

<b>RECORD OF DISCUSSION, ACTIONS AND DECISIONS</b>			
<b>MEETING</b>	CLERKSHIP COMMITTEE MEETING MINUTES		
<b>CHAIR</b>	DR. JASON McCARTHY		
<b>DATE</b>	January 19, 2012		
<b>MEMBERS AS OF January 19, 2011</b>	Dr. J. McCarthy (Chair), Dr. D. McKay, Dr. J. Martin, Dr. M. Neary, Dr. N. Duggan, Dr. J. Shik, Dr. B. Curtis, Dr. T. Delaney, Dr. H. White, Dr. T. Adey, Dr. C. Stone, Dr. T. Lambert, Ms. S. Ackerman, Ms. L. Edwards, Mr. D. Watton, Ms. W. Guy-Cole (Observer/UGME) and Ms. B. Furey (Secretary). <span style="float: right;">17</span>		
<b>SECRETARY - January 19<sup>th</sup> MINUTES</b>	Ms. Bernadette Furey		
<b>PARTICIPANTS</b>	Faculty: D. J. McCarthy, Dr. D. McKay, Dr. B. Curtis, Dr. S. Ackerman, Dr. C. Stone, Dr. T. Delaney, Dr. N. Duggan, Dr. T. Lambert (NB). Students: Ms. L. Edwards, Mr. D. Watton. UGME Office: Ms. Wandalee Guy-Cole, Ms. B. Furey (Secretary). <span style="float: right;">11/17</span>		
<b>REGRETS</b>	Faculty: Dr. J. Martin, Dr. M. Neary, Dr. J. Shik, Dr. H. White, Dr. T. Adey, Dr. C. Stone. <span style="float: right;">6/17</span>		
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
WELCOME / MEETING START TIME	<ul style="list-style-type: none"> <li>J. McCarthy opened the meeting at 4:15pm</li> </ul>	<ul style="list-style-type: none"> <li>Quorum in Attendance</li> </ul>	
ADDITIONS TO THE AGENDA	<ul style="list-style-type: none"> <li>There were no additions to the Agenda.</li> </ul>		
REVIEW OF MINUTES FROM (December 15, 2011)	<ul style="list-style-type: none"> <li>J. McCarthy suggested that, after review, Minutes be accepted.</li> </ul>	<ul style="list-style-type: none"> <li>Correction to be made in Dec 15<sup>th</sup> Minutes that Drs. Delaney, Adey and Mr. D. Watton were not in attendance (place under Regrets)</li> <li>Minutes were approved with corrections as noted</li> </ul>	<b>ACTION:</b>  <b>UGME to obtain Terms of Reference for Committee and Chair.</b>

<p>BUSINESS ARISING</p> <p>#4.</p>	<ul style="list-style-type: none"> <li>Item 4.1 Update: MEDITECH Access in Lab West (B. Curtis)</li> </ul>	<ul style="list-style-type: none"> <li>Students informed Dr. Curtis that they were experiencing difficulties obtaining Meditech access in Lab West.</li> <li>Students are included in the Circle of Care; there should be no obstacle to obtaining the same.</li> <li>Dr. Curtis to contact Dr. Jeon to help resolve this issue</li> </ul>	<p><b>ACTION:</b></p> <p><b>Follow-up report from Dr. Curtis at next month's meeting</b></p>
	<ul style="list-style-type: none"> <li>Item 4.2 Update: Special Cohort in Template Selection Process (J. McCarthy)</li> </ul>	<ul style="list-style-type: none"> <li>Ms. Edwards spoke to the students; they expressed concern re: giving special consideration to select cohorts, e.g. they asked whether students' martial status, religious beliefs, etc. are grounds for special consideration.</li> <li>Dr. Duggan stated that there must be a rationale for any requests.</li> <li>Dr. McCarthy suggested we review each request on a case-by-case basis from here on in.</li> <li>Rural placements are a key component to medical education at Memorial University; every effort should be made to ensure rural placement of students during rural rotations.</li> <li>Ms. Edwards suggested that any process for accommodation should be transparent and equitable.</li> <li>Approval must be obtained through the Clerkship Coordinator or Clerkship Committee.</li> </ul>	<p><b>ACTION:</b></p> <p><b>Ms. Edwards and Mr. Watton will inform the students that any student may request special consideration in placement. The student should contact the UGME office in writing, stating their request and rationale. Each individual request will be reviewed.</b></p>
<p>#4</p>	<ul style="list-style-type: none"> <li>Item 4.3 Faculty Evaluation Form (D. McKay)</li> </ul>	<ul style="list-style-type: none"> <li>Dr. McKay discussed the form at the latest <i>Program Evaluation Sub Committee</i> (PESC) and solicited their opinions. PESC has established a committee re: implementation of this form.</li> <li>Residency Committee is going to form a new committee</li> </ul>	<p><b>ACTION:</b></p> <p><b>Dr. McCarthy will ask Dr. White to represent the Clerkship Committee on the aforementioned PESC subcommittee re: this form</b></p>

