

## Minutes / Action Items - Clerkship Committee Meeting

MEETING	CLERKSHIP COMMITTEE MEETING MINUTES		
CHAIR	DR. JASON McCARTHY		
DATE	April 19, 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 for Minutes). 17		
PARTICIPANTS	<b>Attendees: Dr. J. McCarthy, Dr. D. McKay, Dr. J. Shik, Dr. J. Martin, Dr. N. Duggan, Dr. T. Lambert (NB), Mr. D. Watton (Student).</b> <b>UGME Office: Ms. P. Mullins-Richards, Ms. B. Furey (Secretary).</b> 9/17		
REGRETS	Dr. B. Curtis, Dr. H. White, Dr. T. Delaney, Dr. C. Stone, Ms. S. Ackerman, Ms. D. Williams, Ms. W. Cole, Ms. Edwards (Student). 8/17		
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	<ul style="list-style-type: none"> <li>Item #1 Call to Order</li> <li>J. McCarthy opened the meeting at 4:10 pm</li> </ul>	<ul style="list-style-type: none"> <li>Call to Order</li> <li>Quorum in Attendance</li> </ul>	<b>ACTION:</b> <ul style="list-style-type: none"> <li><b>B. Furey to invite Dr. Scott Moffatt to future meetings.</b></li> </ul>
ADDITIONS TO THE AGENDA	<ul style="list-style-type: none"> <li>Item #2 Agenda</li> </ul>	<ul style="list-style-type: none"> <li>No additions were made to the Agenda.</li> </ul>	
REVIEW OF MINUTES	<ul style="list-style-type: none"> <li>Item #3 Minutes</li> <li>J. McCarthy suggested that, after review, Minutes be accepted.</li> </ul>	<ul style="list-style-type: none"> <li>Correction to be made in March 15<sup>th</sup> Minutes:               <ul style="list-style-type: none"> <li>➤ Move Dr. N. Duggan's name from Regrets to Participants.</li> </ul> </li> <li>Minutes were approved with correction as noted.</li> </ul>	<b>ACTION: Minutes Approved.</b>  <b>Moved: Dr. Martin</b> <b>Seconded: Dr. Shik</b>
BUSINESS ARISING #4.	<ul style="list-style-type: none"> <li>Item 4.1 SuperOSCE: Environmental Scan (Deacon, McCarthy)</li> </ul>	<ul style="list-style-type: none"> <li>Ms. Deacon sent regrets for March's meeting.</li> <li>Dr. McCarthy spoke on SuperOSCE and asked for motion to move forward with environmental scan.</li> </ul>	<b>ACTION:</b> <ul style="list-style-type: none"> <li><b>Motion: Dr. Delaney</b></li> <li><b>Seconded: Dr. Shik</b></li> <li><b>Moved.</b></li> </ul>

	<ul style="list-style-type: none"><li>Item 4.2 Update: NB Medical Education Forum (Lambert, McCarthy)</li></ul>	<ul style="list-style-type: none"><li>Dr. McCarthy spoke on topic of NB Medical Education Forum. Dr. McKay, Dr. Delaney, etc. will be attending the forum.</li><li>Dr. McCarthy suggested to Dr. Lambert that the group of Discipline Coordinators should meet while in NB.</li><li>Dr. Lambert will coordinate meetings. Will need to know who which Faculty will be there from St. John's.</li><li>Dr. McKay stated Dr. Peters could represent the Faculty of Medicine as she is attending.</li></ul>	<b>ACTION:</b> <ul style="list-style-type: none"><li><b>Dr. McCarthy to supply Dr. Lambert with list of Faculty travelling from St. John's.</b></li><li><b>Dr. Lambert to schedule meeting of Discipline Coordinators and inform Dr. McKay.</b></li><li><b>Dr. Lambert will supply Dr. McKay with the itinerary for NB forum.</b></li></ul>
	<ul style="list-style-type: none"><li>Item 4.3 Update: Internal Medicine in Fredericton (Lambert, Shik)</li></ul>	<ul style="list-style-type: none"><li>Dr. Shik stated that Fredericton will take 1-2 students for 12 weeks each.</li><li>Dr. McKay stated there was a teleconference call.</li><li>Issues and problems were discussed with student accommodation in NB.</li><li>Dr. Shik stated that the Clerkship schedule is off by two weeks between MUN and NB. The date for the OSCE for Internal Medicine was not available from UGME this week.</li><li>Ms. Mullins Richards supplied the information.</li><li>Dr. Lambert stated that objectives should be achieved.</li></ul>	<b>ACTION:</b> <ul style="list-style-type: none"><li><b>Dr. Shik and Dr. Lambert will give update and May's meeting.</b></li></ul>
	<ul style="list-style-type: none"><li>Item 4.4 Update: New Promotions Policy (McCarthy, McKay)</li></ul>	<ul style="list-style-type: none"><li>Dr. McKay stated that the new Promotions Policy was approved at Senate meeting. It was presented by Dr. Reza Tabrizchi.</li></ul>	
	<ul style="list-style-type: none"><li>Item 4.5 Update: Merging Clerkship (McKay)</li></ul>	<ul style="list-style-type: none"><li>Dr. McKay explained that the merging clerkship will permit students to have immediate flexibility.</li></ul>	

