

Minutes / Action Items - Clerkship Committee Meeting

MEETING	CLERKSHIP COMMITTEE MEETING MINUTES		
CHAIR	DR. JASON McCARTHY		
DATE	May 24, 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), Dr. S. Moffatt/Ms. Deanne Williams, (Student Affairs), Ms. W. Guy-Cole (Observer/UGME) and Ms. B. Furey 17		
SECRETARY	Ms. Bernadette Furey		
PARTICIPANTS	Attendees: Dr. B. Curtis (Acting Chair), Dr. D. McKay, Dr. J. Martin, Dr. J. Shik, Dr. H. White, Dr. N. Duggan, Ms. S. Ackerman, Ms. D. Williams Students: Ms. L. Edwards, Mr. D. Watton, UGME Office: Ms. W. Cole, Ms. B. Furey 12/17		
REGRETS	Dr. J. McCarthy, Dr. T. Delaney, Dr. T. Lambert (NB), Dr. S. Moffatt, Dr. C. Stone 5/17		
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	<ul style="list-style-type: none"> Item #1 B. Curtis opened the meeting at 4:05 pm 	<ul style="list-style-type: none"> Call to Order Quorum in Attendance 	
ADDITIONS TO THE AGENDA	<ul style="list-style-type: none"> Item #2 Agenda 	<ul style="list-style-type: none"> Changes to the Agenda <ul style="list-style-type: none"> - Dr. McKay added one item to the Agenda. <ul style="list-style-type: none"> ➤ 5.4 Update on Waterville, N.B. (McKay) Correction to the Agenda <ul style="list-style-type: none"> ➤ Ms. Deacon absent from meeting so Item 4.1 SuperOSCE: Environmental Scan will be discussed further at June's meeting. 	ACTION: <ul style="list-style-type: none"> B. Furey to add item to Agenda Dr. McCarthy to bring Item 4.1 SuperOSCE: Environmental Scan to Agenda for June's Meeting.
REVIEW OF MINUTES	<ul style="list-style-type: none"> Item #3 B. Curtis asked Committee to review Minutes for approval 	<ul style="list-style-type: none"> Minutes were reviewed and approved by Dr. Shik and Dr. Duggan. 	ACTION: Minutes Approved. Moved: Dr. J. Shik Seconded: Dr. N. Duggan
BUSINESS ARISING #4.	<ul style="list-style-type: none"> Item 4.1 SuperOSCE: Environmental Scan (attached Deacon) 	<ul style="list-style-type: none"> Document was handed out on topic of SuperOSCE: Environmental Scan No comments were made Bring item to June's Agenda 	ACTION: <ul style="list-style-type: none"> Dr. McCarthy to add item to June's Agenda. B. Furey to invite Ms. Deacon to June's meeting.

	<ul style="list-style-type: none">Item 4.2 Clerkship Redevelopment: Summative Assessment (Curran)		
	<ul style="list-style-type: none">Item 4.3 Clerkship Handbook: 2012 edition (McKay)	<ul style="list-style-type: none">Dr. McKay spoke on topic of the Clerkship Handbook: 2012 editionareas in the handbook needs to be updated and it needs a proper evaluation schemeneed to match the One45 documents to the UGME website documentsDr. McKay sent out the report that the working group had previously worked on from the action items of April's meeting. It was about Clerkship Redevelopment and the Summative Assessment PolicyDr. McKay requested the Committee consider changing the wording from "must pass NBME" to "weighted"Some concerns were discussed	ACTION: <ul style="list-style-type: none">Dr. McKay to send out email to solicit from all disciplines any updates for the Clerkship HandbookCommittee to consider changing wording of "must pass" NBME and discuss at June's meeting.
	<ul style="list-style-type: none">Item 4.4 Update: Internal Medicine in NB (Shik, McKay)	<ul style="list-style-type: none">Dr. Shik and Dr. McKay gave update on the topic of Internal Medicine in N.B.Dr. Shik explained update from N.B. as explained to him from Dr. PetersDr. McKay explained that instructors in N.B. were told instead of being asked and this created confusionDr. Shik learned that the start dates in N.B. are different so students might have to be flown home for their OSCE's during the twelve (12) weeks	ACTION: <ul style="list-style-type: none">Dr.
NEW BUSINESS #5.	<ul style="list-style-type: none">Item 5.1 LCME Database (Ackerman)	<ul style="list-style-type: none">Ms. Ackerman spoke on topic of LCME Database and explained document which was presented on PowerPointThe 2012-2013 documents for schools with full LCME surveys scheduled was discussed (MS-6, MS-8, ED-6, ED-7)	(see Item 6.4)

