

Minutes / Action Items - Clerkship Committee Meeting			
MEETING	CLERKSHIP COMMITTEE MEETING MINUTES		
CHAIR	DR. JASON McCARTHY		
DATE	February 16 , 2012		
MEMBERS AS OF February 2012	Dr. J. McCarthy (Chair), Dr. D. McKay, Dr. J. Martin, Dr. N. Duggan, Dr. J. Shik, Dr. B. Curtis, Dr. T. Delaney, Dr. H. White, Dr. C. Stone, Dr. T. Lambert, Ms. S. Ackerman, Ms. D. Deacon, Ms. L. Edwards, Mr. D. Watton, Ms. W. Guy-Cole (Observer/UGME) and Ms. B. Furey (Secretary). <i>Removed: Dr. T. Adey, Removed: Dr. M. Neary</i> Added: Ms. D. Deacon, Added: Ms. Deanne Williams, Student Wellness Consultant)		
SECRETARY - January 19 th MINUTES	Ms. Bernadette Furey		
PARTICIPANTS	Attendees: Dr. J. McCarthy, Dr. D. McKay, Dr. B. Curtis, Dr. C. Stone, Dr. J. Shik, Dr. J. Martin, Dr. T. Delaney, Dr. N. Duggan, Dr. H. White, Ms. S. Ackerman, Ms. D. Deacon, Ms. D. Williams, Ms. P. Mullins-Richards, Dr. T. Lambert -part of meeting. Students: Ms. L. Edwards, Mr. D. Watton. UGME Office: Ms. B. Furey (Secretary).		
REGRETS	- None		
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	<ul style="list-style-type: none"> #1 J. McCarthy opened the meeting at 4:10 pm 	<ul style="list-style-type: none"> Call to Order Paula Mullins-Richards introduced Ms. Deanne Williams as the new Student Wellness Coordinator for Faculty of Medicine Quorum in Attendance 	
ADDITIONS TO THE AGENDA	<ul style="list-style-type: none"> #2 Agenda 	<ul style="list-style-type: none"> Dr. McKay added one item to the Agenda: <ul style="list-style-type: none"> ➤ Item 5.7 Leave Form and Process Ms. Paula Mullins-Richards added one item to the Agenda: <ul style="list-style-type: none"> ➤ Item 5.8 Update on Chair of Back to Basics Course 	
REVIEW OF MINUTES FROM (December 15, 2011)	<ul style="list-style-type: none"> #3 J. McCarthy suggested that, after review, Minutes be accepted. 	<ul style="list-style-type: none"> Correction to be made in Jan 19th Minutes: <ul style="list-style-type: none"> ➤ list Dr. C. Stone as in attendance in January Minutes Minutes were approved with correction as noted 	ACTION: Minutes Approved. Moved: Dr. Stone Seconded: Dr. Duggan

<p>BUSINESS ARISING #4.</p>	<ul style="list-style-type: none">Item 4.1 Update: Student Experiences, Radiology rotations (D. McKay)	<ul style="list-style-type: none">Dr. McKay spoke as a follow up from January meeting where Ms. Edwards presented student feedback re: the quality of certain elective rotations (e.g. radiology)Dr. Don McKay is to follow up with Dr. Cramer, Chair of Radiology.	<p>ACTION:</p> <ul style="list-style-type: none">Dr. McKay will follow up with Dr. Cramer, Chair of Radiology, and report on this item at the next Clerkship Meeting
	<ul style="list-style-type: none">Item 4.2 Update: Excess (non-credit) electives and the MSPR (J. McCarthy)	<ul style="list-style-type: none">Dr. McCarthy spoke on excess (non-credit) electives and the MSPR.Students are allowed to participate in electives in excess of the required amount (i.e. 12 weeks)All electives, both credit and non-credit will be included in the MSPR.	<p>ACTION:</p>
	<ul style="list-style-type: none">Item 4.3 Update: Sick Leave Processes (J. McCarthy)	<ul style="list-style-type: none">Dr. McCarthy spoke on sick leave processes.If students take leave due to illness, they must inform the UGME Office and complete a Leave Request form.Ms. Mullins-Richards suggested if a student phones in sick in the morning the Leave Request form must still be completed and a signature has to be obtained from the preceptor.Students should try to contact appropriate persons who will be impacted by their absence (e.g. preceptor, resident, fellow students). The students must make contact with UGME when the office opens at 0830h.Dr. Curtis stated that a student was missing for two days and the discipline contacted UGME and asked them to check on the student at home to see if he/she was okay.	<p>ACTION:</p> <ul style="list-style-type: none">Ms. Edwards to relay this information the students that failure to complete due diligence with respect to reporting sick leave may be construed by the UGME as unprofessional behaviourMs. B. Furey to follow up with Ms. Edwards via email.

