

Clerkship Committee Meeting		DATE	November 20, 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. Norah Duggan, CDC Rural Family Medicine (outgoing)</i> <i>Dr. Lyn Power, CDC Rural Family Medicine (incoming)</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. Verna McInnis, Ms. Kathy MacLean, Mr. Dave Jerome, Mr. Andrew Dalton, Ms. Sally Ackerman, Dr. Tina Delaney, Dr. Jamie Farrell, Dr. Angie McGibbon, Ms. Angeles Damil		
GUESTS			
REGRETS	Dr. Au, Dr. Leonard, Dr. Jones, Dr. Stone		
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. No quorum initially. Note re: BBP: Admissions have done their part. Our policy almost identical to other universities. 	

<p>#3 APPROVAL OF MINUTES: November 20, 2014</p>	<ul style="list-style-type: none"> Item #3 Minutes 	<ul style="list-style-type: none"> Quorum achieved, minutes from October 16, 2014, approved after 5.1. Noted that 7.1 from October should read duty hours are extending past ten hours a day or <u>after</u> 6 pm. 	<p>Minutes Approved</p> <p>Moved: Mr. Dave Jerome Seconded: Dr. Tyna Doyle</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: Deferred until 5.5. PEI: (MacLean) P2P placement going well, sent information to local physicians re: P2P student. 	
<p>#5 BUSINESS ARISING</p>	<ul style="list-style-type: none"> Item 5.1 Clerkship App 	<ul style="list-style-type: none"> CDCs to review if any info from Survival guide has changed, give update to Dr. Harris. 	<p>Action Item:</p> <p>Sandy to obtain this year's Survival Guide for CDCs</p>
	<ul style="list-style-type: none"> Item 5.2 Statutory Holidays 	<ul style="list-style-type: none"> For students who want to take Monday off and work a Tuesday statutory holiday, 3 day absence potentially problematic. Working on a holiday still a good experience, the concern being is there appropriate support/teaching on a holiday? Can't have one policy for one site. Implications for academic half days. Leave as is. 	<p>Action Item:</p> <p>Leaving policy as is.</p>
	<ul style="list-style-type: none"> Item 5.3 Blood Borne Pathogen Policy 	<ul style="list-style-type: none"> November 24 CPCSNL Dr.'s Rourke, McKay, Moffatt Inkpen and Osmond to meet, also two students to meet with Dr.'s McKay and Moffatt to discuss FAQs. 	
	<ul style="list-style-type: none"> Item 5.4 Travel Days 	<ul style="list-style-type: none"> Deferred until next meeting. 	
	<ul style="list-style-type: none"> Item 5.5 NB Update 	<ul style="list-style-type: none"> Template: 1 and 8 will be doubled up for 10 tracks. Only two sites next year. Fredericton and Saint John. Other sites gone with LIC/Dal. In Track 8 Pediatrics and Surgery switched, surgery ok with swap, capacity issue for PEDS two tracks would be going on at once, one in NB and one in St. John's. Academic half day - might be too many. For Track 1, one person for Obs would go to St. John's, no swap needed - St. John's would now have the usual ten per track and an additional one from NB. Delaney suggests saying ahead of time where students will go 	<p>Action item:</p> <p>Dr. Doyle to discuss template swap with Blair Brush.</p> <p>Dr. McKay planning to coordinate re: clinic cards.</p> <p>Faculty development PowerPoint</p>