	<ul style="list-style-type: none">• Item 5.2 Surgery in Fredericton (McKay)	<ul style="list-style-type: none">• Dr. McKay spoke on topic of Surgery in Fredericton, N.B.• The update is that Fredericton will not be taking students for surgery at all• Dr. McKay to email Craig to see if he has any contacts.	ACTION: <ul style="list-style-type: none">• Dr. McKay to email Craig to see if he has any contacts since surgery in Fredericton will not be taking students.
	<ul style="list-style-type: none">• Item 5.3 Clerkship Redevelopment: Unified Curriculum Faculty-based Academic Half-day (McKay)	<ul style="list-style-type: none">• Dr. McKay spoke on topic of Clerkship Redevelopment: Unified Curriculum Faculty-based Academic Half -day.• Half-days have to be review and this could be a good opportunity to consider changing wording to "Clerkship Curriculum". Need to have a unified curriculum.• Discussion surrounded what information is covered under half-days for the different disciplines• Dr. McKay asked Committee to consider having the half-day the same for all disciplines on the same date in the main auditorium for all students• Concerns were stated that a small group setting would be lost and if it goes "live" people would not get to participate• Dr. Curtis asked would it be possible that if every Wednesday morning students log in and join a different topic that they are currently completing as a rotation• Dr. McKay asked this be review and considered ASAP since it needs to be in place for September 2012• If this Committee agrees then Dr. McKay to present at the UGMS meeting in June• need mechanism in place such as a tick box as proof that topic is covered for the College of Physicians• need way to cover things that will get missed• Dr. McKay and Ms. Ackerman to review sites and links on the UGME pages• Dr. McKay made motion to email disciplines requesting review of where they are fitting in half-days and CanMeds now.• Dr. McKay to send document to the Curriculum Committee	ACTION: <ul style="list-style-type: none">• Dr. McKay to email Committee to consider topic of unified curriculum faculty-based academic half day.• Dr. McKay to forward document, with changes, to Curriculum Committee.

	<ul style="list-style-type: none">Item 5.4 Update on Waterville, N.B. (McKay)	<ul style="list-style-type: none">Dr. McKay explained that we need a MOU between Waterville-MUN because they are willing to take students.	ACTION: <ul style="list-style-type: none">Dr. McKay to follow up on getting MOU for Waterville-MUN
Standing Items #6	Item 6.1 ➤ Medical Students' Reports (L. Edwards, D. Watton)	<ul style="list-style-type: none">Ms. Edwards spoke on Class of 2012 graduating next week. She thanked this Committee, UGME Staff and Student Affairs Staff for helping the class with all issues and questionsMr. Watton said no students had emailed him so they was no issues this month.Dr. McKay thanked Ms. Laura Edwards for sitting on this Committee and Committee wished her well upon Graduation.Dr. McKay stated there is some money coming in from CARMS.Ms. Edwards invited the Committee members to their events during Grad week.	
	<ul style="list-style-type: none">Item 6.2 MUN-NB Update (McKay)	<ul style="list-style-type: none">Dr. Lambert had emailed regrets for attendance at the meeting	
	<ul style="list-style-type: none">Item 6.3 PEI-MUN, Yukon-MUN (McKay)	<ul style="list-style-type: none">Dr. McKay explained that we need a MOU for PEI-MUNThere is a MOU between Yukon-MUN already.Dr. Duggan said she phoned PEI and the physicians there had no knowledge about the MOU. There is a formal arrangement between PEI-MUN and no formal agreement with Dalhousie. They do have an agreement with Sherbrooke, Nova ScotiaPEI doesn't feel they can accommodate students for the full 12 week rotation. They feel they don't have capacity. Dr. Duggan offered to meet with PEI physicians. It might be possible that the eight (8) student could be covered by two (2) doctors.PEI will try to accommodate some students.	ACTION: <ul style="list-style-type: none">Dr. McKay to follow up on getting MOU-PEI

	<ul style="list-style-type: none">Item 6.4 Accreditation 2013 Update (Ackerman, McKay)	<ul style="list-style-type: none">Ms. Ackerman and Dr. McKay gave update topic of Accreditation 2013The ED standards have to be established for every course and every disciplineThe database needs to have information submitted to itMs. Ackerman will be asking those in the knowledge of database to answer the questions in the ED standardsMs. Ackerman and Dr. McKay have met and gone through all ED's. Ms. Ackerman will identify the ED for Clerkship and email each chair of each disciplineMs. Ackerman then explained year three/academic period and year four and this will be emailed out alsoMs. Ackerman needs time to identify the gaps and loopholesStudents completed an independent study and all goes in as part of preparation for accreditationThe LCME standards, students study and Faculty study is reviewed at Accreditation.	ACTION: <ul style="list-style-type: none">Ms. Ackerman to email out to each discipline chairs the ED for ClerkshipMs. Ackerman to email the document Year Three/Academic Period and Year Four.Dr. McKay and Ms. Ackerman to meet again to reduce information on Electives and the two documents (forms & ED pages)Committee to review and respond with answers
	<ul style="list-style-type: none">Item 6.5 Outstanding ITERS (Curtis)	<ul style="list-style-type: none">Dr. Curtis spoke on the topic of Outstanding ITERSMs. Cole stated there are six (6) selective ITERS missing for graduation and one (1) elective ITER is missing. There were 67 missing and now only 7.Dr. Curtis requested that Ms. Cole present an excel spreadsheet each month for Clerkship Committee meetings.	
KIV #7	<ul style="list-style-type: none">7.1 Family Leave / New Leave Policies	<ul style="list-style-type: none">Dr. McKay spoke about the new leave policy for family leave.	
	<ul style="list-style-type: none">7.2 MCC>NBME		

	<ul style="list-style-type: none">• 7.3 Formative / Summative Evaluations (PESC)		
	<ul style="list-style-type: none">• 7.4 Clerkship Redevelopment: LICE course		
	<ul style="list-style-type: none">• 7.5 Professionalism in Medical Education		
#8	<ul style="list-style-type: none">• Adjournment	<ul style="list-style-type: none">• Clerkship Committee Meeting Adjourned at 5:30 PM.	
	<ul style="list-style-type: none">• Next Meeting	<ul style="list-style-type: none">• June 21, 2012 (3rd Thursday of the Month)	