	<ul style="list-style-type: none">Item 4.4 Update: Faculty Assessment form - PESC (J. McCarthy)	<ul style="list-style-type: none">Dr. McCarthy spoke on Faculty Assessment form - PESC.Dr. McKay had discussed the form at the Program Evaluation Sub-Committee (PESC)Dr. McKay asked Dr. White to represent the Clerkship Committee on the PESC subcommittee re: formDr. White agreed to this requestFurther reports to the Clerkship Committee In the future.	ACTION: <ul style="list-style-type: none">Move the Faculty Assessment Form to KIV in the Agenda. (Dr. McCarthy)
NEW BUSINESS #5.	<ul style="list-style-type: none">Item 5.1 Start Date for Clerkship: Class of 2014 (J. McCarthy, D. McKay P. Mullins-Richards)	<ul style="list-style-type: none">Dr. McCarthy spoke of the start date for Clerkship for the Class of 2014Dr. McKay stated that Paula Mullins-Richards has worked on the dates and started with Pediatrics and Rural Family disciplines.Ms. Mullins-Richards stated that she spoke with those two disciplines and there was no big issues raised so we can move forward with a new start date.Ms. Mullins-Richards also spoke with Ms. Marilyn Moss, Pediatric Program Administrator / Clinical Skills Coordinator, and from a capacity viewpoint there are no significant obstacles to implementation.Dr. Duggan raised the question whether special cohorts could be matched separately in the template selection process; apparently One45 cannot perform this task.	ACTION: <ul style="list-style-type: none">Dr. D. McKay to move forward with changes for the start date for clerkship: Class of 2014.Ms. Mullins-Richards will book meeting between herself, Dr. Duggan and Dr. McCarthy to discuss Dr. Duggan's question re: One45's inability to allow special cohorts in the lottery process.
	<ul style="list-style-type: none">Item 5.2 Clerkship Redevelopment: Accreditation Task Force (J. McCarthy, D. McKay)	<ul style="list-style-type: none">Dr. McCarthy spoke on Clerkship Redevelopment: Accreditation Task Force.Dr. McCarthy, Dr. McKay and Ms. Ackerman will be meeting with all Discipline Coordinators.Ms. Furey will be contacting all coordinators to set up a meeting.Dr. Duggan spoke about clerkship as a block and 4th year schedule still not tightened up enough to promote engagement throughout the latter part of the clerkship	ACTION: <ul style="list-style-type: none">Ms. B. Furey to set up meetings of the Accreditation Task Force as per Dr. D. McKay.Dr. McCarthy to add topic "Clerkship Redevelopment: Accreditation Task Force" as a Standing Item on next Agenda.

		<p>experience.</p> <ul style="list-style-type: none">• Ms. Mullins-Richards stated this was difficult because of CaRMS• Dr. McCarthy suggested for Dr. Duggan to look for ways to engage student Pre-CaRMS and Post-CaRMS.	
	<ul style="list-style-type: none">• Item 5.3 Clerkship Prep Course 2012: Chair Required (J. McCarthy)	<ul style="list-style-type: none">• Dr. McCarthy spoke on Clerkship Prep Course 2012 and noted that a Chair is required for this.• Paula Mullins-Richards will be the Administrative support for the new Chair.	<p>ACTION:</p> <ul style="list-style-type: none">• Dr. McCarthy to add topic "Clerkship Prep Course 2012: Chair Required" as Business Arising Item on next Agenda.
	<ul style="list-style-type: none">• Item 5.4 dOSCE Project (J. McCarthy)	<ul style="list-style-type: none">• Dr. McCarthy spoke on dOSCE Project and suggested that instead of bringing students in to St. John’s for an OSCE, we could perform OSCEs remotely.• The question of studying inter-rater reliability in distributed models was brought forward; Ms. Mullins-Richards stated that such research has already been done, and she can help provide guidance re: remote evaluation of OSCEs.• Paula Mullins-Richards suggested committee look into how many check lists there are; in rural areas students could be videotaped checking the patient to reduce costs; and know limitations.• The Discipline Coordinators generally agreed that the Clerkship Committee should focus on developing a “SuperOSCE” before a dOSCE, as they believe a dOSCE would be difficult to implement in a short time frame.• Dr. McCarthy will try to execute the will of the committee and re-look at developing a “SuperOSCE” in the near future.• Ms. Edwards asked when this would take place; Dr. McKay suggested 2012 year.• Committee members discussed the possibilities of using	<p>ACTION:</p> <ul style="list-style-type: none">• Ms. P. Mullins-Richards to meet with Ms. D. Deacon to obtain information on SuperOSCE; report to follow next month by Ms. D. Deacon.• The Committee believes that SuperOSCE development should be completed before developing a dOSCE, which would be much more difficult to organize and execute in distributed sites. (Dr. McCarthy / Dr. McKay)

