

UGMS Committee

Minutes

DATE & TIME: Wednesday, October 3, 2007 at 4:00 p.m.

PLACE: Professional Development and Conferencing Services Boardroom

PRESENT: Ms. L. Glynn (Chair), Dr. D. MacPhee, M. Wells, S. Shah, D. Allison, N. Bandrauk, A. Dorward, J. Kibble, G. Farrell, S. Moffatt, Ms. S. Ackerman, Ms. E. Hillman, Mr. G. Beckett, Mr. A. Kennedy (Student Representative)

APOLOGIES: Dr. A. Goodridge

Dr. Allison was introduced as the new Community Health and Humanities representative, replacing Dr. Gadag.

Committee Reports

Pre-Clerkship Report

Dr. MacPhee reported that there have been some issues with the Hematology component of ISD II. The component chair resigned while the course was still functioning; she agreed to return until the component ended but is now unavailable to deal with the issues that have arisen. As a result, others have been inconvenienced to deal with these matters. An e-mail has been drafted asking current chairs to designate an alternative to deal with issues in their absence to hopefully avoid situations such as this in the future. A new chair is needed for this component along with chairs for Palliative Care, Respiratory, Women's Health and Clinical Skills. There appears to be a shortage of faculty to fill these positions and as a result, consideration is being given to the use of family physicians as course/component chairs.

Dr. MacPhee also advised that he had recently met with Dr. Jenny Harris, chair of the Clinical Skills course, who expressed concern because she has not yet received a reply to her request for deviation from the Protected Time Policy. As well, she has also advised that there is still a problem scheduling patients within the guidelines of the policy so it may come before this Committee again if the problem can't be dealt with in another manner.

It was noted that a letter has been drafted to Dr. Harris and will be forthcoming soon.

With regards to LXR, Dr. MacPhee reported that this is a new program being used in the ongoing review of questions for examinations in Pre-Clerkship. Information has been sent to chairs outlining how it will be used and requesting information.

Agenda Additions

The Chair added the following items to the agenda:

- Election of a vice-chair
- UGMS Committee website

Review of Minutes of June 27, 2007

BANDRAUK/MOFFATT

THAT the minutes be approved as circulated.

CARRIED

Review of Minutes of September 5, 2007

BANDRAUK/MOFFATTT

THAT the minutes be approved as circulated.

CARRIED

Review of Minutes of September 19, 2007

BANDRAUK/MOFFATTT

THAT the minutes be approved as circulated.

CARRIED

Business Arising

Committee Membership

The following changes were noted from discussion at the last meeting:

- The MSS will be voting this week so another student representative should be in place for the next meeting.
- Dr. Allison is now filling the position of Community Health representative.
- A clinical representative is still needed for the UGMS Committee and a name should be forthcoming soon.
- A member still needs to be appointed to PESC which is in the process of being finalized.

- The Assessment Committee still requires a student representative and a Community Health representative. Mr. Kennedy agreed to approach the MSS with regards to student representation.

It was felt that the issue of lack of faculty volunteers to act as course chairs, etc needs to be addressed and Ms. Glynn agreed to write to the Dean expressing the concerns of the Committee.

Lack of Activity

Members were reminded that if they are unable to attend a meeting, they should check the home page in case there is anything that has been set up for an electronic vote.

The Chair requested a change in the terms of reference for this Committee to allow the following statements to be included:

- The Chair may request replacement of members who fail to attend 1/3 of the meetings without reason.
- The executive of the MSS may appoint another student to take the place of the elected student who fails to attend meetings.

It was noted that changes in terms of reference need to be approved by Faculty Council, therefore, the revised version would be put on-line for electronic vote so it can be presented at the next Faculty Council meeting.

Correspondence

The Chair advised members that she regularly receives correspondence addressed to the Committee and it was agreed that a report would be provided at each meeting on correspondence received, for the information of the members.