<p>NEW BUSINESS #5.</p>	<ul style="list-style-type: none"> <li>Item 5.1 Presentation : Accreditation 2013 (D. McKay)</li> </ul>	<ul style="list-style-type: none"> <li>Dr. McKay showed a PowerPoint presentation regarding accreditation review and role of administrative staff as it pertains to these matters.</li> <li>At an APA/UGME staff development meeting Dr. McKay asked questions re: ED-2, ED-8, and ED-30.</li> <li>Faculty, resident, student requirements re: upcoming accreditation was reviewed.</li> </ul>	<p><b>ACTION:</b></p> <p><b>Place item 5 as a standing item for future meetings</b></p>
	<ul style="list-style-type: none"> <li>Item 5.2 Meeting with 2<sup>nd</sup> Year Students (J. McCarthy)</li> </ul>	<ul style="list-style-type: none"> <li>Meeting will be in mid-February</li> </ul>	<p><b>ACTION:</b></p>
	<ul style="list-style-type: none"> <li>Item 5.3 MS-20 and the Global Health Office (J. McCarthy)</li> </ul>	<ul style="list-style-type: none"> <li>There are revisions coming soon for MS-20. The most interesting components refer to student/patient safety during extramural electives, especially in marginalized areas.</li> <li>Some selective requests may not be possible to approve if there are adverse conditions for learning or safety.</li> <li>Dr. Mulay is starting a Global Health Office that will meet requirements of MS-20. Dr. Curtis is on the committee with Dr. Mulay. Hiring will be determined by H.R.</li> </ul>	<p><b>ACTION:</b></p>
<p>STANDING ITEMS #6</p>	<ul style="list-style-type: none"> <li>Item 6.1 Medical Students' Reports (L. Edwards, D. Watton)</li> </ul>	<ul style="list-style-type: none"> <li>Ms. Edwards presented student concerns and questions.</li> <li>Students asked whether the MSPR would include comments from non-credit electives/selectives. The answer is yes</li> <li>The Committee expressed the importance of work-life balance, i.e. vacations can't be used for rotations. Medical Students need to take two weeks of vacation.</li> <li>Ms. Edwards presented student feedback re: the quality of certain elective rotations (e.g. radiology).</li> </ul>	<p><b>ACTION:</b></p> <p><b>Inform UGME about SOP re: including non-credit electives in MSPRs</b></p> <p><b>Dr. McKay will follow up with Dr. Cramer, Chair of radiology.</b></p> <p><b>Ensure PESC evaluation forms are arriving back from Radiology Rotations.</b></p>

	<ul style="list-style-type: none"> <li>Item 6.2 MUN-NB Update (T. Lambert, J. McCarthy)</li> </ul>	<ul style="list-style-type: none"> <li>Dr. Lambert is seeking participation from MUN FoM for the upcoming NB Medical Education Forum.</li> <li>The timing of the Forum may compromise availability; it is adjacent to the annual CCME conference in Alberta.</li> </ul>	<p><b>ACTION:</b></p>
	<ul style="list-style-type: none"> <li>Item 6.3 Accreditation 2013: ED-31 (S. Ackerman)</li> </ul>	<ul style="list-style-type: none"> <li>The process of each Discipline should be reviewed. There is not enough time in the clerkship meetings to accomplish this.</li> <li>Ms. Ackerman has met with six main Discipline Coordinators</li> <li>Dr. McCarthy suggested that the work will have to be done outside the committee time. We have to form a team or task force to collect the information.</li> </ul>	<p><b>ACTION:</b></p> <p><b>Dr. McKay and Ms. Ackerman will create the task force and meet. They will let Dr. McCarthy and the Committee know the plan.</b></p>
	<ul style="list-style-type: none"> <li>Item 6.4 Accreditation 2013: Ed-2 (D. McKay)</li> </ul>	<ul style="list-style-type: none"> <li>Dr. McKay highlighted some challenges with the T-Res (paper) interface and suggested some changes to the form</li> <li>Changes to this form will be approved through the Clerkship Committee</li> </ul>	<p><b>ACTION:</b></p> <p><b>Committee to review T-Res form and suggest changes back to Dr. McCarthy</b></p> <p><b>Dr. McCarthy to ensure Discipline Coordinators know to tell students how to complete form.</b></p> <p><b>Committee will review this item at meeting in February</b></p> <p><b>Committee to ensure UGME, Disciplines and students know about the changes for September 2012</b></p>
	<ul style="list-style-type: none"> <li>Item 6.5 Clerkship Redevelopment Update (J. McCarthy)</li> </ul>	<ul style="list-style-type: none"> <li>Dr. McCarthy suggested that simplifying objectives will likely be the next task in clerkship redevelopment</li> </ul>	<p><b>ACTION:</b></p> <p><b>Further updates to follow.</b></p>

ADJOURNMENT	6:00PM		
KIV #7	<ul style="list-style-type: none"><li>• 7.1 MCC &gt; NBME (?2014)</li></ul>		
	<ul style="list-style-type: none"><li>• 7.2 Student Assessment: Clerkship Blueprints</li></ul>		