

Minutes / Action Items - Clerkship Committee Meeting

MEETING	CLERKSHIP COMMITTEE MEETING MINUTES		
CHAIR	DR. JASON MCCARTHY		
DATE	March 15, 2012		
MEMBERS	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 (NB), Ms. S. Ackerman, Ms. L. Edwards (Student), Mr. D. Watton (Student), Ms. Deanne Williams, Student Wellness Consultant, Ms. Paula Mullins-Richards (Observer/UGME), Ms. W. Guy-Cole (Observer/UGME) and Ms. B. Furey (Secretary). 17		
SECRETARY - January 19th MINUTES	Ms. Bernadette Furey		
PARTICIPANTS	Attendees: Dr. J. McCarthy, Dr. D. McKay, Dr. B. Curtis, Dr. J. Shik, Dr. T. Delaney, Dr. N. Duggan, Dr. T. Lambert (NB) UGME Office: Ms. P. Mullins-Richards, Ms. Wandalee Cole, Ms. B. Furey (Secretary).		9/17
REGRETS	- Dr. C. Stone, Dr. Martin, Dr. White, Ms. Ackerman, Ms. D. Williams, Ms. Edwards (Student), Mr. Watton (Student) (Regrets from Guest: Ms. D. Deacon)		8/17
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 • Quorum in Attendance 	
ADDITIONS TO THE AGENDA	<ul style="list-style-type: none"> • #2 • Agenda 	<ul style="list-style-type: none"> • Dr. McCarthy added two items to the Agenda. <ul style="list-style-type: none"> ➤ 5.4 New Leave Application Forms (McKay, McCarthy) ➤ 5.5 New Promotions Policy (McKay, McCarthy) • Correction: Ms. Deacon absent from meeting so Ms. Mullins Richards will provide update on 4.3 SuperOSCE 	
REVIEW OF MINUTES	<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 Feb 16th Minutes: <ul style="list-style-type: none"> ➤ under 5.5 change Duggan to Watton • Minutes were approved with correction as noted 	<p>ACTION: Minutes Approved.</p> <p>Moved: Dr. Duggan Seconded: Dr. Martin</p>
BUSINESS	<ul style="list-style-type: none"> • Item 4.1 	<ul style="list-style-type: none"> • Dr. McCarthy stated that two Chairs are now found 	ACTION:

<p>ARISING #4.</p>	<p>Update: Chairs found, Clerkship Prep Course, Back to Basics (D. McKay, J. McCarthy)</p>	<ul style="list-style-type: none"> ➤ Chair for Clerkship Prep Course is Dr. Cathy Murphy ➤ Chair for Back to Basics is Dr. Sussex ➤ Chair for MCC Prep Course is Dr. McCarthy ➤ Thanks to UGME for administrative support for making this successful. 	<ul style="list-style-type: none"> • Ms. Cole and Ms. Mullins Richards - UGME to move forward with courses
	<ul style="list-style-type: none"> • Item 4.2 Update: Student Experiences, Radiology Rotations (D. McKay) 	<ul style="list-style-type: none"> • Dr. McKay provided update on Student Experiences in Radiology Rotations <ul style="list-style-type: none"> ➤ Dr. McKay met with Dr. Cramer in Radiology ➤ Dr. Cramer is willing to make the needed changes and will implement more structure and feedback for students. 	<p>ACTION:</p> <ul style="list-style-type: none"> • Ms. Edwards and Mr. Watton will give update on the future student(s) placed in Radiology rotation.
	<ul style="list-style-type: none"> • Item 4.3 Update: SuperOSCE: Environmental Scan (D. Deacon, P. Mullins Richards) 	<ul style="list-style-type: none"> • Regrets: Ms. Deacon and Ms. Ackerman • Ms. Mullins Richards spoke on topic of SuperOSCE: Environmental Scan <ul style="list-style-type: none"> ➤ Document circulated on topic. 	<p>ACTION:</p> <ul style="list-style-type: none"> - SuperOSCE to be revisited next Clerkship Meeting
	<ul style="list-style-type: none"> • Item 4.4 Update: NB Medical Education Forum May 2012 (T. Lambert, McKay, 	<ul style="list-style-type: none"> • Update on NB Medical Education Forum May 11, 2012: • Points discussed by Committee: <ul style="list-style-type: none"> ➤ Dr. McKay has spoken with Dr. S. Peters, Acting Dean of Medicine and the faculty of Medicine and UGME is encouraging residents, graduates, and Faculty to attend the Forum ➤ Would like to include traveling to Waterville, NB 	<p>ACTION:</p> <ul style="list-style-type: none"> • Dr. Lambert will inform Dr. McKay of the Itinerary for the Conference and the site visits.