Ms. Glynn reported that she had received the following correspondence:

- The official letter of resignation from Dr. Gadag.
- The evaluation report on Women's Health
- A letter from an international medical student expressing dissatisfaction with the fact that he is unable to take more than 8 weeks of clinical rotation here at Memorial because he wanted to come here to practice after graduation. It was noted that it is a national policy that international medical graduates can only do a maximum of 12 weeks total in Canada and the maximum at Memorial is 8 weeks.
- A letter from Dr. Rourke advising that Dr. Curran and the IPE program are developing a proposal to put an IPE component into the curriculum, which will be forwarded to this Committee at a later date.

With regards to the issue of IPE, it was felt that it might be more appropriate to move towards including this in the curriculum with the curriculum change proposed for 2010 instead of in 2008 as is currently requested. It was also noted that Dr. Curran has asked various discipline chairs to

write to the Dean with their support for this inclusion, however, a form letter was used with a different signature line for each.

After some discussion members agreed that IPE does have a place in the curriculum but it does not work in its current form. As well, it may be more appropriate for this Committee to make the recommendation to include IPE in the curriculum. This matter will be placed on the agenda for a future meeting along with the appropriate documentation.

Committee Reports (Con't)

Clerkship Coordinator

Dr. Boone advised that there have recently been some issues with regards to the ACLS certification course provided to the final year clerks. Due to changes in the way ACLS is delivered, Eastern Health is unable to provide the course to all clinical clerks prior to graduation because they are unable to accommodate the numbers. The matter has been discussed at the Clerkship Committee where it was felt that the course should remain as part of the curriculum. Discussions are now underway in an attempt to secure funding to ensure that all students in the graduating class will be certified before beginning their postgraduate training. The estimate is \$300 per student however, if students are matched to postgraduate training at Memorial, they will automatically receive the ACLS certification through the Postgraduate Office so this will decrease the cost.

After further discussion the UGMS Committee was in agreement with the Clerkship Committee in that the ACLS certification course is an essential part of the curriculum for medical students and therefore should not be discontinued until all possible ways of providing it have been exhausted. A letter will be written to Drs. Peters, Rourke and Morgan in support of keeping ACLS as part of the curriculum.

Curriculum Steering Committee

Dr. Wells advised that she would be the representative on the UGMS Committee from the Undergraduate Medical Education Curriculum Renewal Committee. The Committee, which also includes Drs. Peters and Hansen, was put in place to review the current curriculum for possible update, the directive for which came from the strategic planning retreat as well as from accreditation. Others will be asked for their help and input as needed. Currently the Committee is involved with a literature search for feedback to help determine where the strengths and weaknesses are. Once there are some firm ideas and suggestions, the options will be brought to the UGMS Committee for review and approval, and then on to Faculty Council.

The next step is to complete the needs assessment and as well, a website will be set up to allow faculty, etc. to review information as it becomes available to ensure that everyone is kept informed. This will help to move the process along as efficiently as possible.

Dr. Boone advised that the Ad Hoc Committee for Clerkship Curriculum Review will also be making some recommendations once ideas have been developed through that committee.

Outstanding Issues**Pandemic Policy**

Dr. Bandrauk agreed to take on the responsibility of proposing a pandemic policy.

Policy on Student Health

Dr. Moffatt agreed to take on the responsibility of proposing a policy on student health.

LCME Standards Monitoring Policy

BANDRAUK/FARRELL

THAT the policy be accepted as outlined.

CARRIED

Election of Vice Chair

As there were no volunteers, Ms. Glynn will contact members to see if there is any interest.

UGMS Committee Homepage

It was noted that the homepage for the Committee is getting very busy and it can be difficult to find needed information, etc. Ms. Glynn agreed to do maintenance on the website as required, to make it more user friendly.

Women's Health

Members were advised that a letter had been received from PESC asking this Committee to deal with the matter of the Women's Health course. It was agreed that this matter would be deferred to the next meeting.

Adjournment

There being no further business, the meeting was adjourned at 5:30 pm.

Ms. L. Glynn
Chair

LG/mjm