	<ul style="list-style-type: none"> <li>Item 4.6 Update: PEI-MUN, Yukon-MUN (McKay)</li> </ul>	<ul style="list-style-type: none"> <li>Dr. McKay stated there is work ongoing for a MOU with the Yukon.</li> <li>We need a representative on this committee for PEI and Yukon.</li> <li>Dr. Delaney stated she is interested in meeting the PEI preceptors in June. The three students did get placed in the 8 week rotations in PEI.</li> </ul>	
	<ul style="list-style-type: none"> <li>Item 4.7 Update: New Leave Forms (McCarthy)</li> </ul>	<ul style="list-style-type: none"> <li>Dr. McKay stated that the forms are out and are being used.</li> <li>Dr. McCarthy stated that the APA's cannot sign for Preceptor as in Obs/Gyne.</li> <li>Mr. Watton stated there have been no complaints from the students.</li> </ul>	
	<ul style="list-style-type: none"> <li>Item 4.8 Update: Dual NL NB timetable (McKay)</li> </ul>	<ul style="list-style-type: none"> <li>Dr. McKay and Dr. Lambert will meet May 11 in NB. Need to discuss further the timetable for NB matching the MUN timetable. Need same timetable in case we have to bring a student back who is having trouble or one in need of remediation.</li> <li>Dr. Lambert agreed to meet and discuss other alternatives and come up with a new schedule as a draft.</li> <li>Dr. McCarthy stated that the committee recognizes that there is a NB-Dalhousie schedule as well as a NB-MUN schedule and that creates issues.</li> </ul>	
<p>NEW BUSINESS</p> <p>#5.</p>	<ul style="list-style-type: none"> <li>Item 5.1 Clerkship Redevelopment: Summative Assessment Policy (McCarthy)</li> </ul>	<ul style="list-style-type: none"> <li>Dr. McCarthy presented document via PowerPoint on Clerkship Redevelopment and the Summative Assessment Policy.</li> <li>Need a standardized way to address incompetency in evaluations</li> <li>Objective redevelopment has to happen</li> <li>The summative needs to take the lead for change.</li> <li>Explained "Miller's Prism of Clinical Competence" aka Miller's Pyramid. Demonstrates if student ... does, shows, knows how, and knows.</li> </ul>	<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li><b>Dr. McCarthy to invite Dr. V. Curran to May's meeting.</b></li> <li><b>Dr. McKay to supply Dr. McCarthy and the committee with the report that the working group had previously.</b></li> </ul>