	McCarthy)	<ul style="list-style-type: none"> ➤ A reminder to the two directors at the sites to make arrangements for people to attend ➤ All interested please email Dr. Peters, Dean's Office 	
	<ul style="list-style-type: none"> • Item 4.5 Update: Formative - Final Summative Evaluations (D. McKay) 	<ul style="list-style-type: none"> • Dr. McKay reviewed evaluation forms, contacted PESC and is waiting to hear back. 	<p>ACTION:</p> <ul style="list-style-type: none"> • Dr. McKay will give update at next meeting.
NEW BUSINESS #5.	<ul style="list-style-type: none"> • Item 5.1 NB: Internal Medicine in Fredericton (T. Lambert) 	<ul style="list-style-type: none"> • Dr. Lambert spoke on NB Internal Medicine in Fredericton. There is some concern whether the Fredericton site would be able to fulfill the objectives of MUN Internal Medicine Rotation. The Coordinator in Fredericton is Angie McGibbon • Drs. Shik and Lambert decided that further discussion between the Fredericton preceptors and himself would be useful to discuss the details and determine the viability of the NB IM rotation there. 	<p>ACTION:</p> <ul style="list-style-type: none"> - Meeting to be arranged between NB Internal Medicine Preceptors in Fredericton, Drs. Lambert and Shik.
	<ul style="list-style-type: none"> • Item 5.2 Family Medicine in PEI (N. Duggan) 	<ul style="list-style-type: none"> • Dr. Duggan spoke on fact that MUN does have students in PEI • Points discussed by Committee <ul style="list-style-type: none"> ➤ There is a M.O.U. between MUN and PEI government. ➤ APA is already in place in PEI (Connie Barlow). ➤ Assistant Dean for PEI required. This person would be a member of the clerkship committee. ➤ Recent issue re: PEI student: Need the same supervisor for the entire eight (8) weeks. Names were suggested for Preceptors in PEI. ➤ Dr. Duggan received email stating PEI has one physician who agreed to take one student and possibly another student. There is a physician called Dr. Shannon Curtis who is the Undergrad Coordinator in Placements. 	<p>ACTION:</p> <ul style="list-style-type: none"> • Dr. McKay will update Dr. S. Peters and will bring any information to next month's meeting.

		<ul style="list-style-type: none"> ➤ Dr. McKay to update Dr. S. Peters. 	
	<ul style="list-style-type: none"> • Item 5.3 Merging Clerkship Years before 2014 (D. McKay, J. McCarthy) 	<ul style="list-style-type: none"> • Dr. McKay spoke on Merging Clerkship years before 2014 • Document titled "Timelines" was presented on PowerPoint • Points discussed by Committee: <ul style="list-style-type: none"> ➤ Core rotations verses timeline was explained ➤ UGME considering reverting to original timeline/dates for rotations 	<p>ACTION:</p> <ul style="list-style-type: none"> • Drs. McKay, McCarthy will continue work on dates for core rotations. • Will update at next meeting.
	<ul style="list-style-type: none"> • Item 5.4 New Leave Application Forms (D. McKay, J. McCarthy) 	<ul style="list-style-type: none"> • Dr. McKay spoke on New Leave Application forms. • Document presented as PowerPoint • Changes: <ul style="list-style-type: none"> ➤ new form shows all choices of possible leaves as tick box choice ➤ If a separate supervisor wants to be included we can handle this administratively ➤ Box now as 'student discussed this leave request with me'. ➤ place for immediate preceptor's signature ➤ only MUN or Eastern Health email addresses to be used ➤ UGME to email student, Clerkship Chair, APA staff, Doctor, Rotation Director, and Immediate supervising Faculty member • Points raised by Committee: <ul style="list-style-type: none"> ➤ What will be in place if student asks for leave during exam time ➤ Will committee address unprofessionalism if student takes leave without prior permission. 	<p>ACTION:</p> <ul style="list-style-type: none"> • Ms. Mullins-Richards will update UGME staff on UGME's involvement with the new form • Dr. McCarthy will bring update on how Committee will deal with requests for leave during exams and leave taken without permission. <p>ACTION: Form Approved Moved: Dr. N. Duggan Seconded: Dr. T. Lambert</p>