		<p>distributed sites and suggested students going to a larger hospital; for example, western NL students going to Corner Brook hospital. Other Canadian Medical Schools have their students return to the central site for formative/summative OSCE(s).</p> <ul style="list-style-type: none">• Dr. Duggan stated that Faculty of Medicine wants to know if students have retained what they have learned so there is a need for the same check lists to be in place while students out in rural areas during rotations. Accreditation demands that all assessments be identical• Dr. McKay stated we have to include all distributed sites (including N.B. and rural NL) in any OSCE.• It was proposed that a “SuperOSCE’ could be offered as a part of a re-designed ‘Back to Basics’ Course that spans the entire clerkship, rather than having the OSCE attached to a particular discipline.• The committee felt that researching how other Canadian Medical Schools implement OSCEs to their students is a good first step in creating an action plan to implement an OSCE. Diana Deacon agreed to work with Paula Mullins-Richards to create a report for the Clerkship Committee’s consideration.	
	<ul style="list-style-type: none">• Item 5.5 Security of Patient Information (J. McCarthy)	<ul style="list-style-type: none">• Dr. McCarthy spoke on the important issue of security of patient information.• Dr. McCarthy, McKay and Samarasena (Associate Dean PGME) met with privacy administrators of Eastern Health.• Eastern Health informed the MUN representatives that Meditech forms with patient information have been discovered in common areas of city hospitals.• Ms. Edwards stated that students have been told about this.• Dr. McCarthy stated these papers have to be kept in-house and recycled in the approved Iron Mountain bins.• Dr. Martin suggested we educate students as part of the Clerkship Orientation and on the Eastern Health orientation. Apparently this topic is covered during clerkship preparation	<p>ACTION:</p> <ul style="list-style-type: none">• Ms. Edwards and Mr. Watton will remind students again re: security of patient information.• Dr. McCarthy / Ms. W. Cole to ensure that education is in place for the clerkship preparation course.• Drs. McKay and McCarthy will, if asked, meet with privacy administrators from Eastern Health in the near future to

		<p>course.</p> <ul style="list-style-type: none">• Dr. McCarthy stated that students should take care to not lose these patient lists, while recognizing they are essential tools in patient care.• Dr. McKay, McCarthy and Samarasena will, if asked, meet with Eastern Health Privacy representatives again, accompanied by Researchers from Eastern Health and MUN, with a view to developing a process for better handling of patient records.	<p>continue discussion and planning around this issue</p>
	<ul style="list-style-type: none">• Item 5.6 Update on Formative Evaluations - Final Summative (D. McKay)	<ul style="list-style-type: none">• Dr. McKay introduced a proposal from Dr. Jenny Harris of Anesthesiology who would like to implement daily formative assessment sheets that would form the basis of the summative ITER.• Committee agreed that a mechanism must be in place to ensure that summative ITER reflects mainly the comments after formative feedback was given.	<p>ACTION:</p> <ul style="list-style-type: none">• Committee agreed to go ahead with summative evaluations. Dr. McKay will continue working on this and give update at March meeting.
	<ul style="list-style-type: none">• Item Added as Item 5.7 <p>Leave Form and Process</p>	<ul style="list-style-type: none">• Mr. Watton asked if it is accurate that form goes to UGME for conference leave.• Ms. Mullins-Richards stated if students are missing time for work for conference leave or sick leave UGME needs documentation. All requested to arrive at UGME after signatures of support are acquired and then Dr. McCarthy has to review request.• Dr. McKay stated committee needs to hear from Clinical Coordinators and students to see what they want in place and then UGME will have input as to what UGME office needs.• Dr. Curtis stated that he asks students to show proof of support from their supervisor.• Dr. Delaney stated that the need is there for six (6) weeks' notice to let the discipline know that a student won't be on site for leave requested.	<p>ACTION:</p> <ul style="list-style-type: none">• Ms. Paula Mullins-Richards to look into this further and will send out email before next meeting.

