

Clerkship Committee Meeting		DATE	December 18, 2014
		ROOM	PDCS Room 5
CHAIR	Dr. Stringer		
MINUTE TAKER	Ms. Sandy Williamson		
MEMBERS: 2013 - 2014	<p><i>Dr. Katherine Stringer, Clerkship Coordinator</i> <i>Dr. Jamie Farrell, CDC Medicine</i> <i>Dr. Tina Delaney, CDC Obstetrics/Gynecology</i> <i>Dr. Craig Stone, CDC Surgery</i> <i>Dr. Jasbir Gill, CDC Psychiatry</i> <i>Dr. Lyn Power, CDC Rural Family Medicine</i> <i>Dr. Tyna Doyle, CDC Pediatrics</i> <i>Dr. David Jones, Selectives Coordinator</i> <i>Dr. Keegan Au, Electives Coordinator</i> <i>Dr. Jennifer Leonard, Course Chair MED 7280</i> <i>Dr. Todd Lambert, Assistant Dean, New Brunswick - joins by teleconference</i> <i>Dr. Richard Wedge, PEI Representative - joins by teleconference</i> <i>Ms. Verna McInnis, Clerkship Coordinator PEI - joins by teleconference</i> <i>Ms. Kathy MacLean, Clerkship Coordinator PEI - joins by teleconference</i> <i>Dr. Donald McKay, Associate Dean, UGME</i> <i>Dr. Scott Moffatt, Assistant Dean, Student Affairs</i> <i>Ms. Sally Ackerman, Accreditation Manager</i> <i>Mr. David Jerome, student, class of 2016</i> <i>Mr. Andrew Dalton, student, class of 2015</i> <i>Ms. Melody Marshall, UGME Coordinator</i> <i>Ms. Angeles Damil, Administrative Coordinator, New Brunswick - joins by teleconference</i> <i>Ms. Dawn Keenan, Program Manager, New Brunswick - joins by teleconference</i></p>		
PARTICIPANTS	Dr. Jasbir Gill, Ms. Melody Marshall, Dr. Kath Stringer, Dr. Tyna Doyle, Dr. Don McKay, Mr. Dave Jerome, Dr. Lyn Power, Ms. Sally Ackerman, Dr. Tina Delaney, Dr. Jamie Farrell, Ms. Angeles Damil, Dr. Craig Stone, Dr. David Jones, Dr. Jennifer Leonard, Ms. Verna McInnis.		
GUESTS			
REGRETS	Mr. Dalton, Dr. Moffatt		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
#2 ADDITIONS TO THE AGENDA	<ul style="list-style-type: none"> Item #1 and #2 Agenda 	<ul style="list-style-type: none"> Call to order. No additions to agenda. 	

<p>#3 APPROVAL OF MINUTES: December 18, 2014</p>	<ul style="list-style-type: none"> Item #3 Minutes 	<ul style="list-style-type: none"> Minutes from November 20, 2014, approved, note that during student reports to add SEQ: "Student reps were asked to encourage their classmates to participate in the questionnaire." Duty hours, Dr. Stringer asked Dr. Samrasena to distribute duty hours. 	<p>Minutes Approved Moved: Dr. Farrell Seconded: Mr. Jerome</p>
<p>#4 PRESENTATIONS</p>	<ul style="list-style-type: none"> Item 4.1 and 4.2 MUN-NB/PEI Update 	<ul style="list-style-type: none"> NB: Dr. McKay sent Ms. Damil Respectful Workplace Policy. Ms. Damil already distributed duty hours based on links sent by Sandy. PEI: Ms. McInnis: everything going well with P2P, Jones concurred. 	
<p>#5 BUSINESS ARISING</p>	<ul style="list-style-type: none"> Item 5.1 Clerkship App 	<ul style="list-style-type: none"> Clerkship App: anything in orientation material CDC would like in App, look through Clerkship Survival Book, to inform not to dictate. Sandy provided books to CDCs. 	<p>Action item: CDCs to look over survival Guide as inspiration, provide Dr. Harris with points derived from orientation for App.</p>
	<ul style="list-style-type: none"> Item 5.2 Travel Days 	<ul style="list-style-type: none"> Maximum two days as indicated in Handbook. Already relayed to students by Dr. Stringer. 	
	<ul style="list-style-type: none"> Item 5.3 Accreditation Report 	<ul style="list-style-type: none"> ED-8 (Comparability of Sites): Faculty Development Opportunities. Farrell noted that Medicine in touch with NB faculty re: opportunities. Ms. Ackerman suggested that faculty can sign up for Newline – professional development opportunities with DELTS promoted there. Many development opportunities are offered by distance. Discipline by Discipline approach required. ED-8: Database for accreditation submission (impending site visit in February), CDCs to check over draft submission for ED-8 to assess accuracy and/or make additions, final version will be distributed before visit. ED-31: McKay going over process for Mid-point Review with APAs, Sandy to check for timeliness, process used will be checked with CDCs. NB Psychiatry CDC recently resigned, need to determine name of replacement. Two Clerkship Committee Meetings before accreditation visit, everyone should make January meeting. Will hold a mock run-through. ED-27: Process happening. ED-30: We are in compliance with this standard. 	<p>Action item: UGME will contact Medicine to assess how they are contacting NB re: professional development opportunities and inform other disciplines how to follow suit.</p> <p>Action item: CDCs to check over ED-8 Database.</p> <p>Action item: CDCs to talk to NB Counterparts at least biannually, need to know mid-point is happening.</p> <p>Action item: Dr. McKay to contact Dr. McGibbon who new Psychiatry CDC will be.</p>

		<ul style="list-style-type: none"> • ED-31- We are doing well with this standard as well. • MS-32- Mistreatment Policy and Procedures is posted on website. • If student professionalism issues are evident, ITERs to be treated separately and released unless academic misconduct involved. (ED-30 and MS-32). 	
	<ul style="list-style-type: none"> • Item 5.4 Phase 4 Meeting with Clerkship Committee 	<ul style="list-style-type: none"> • Two Committees at once for a while. At the meeting will look at our objectives. Dr. Stringer will know what changes are expected of Committee. Core rotations will remain, there will still be academic half days, # of hours may decrease for other things. • Class of 2017 closer to status quo, Class of 2018 will be different template for NB. • We have 21 months. 	<p>Action item: Set date for Phase 4 meeting.</p>
	<ul style="list-style-type: none"> • Item 5.5 Severe Infectious Disease Statement 	<ul style="list-style-type: none"> • Statement to be specific to Ebola. • Medical students not involved, have to make sure Health Authorities are clear on this. • Au and Allison working on a statement too. • Should there be a policy about student involvement in high-risk procedures? 	<p>Action item: Dr. Stringer to craft statement on Ebola.</p>
#6 NEW BUSINESS		<ul style="list-style-type: none"> • None reported. 	
#7 STANDING ITEMS	<ul style="list-style-type: none"> • Item 7.1 Medical Student Reports 	<ul style="list-style-type: none"> • Two students out of province asked if Academic half days could be recorded, if they are scheduled to do something else (particularly at rural sites). (Jerome) • (McKay) Is it appropriate to miss these sessions. • (Farrell) Should get in touch with discipline, follow up on a case by case basis. • Problems with pagers, they die, replacement cost covered by student. 	<p>Action item: Jerome to inform students that they should contact Discipline in case of academic half day issues or absences.</p> <p>Action item: Marshall to look into pager issue.</p>
#8 ADJOURNMENT		<ul style="list-style-type: none"> • Next Meeting: January 15, 2015 	
Next Meeting		January 15, 2014	