribute within the school.

2. Dr. Frank Caughman announced that the Clinical Chairs Committee will meet Wednesday, January 28, 2004, to identify students at risk for not being eligible to take the SRTA exam. He stressed the importance of on-time graduation, especially during an accreditation year. Dr. Potter advised that in relation to accreditation we will need to stand on our accumulative record as opposed to lowering the requirements to obtain a higher rate for this year.

The council discussed the possibility of requiring juniors that have not completing all junior expectations to repeat the year instead of allowing them to progress as seniors classified as special students. It was also suggested that seniors who do not complete on time be issued a fee for the extra time to complete all requirements.

Dr. Potter stated that everyone agrees that there is a fundamental problem in the school's approach and changes need to occur. He will advise Dr. Drisko of the issue and a course of action will need to be determined at the Dean's discretion.

3. Dr. Frank Caughman stated that plans are being formulated, considering the building limitations, for the general dentistry comprehensive care clinic. At the present, there are not enough clinics to have adequate teams. The plan is to phase in the senior class only until either building renovations are made or a new building is available. The goal is to have the pilot program in place during summer 2004.
4. Dr. DeLeon presented concerns on Housekeeping issues in patient waiting areas, hallways, soiled carpets, etc. The ortho clinic processes sixty patients in their clinic reception area and the presentation from housekeeping is unacceptable at this time. Another issue of concern was the appearance of the outside of the building. He asked for assistance in getting these issues resolved.

Mr. Tim Woodall asked all chairs to email him their issues and he will meet with the Housekeeping supervisor for a resolution.

5. Dr. DeLeon mentioned that Orthodontics has experienced ordering problems with ordering clinical supplies. Dr. Caughman advised Dr. DeLeon that the problem is currently being addressed. A protocol is presently being written and should be distributed which should resolve the issue right away.
6. Dr. Potter stated that a draft of the predoctoral self study (Standards 1-6) is ready and is being reviewed by the Associate Deans. The document will be sent forth to department chairs electronically asking for comments and revision recommendations via the Word tracking feature or returned with written comments. Chairs should return the document next week. The draft must be sent to the consultants prior to the mock site visit in May.

Significant changes are forthcoming on Standards II and IV, but Dr. Potter asked chairs to continue to send their recommendations. Dr. Carole Hanes advised the chairs to look closely at the table in Standard I (Institutional Effectiveness). She is aware that some items are possibly incomplete but requested all recommendations from chairs.

7. Dr. Sisk announced that the IV Sedation Course will be restarted with Dr. Getter as the course director. He also advised that there is an ACLS course upcoming if any residents needed to attend.
8. Dr. Adair announced that Give Kids A Smile day will be Friday, February 6, 2004. Approximately 120 elementary school kids from Gracewood Elementary will be brought to the school for screenings and cleanings. Licensed dentists from around the state will participate in the event, as well as pediatric residents and dental hygiene students.
9. Dr. Caughman announced that any faculty or resident planning to take the upcoming SRTA exam should notify Ms. Melanie Gee as soon as possible in order to have a space reserved.
10. Dr. Carole Hanes met with three medical students regarding the HSTAT (Health Students Taking Action Together). This is an organized group of medical students whose platform is (1) Uninsured, (2) Children with Obesity & Obesity Prevention and (3) HIV Protocol. The medical students would like to include dental students. Dr. Hanes will be coordinating a noon meeting for the dental students to meet with this group. She believes it to be a good opportunity for the dental students to become involved in their community as well as with other healthcare providers. Another opportunity available through this organization is participation in "Law Day" at the Georgia State Capital.