	<ul style="list-style-type: none"> Item 5.5 New Promotions Policy (D. McKay, J. McCarthy) 	<ul style="list-style-type: none"> Dr. McKay spoke on the New Promotions Policy Document titled "Policy - MUN" was presented on PowerPoint Points discussed by Committee: <ul style="list-style-type: none"> comments on document invited from Committee the Student Promotions Committee will review the grades of all students after completion of their core rotations for continuation within clerkship. Promotions Committee will also review students' grades prior to graduation. The new policy will still separate student performance between core and post-core sections of clerkship, replacing 3rd and 4th years, respectively. Promotions Committee would still provide recommendation re: remediation and/or reassessment, as per current practice. Suggested use of word "continuation" instead of "promotion" when considering whether students should progress into post-core clerkship. Dr. McKay will bring document to student reps and all parties involved and will update at next meeting. This policy revision would have to be brought to Faculty Council and then to Senate for approval. 	<p>ACTION:</p> <ul style="list-style-type: none"> Dr. McKay will change word "promotion" to "continuation" Dr. McKay will bring document to student reps and all parties involved and will update at next meeting.
<p>Standing Items #6</p>	<p>Item 6.1</p> <ul style="list-style-type: none"> Medical Students' Reports (L. Edwards, D. Watton) 	<ul style="list-style-type: none"> No Update <ul style="list-style-type: none"> Regrets: Ms. Edwards and Mr. Watton 	
	<ul style="list-style-type: none"> Item 6.2 MUN-NB Update (T. Lambert) 	<ul style="list-style-type: none"> Conference is May 11, 2012 Five (5) students have been accepted in September in NB <ul style="list-style-type: none"> NB will require faculty assistance for instructors who are not used to having MUN students Dr. Duggan travelling to NB in April and will make contact with 	

		<p>Miramachi office. Also travelling to NB in June and will make contact with St. John office.</p> <ul style="list-style-type: none"> ➤ Dr. Lambert suggested two people for Dr. Duggan to meet with while cising St. John. 	
	<ul style="list-style-type: none"> • Item 6.3 Accreditation 2013: Forms ED-5A, ED-6 (S. Ackerman, D. Deacon, D. Deacon) 	<ul style="list-style-type: none"> • Regrets: Ms. Ackerman and Ms. Deacon • Ms. Mullins Richards and Ms. Deacon will continue to work on forms • Will update at next meeting. 	<p>ACTION:</p> <ul style="list-style-type: none"> • Ms. Mullins will meet with Ms. Deacon and continue to work on forms and will give update at next month's meeting.
	<ul style="list-style-type: none"> • Item 6.4 Accreditation Task Force Update (Ackerman, McKay, (J. McCarthy) 	<ul style="list-style-type: none"> • Dr. McCarthy stated that Items 6.3 and 6.4 will be combined for the next meeting. • Dr. McKay, Dr. McCarthy, and Ms. Ackerman are having one meeting/week with a Discipline Coordinator and will continue until have had meeting with all regarding redeveloping Clerkship for Accreditation. 	<p>ACTION:</p> <ul style="list-style-type: none"> • Dr. McKay, Dr. McCarthy, Ms. Ackerman will continue to meet with each Discipline Coordinator.
KIV #7	<ul style="list-style-type: none"> • 7.1 MCC > NBME 		
	<ul style="list-style-type: none"> • 7.2 Student Assessment: Clerkship Blueprints 		
	<ul style="list-style-type: none"> • 7.3 Faculty 		

	Assessment Form		
#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">• April 19th, 2012 (3rd Thursday of the Month)	