		<p>for out of town sites.</p> <ul style="list-style-type: none"> • There will be ten in some tracks and 7 or 8 in others to cover the double cohort of Family Medicine. • Clinic cards have been problematic, needs global application: at least one a week, daily card or weekly card, up to discipline. • Students can fill out clinic card and ask preceptor for a signature, forces an encounter, illicit feedback. • Call for Assistant Dean in NB approved. • Key for who contacts are, draft, CDS to contact local NB counterparts. • Sending links for Learning Environment and brochure for student supports. • Academic half days. Dissatisfaction with E-Live, preference for video. Dal has a video system, set up in NB. Post-grad looked into video, can't work in rural NL. 15 minutes at end of Academic Half Day for students to interact on own without faculty. E-Live only works when everybody participating remotely. • Problems NB identifies apply to us with regard to rural areas in NL as well. 	<p>needed.</p> <p>Proposing that Academic Half Days be run remotely for everybody in Phase 4, for now reserving 15 minutes at end or during for students to interact without faculty, or extend by 15 minutes, basically a period of time during which this can happen. UGME to send out e-mail.</p> <p>UGME to check with Steve, HSIMS/PDCS re: video availability, however can be insecure connection.</p>
	<ul style="list-style-type: none"> • Item 5.6 Accreditation Report ED-8 Contact with New Brunswick Counterparts 	<ul style="list-style-type: none"> • Peds in fifth week for ED-30, has a few issues with marking scheme. Error in calculation. Discussion. • Ackerman sent two documents re: ED-8 for mini DCI, to be completed asap for February accreditation submission. • CDCs, Family (Power) and Selectives (Jones) to contact NB counterparts. • Trip to NB, MedEd conference April 15 (Wed. night, social event) and 16 (during day) and maybe 17 (morn. team-building) in Fredericton, and probably try to go to PEI the Monday the 13th or 14th. (April's CCM Meeting not on Thursday that week). Noted that earliness of event preventing some from attending, might make two trips. • CCME April 25 in Vancouver, Dr. McKay going, 	<p>Action item: CDCs to complete response for mini DCI (data collection instrument) for ED-8, the new one, to be done asap.</p> <p>CDCs to call NB counterparts.</p> <p>Firm up dates of NB/PEI trips.</p>
	<ul style="list-style-type: none"> • Item 5.7 Phase 4 Meeting with Clerkship Committee 	<ul style="list-style-type: none"> • Planning a half day meeting for Committee to discuss Phase 4. Looking at objectives. 	<p>Action item: Sandy to send out doodle survey for Phase 4 Review as it relates to Clerkship Committee.</p>
	<ul style="list-style-type: none"> • Item 5.8 and 5.9 MS-32 Policy re: 	<ul style="list-style-type: none"> • MS-32: Report problems to Student Affairs. Staff members in the hospital also included, important that CDCs know about it. Student just has to 	<p>Action item: UGME to send out e-mail to Class</p>

	faculty/student treatment	report – to Student Affairs. (Resolve on a local level up to student.) Phase 2: this is an assignment in House Calls. (Jerome: this was reported in Clerkship Prep). Class of 2015 did not get this information.	of 2015, and NB.
#6 NEW BUSINESS	<ul style="list-style-type: none"> Item 6.1 AFMC Clerkship Group Report back 	<ul style="list-style-type: none"> Issues same at all universities. Share OSCE resources. Every university developing their own data base. Academic ownership. U of T – Open Access. Dr. Leonard sitting on Sub-Committee. On-call duty hours, 12 hours a day average, ours is ten. Survey, random auditing, residents need to be educated. Dal duty hours different, monitor NB. Call: We’re the only ones who have times other than 12 hours a day and 60 hour work week. Post-grad mention in Orientation. 	Action item: Dr. Stringer to contact Post-Grad office.
	<ul style="list-style-type: none"> Item 6.2 Ebola preparedness and Clerks 	<ul style="list-style-type: none"> Dr. Stringer to draft statement. 	Action item: Dr. Stringer to draft statement.
#7 STANDING ITEMS	<ul style="list-style-type: none"> Item 7.1 Medical Student Reports 	<ul style="list-style-type: none"> None reported. Student Reps were asked to encourage their classmates to participate in the SEQ Questionnaire. 	
#8 ADJOURNMENT		<ul style="list-style-type: none"> Next Meeting: December 18, 2014 	
Next Meeting		December 18, 2014	