		<ul style="list-style-type: none">• Dr. McKay asked if there is a coordinator here that wants to sign the students' forms.• Dr. Delaney asked who checks to see leave isn't during exam time.• Ms. Mullins-Richards stated that the discipline APA's have to tell UGME who the preceptors are so should it be APA's or preceptors who tell UGME if students leave request is during exam time. UGME tracks all leave when informed.	
	<ul style="list-style-type: none">• Item Added as Item 5.8 <p>Update on Chair of Back to Basics Course</p>	<ul style="list-style-type: none">• Ms. P. Mullins-Richards stated the new Chair of the Back to Basics course is Dr. B. Sussex.	ACTION: <ul style="list-style-type: none">• Ms. Mullins-Richards will meet with Dr. Sussex to move forward on course.
Standing Items #6	<ul style="list-style-type: none">• Item 6.1<ul style="list-style-type: none">➤ Medical Students' Reports	<ul style="list-style-type: none">• Ms. Edwards spoke on topic of Medical Students' Reports.• Students are more willing to accept reports if all are treated fairly.	ACTION:
	<ul style="list-style-type: none">• Item 6.2 MUN-NB Update (T. Lambert, J. McCarthy)• Travel to NB	<ul style="list-style-type: none">• Dr. McCarthy spoke on the MUN-NB update.• Dr. Lambert stated for the ITERS there will be a possible site visit or video conference on three (3) sites and students will be included. Need to know what experience is happening at those sites.• Dr. McCarthy stated some Faculty will be traveling to NB to visit sites and attend the forum; however Dr. McCarthy will be unable to attend in May.• Dr. McKay stated the NB Medical Forum is May 11, 2012 is the date of conference in N.B. and UGME is encouraging a good showing. Need Faculty to attend and make presentations on ITERS and Residency contract.• Dr. Lambert stated that Dr. Moffatt will be presenting on	ACTION: <ul style="list-style-type: none">• Each Committee member to contact Dr. Lambert and Dr. McKay if attending and/or presenting at the NB medical education forum 2012.

		<p>topic of building careers verses education and other presenters are in place.</p> <ul style="list-style-type: none">• Dr. McKay suggested completing a site-tour and go out to Fredericton and Waterville.	
	<ul style="list-style-type: none">• Item 6.3 Accreditation 2013: Forms ED-5A, ED-6 (D. Deacon)	<ul style="list-style-type: none">• Ms. D. Deacon spoke on Accreditation 2013 and forms.• Work on these forms is on-going.• Committee suggested wording: learning contract and elements of the clerkship.• This process is lacking evidence and documentation and needs input from clerkships themselves; need to know if getting solid evidence and need more about what discipline coordinators and medical students do; need clearer wording than "ITERS probably covers that topic" for example; and how to make sure students learning different aspects; the CanMeds role needs to be clearer; use form to record an educational activity for accreditation; use form to see if ITERS are complete.• Dr. McKay stated that clerks complete forms and tell patient experience and this is documented.• Dr. McKay and Ms. Ackerman working on list of questions and ED forms. The ED forms will help greatly to pass accreditation.• Dr. McCarthy suggested committee to review ED forms and bring back to the committee.	<p>ACTION:</p> <ul style="list-style-type: none">• Ms. B. Furey to email Committee the up-to-date forms for ED-5A and ED-6• Dr. McKay and Ms. Ackerman to create list of questions and email Discipline Coordinators• Committee to review ED forms and bring comments back for March meeting.
	<ul style="list-style-type: none">• Item 6.4 Clerkship Redevelopment: ICLE (J. McCarthy)	<ul style="list-style-type: none">• Dr. McCarthy spoke on Clerkship Redevelopment: ICLE.• The ICLE will be a twelve (12) week course and will replace selectives• Spoke on Selection and Scheduling of the course.• Dr. McCarthy asked if there were concerns from Committee.	<p>ACTION:</p> <ul style="list-style-type: none">• Dr. McCarthy /Dr. McKay to discuss further• Dr. McCarthy to bring topic back as Standing Item for future meetings.

KIV #7	<ul style="list-style-type: none">7.1 MCC > NBME (?2014)		
	<ul style="list-style-type: none">7.2 Student Assessment: Clerkship Blueprints		
#8	<ul style="list-style-type: none">Adjournment	<ul style="list-style-type: none">Clerkship Committee Meeting Adjourned at 5:50pm.	
	<ul style="list-style-type: none">Next Meeting	<ul style="list-style-type: none">March 15, 2012	
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