		<ul style="list-style-type: none"> <li>• Dr. Shik stated that a group met before about changes. Ms. Ackerman was the Chair and Dr. McKay was part of that group.</li> <li>• Need assessment with objectives in mind, need assessment with objectives in mind, need to gather marks and review in one year's time to get a good assessment tool and have assessment meet objectives.</li> <li>• Committee has to decide the weight of worth of 2 ITERs, NBME, Oral Exam, etc.</li> <li>• If student fails NBME or ITER do they fail, do committee keep the NBME as final failure and student is out or should the committee change the weight distribution, need more standardization.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Item 5.2 Family Leave (McCarthy)</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. McCarthy spoke on Family Leave requests.</li> <li>• Need to find out what information UGME is permitted to ask for</li> <li>• Dr. McKay suggested keeping the request "Family Leave" but modify the wording for the request.</li> <li>• Ms. Mullins Richards stated that most students are using their leave days for the various leaves.</li> <li>• If more than three days sick leave then need a doctor's note.</li> <li>• Dr. McKay stated this needs to be reviewed before September.</li> <li>• Ms. Mullins Richards will gather information on how many leave requests are submitted and the nature of the requests for 2011 and 2012.</li> <li>• Committee will be emailed in July if necessary and anyone away could join by teleconference.</li> <li>• Dr. McKay to pre-circulate document so Committee has time to review and vote on-line if in July.</li> </ul>	<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• <b>Dr. McKay will work on wording for Family Leave.</b></li> <li>• <b>Ms. Mullins Richards will gather information on past leave requests.</b></li> <li>• <b>Dr. McKay and Dr. McCarthy will meet in May to discuss gathered information on leave requests.</b></li> </ul>
	<ul style="list-style-type: none"> <li>• Item 5.3 Clerkship Handbook: 2012 Edition (McCarthy)</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. McCarthy stated he is interested in not having a "printed" copy of the Clerkship Handbook: 2012 Edition.</li> <li>• This handbook needs to be updated for 2012 and need by July.</li> <li>• Dr. McKay stated that the information is needed from each discipline by early June to allow typing and changes.</li> <li>• Focus on having the objectives and assessments matching.</li> </ul>	<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• <b>Dr. McCarthy to email all Discipline Coordinators requesting their changes for the handbook.</b></li> </ul>

<p>Standing Items #6</p>	<p>Item 6.1 ➤ Medical Students' Reports (D. Watton)</p>	<ul style="list-style-type: none"> <li>• No Update.                             <ul style="list-style-type: none"> <li>➤ Regrets: Ms. Edwards.</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Item 6.2 MUN-NB Update (T. Lambert)</li> </ul>	<ul style="list-style-type: none"> <li>• Conference is May 11, 2012</li> <li>• Dr. Duggan travelling to NB in April and June.</li> <li>• Dr. Lambert spoke on issue that site couldn't offer all rotations.</li> <li>• Spoke of requirements, placements and rotations.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Item 6.3 Accreditation 2013 Update (McCarthy, McKay)</li> </ul>	<ul style="list-style-type: none"> <li>• Regrets: Ms. Ackerman and Ms. Deacon</li> <li>• Dr. McKay, Dr. McCarthy, and Ms. Ackerman have one more meeting left with Dr. Duggan.</li> <li>• This will finish the Discipline Coordinators meetings.</li> </ul>	<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• <b>Ms. Furey to book meeting between Drs. McKay, McCarthy, Delaney and Ackerman... (set May 29)</b></li> </ul>
	<p>Topic for future discussion</p>	<ul style="list-style-type: none"> <li>• Topic for future discussion: Outstanding ITERs</li> <li>• ITERs are due two weeks after rotation, need to remind APAs.</li> <li>• The 4<sup>th</sup> year graduating class has outstanding ITERs (Clerkship = 118, Electives = 26)</li> <li>• Dr. Shik stated the need to keep information on evaluations confidential.</li> </ul>	<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• <b>Dr. McCarthy to add Outstanding ITERs as a Standing Item.</b></li> <li>• <b>Ms. Mullins Richards will bring monthly update to future meetings.</b></li> </ul>
<p>KIV #7</p>	<ul style="list-style-type: none"> <li>• 7.1 MCC &gt; NBME</li> </ul>		
	<ul style="list-style-type: none"> <li>• 7.2 Formative/ Summative Evaluations (PESC)</li> </ul>		
<p>#8</p>	<ul style="list-style-type: none"> <li>• Adjournment</li> </ul>	<ul style="list-style-type: none"> <li>• Clerkship Committee Meeting Adjourned at 5:25pm.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Next Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• May 17<sup>th</sup>, 2012 (3rd Thursday of the Month)</li> </ul>	<p><b>(Meeting changed to May 24-12).</b></p>