

Minutes / Action Items - Clerkship Committee Meeting			
MEETING	CLERKSHIP COMMITTEE MEETING MINUTES		
CHAIR	DR. JASON McCARTHY		
DATE	June 21, 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	<p><b>Attendees:</b> Dr. J. McCarthy, Dr. B. Curtis, Dr. D. McKay, Dr. J. Martin, Dr. J. Shik, Dr. H. White, Dr. N. Duggan, Dr. S. Moffatt, Dr. T. Lambert</p> <p><b>Students:</b> Mr. W. Stokes, A. Gregory (proxy for Mr. D. Watton)</p> <p><b>UGME Office:</b> Ms. W. Cole</p> <p><b>Guest:</b> Ms. D. Deacon</p> <p style="text-align: right;">12 + 1 guest</p>		
REGRETS	Dr. T. Delaney, Dr. C. Stone, Ms. S. Ackerman, Ms. B. Furey		5/17
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
WELCOME / MEETING START TIME	<ul style="list-style-type: none"> <li>Item #1</li> <li>J. McCarthy opened the meeting at 4:00 pm</li> </ul>	<ul style="list-style-type: none"> <li>Call to Order</li> <li>Quorum in Attendance</li> </ul>	
ADDITIONS TO THE AGENDA	<ul style="list-style-type: none"> <li>Item #2</li> <li>Agenda</li> </ul>	<ul style="list-style-type: none"> <li>No additions were made to the agenda.</li> <li>Agenda was approved.</li> </ul>	
REVIEW OF MINUTES	<ul style="list-style-type: none"> <li>Item #3</li> <li>J. McCarthy asked Minutes be reviewed /approved</li> </ul>	<ul style="list-style-type: none"> <li>Minutes were reviewed and approved.</li> </ul>	<p><b>ACTION:</b> <b>Minutes Approved.</b></p> <p><b>Moved:</b> Dr. J. Martin <b>Seconded:</b> Dr. N. Duggan</p>
BUSINESS ARISING #4.	<ul style="list-style-type: none"> <li>Item 4.1 SuperOSCE: Environmental Scan</li> </ul>	<ul style="list-style-type: none"> <li>Super OSCE: Environment Scan was circulated prior to the meeting (similar OSCE's from other Medical institutes across the country)</li> <li>Diana Deacon (MESC) presented on the findings and discussed arising questions from the committee</li> <li>The committee discussed bringing forward a motion to</li> </ul>	<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li><b>Ms. Furey to circulate details regarding a redevelopment meeting</b></li> </ul> <p><b>Motion: Dr. Duggan</b></p>

		<p>proceed with executing a superOSCE for MUN for the Spring of 2013 and formulated a plan going forward</p> <ul style="list-style-type: none"><li>• It was suggested to modify the 'Back to Basics' course to include the OSCE which will assist in preparing the students for MCCII and covering the CanMEDS roles in the current curriculum.</li><li>• Doctor Duggan agreed that this would add many benefits to the B2B course, however, she did raise concerns around what the implications would be if a fail occurred and how would remediation take place</li><li>• Doctor McCarthy stated that this would be taken into consideration and a remediation period would be built into the B2B curriculum</li><li>• It was suggested that the committee meet at a later date to determine the logistics surrounding this recommendation</li><li>• Diana Deacon: interested in assisting with moving forward</li><li>• Approval was granted around the principle of redevelopment</li></ul>	<p><b>Seconded: Dr. Shik</b></p>
	<ul style="list-style-type: none"><li>• Item 4.2 Clerkship Handbook: 2012 Edition</li></ul>	<ul style="list-style-type: none"><li>• Doctor McKay gave an update on the Clerkship Handbook and stated that this project is of critical importance</li><li>• Dr. McKay has a current contract in motion between UGME and PDCS to redevelop the handbook</li><li>• First task: Discipline Coordinators to review and submit suggested changes</li><li>• Ms. Mullins-Richards is currently meeting with Discipline APA's to discuss suggested changes</li></ul>	<p><b>ACTION:</b> <b>Doctor McKay to circulate the Clerkship Handbook to each Discipline Coordinator for their review and suggested changes</b></p> <p><b>Ms. Mullins-Richards to submit APA's changes to Doctor McKay</b></p>
	<ul style="list-style-type: none"><li>• Item 4.3 Clerkship Redev: Assessment: NBME: "Must Pass" vs. "Weighted"</li></ul>	<ul style="list-style-type: none"><li>• Doctor McCarthy discussed reasons for failures in clerkship rotations (due largely to NMBE and not ITERs)</li><li>• Doctor McCarthy proposed to move away from "must pass each component" to "weighed"</li><li>• Dr. Duggan suggested the importance of including final ITER in the grading for rotations.</li><li>• Failing ITER is indicative of a greater problem with a student; look for issues of professionalism, content etc.</li></ul>	<p><b>ACTION:</b> <b>Diana Deacon to meet with discipline and assess and recreate a "weighted" system</b></p> <p><b>Dr. McKay to review if all disciplines should follow a standardized system</b></p>

		<ul style="list-style-type: none"> <li>• Dr. Duggan shared concerns re: learning objective requirements</li> <li>• Dr. Shik stated that this would result in less pressure on students during NMBE, however, suggested concerns around how a student would value to attendance and completion of NMBE</li> <li>• Suggestion made to make Attendance mandatory; failure to comply = failure of rotation.</li> <li>• Diana Deacon suggested that a workshop take place to have all disciplines present</li> <li>• Clerkship committee agreed to establish a weighted system</li> <li>• Aim to implement before Aug 27</li> </ul>	<p><b>Motion: Dr. Shik</b>  <b>Seconded: Dr. White</b></p>
	<ul style="list-style-type: none"> <li>• Item 4.4 Update: Surgery in Fredericton</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. McKay gave update in Dr. Stone’s absence on the topic of Surgery in Fredericton, NB</li> <li>• Indeterminate site logistics, unknown whether Fredericton will be agreeing to house students</li> <li>• Dr. Lambert did not foresee any reasons for concern around changing the current template</li> </ul>	<p><b>ACTION:</b>  <b>Dr. McKay and Dr. Stone to meet</b></p> <p><b>Dr. Moffat agreed to contact two colleagues in NB</b></p> <p><b>Dr. Lambert and Dr. Moffat will meet to discuss future schedules</b></p>
	<ul style="list-style-type: none"> <li>• Item 4.5 Update: Waterville-MUN MOU</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. McKay gave a brief update re: possibility of a longitudinal experience and their agreement/interest to take clerks</li> </ul>	<p><b>ACTION:</b>  <b>Dr. McKay to meet re: MOU in August</b></p>
	<ul style="list-style-type: none"> <li>• Item 4.6 Clerkship Redev: Summative Assessment, draft policy *</li> </ul>	<ul style="list-style-type: none"> <li>• Deferred</li> </ul>	
NEW BUSINESS #5	<ul style="list-style-type: none"> <li>• Item 5.1 Clerkship Redev: UGME Leave</li> </ul>	<ul style="list-style-type: none"> <li>• Doctor McCarthy gave a brief update on the ‘University of Toronto’ handout <b><i>Regulations for Student Attendance and Guidelines for approved absences from mandatory activities</i></b></li> </ul>	<p><b>ACTION:</b>  <b>Dr. McCarthy and Dr. Adey to meet</b></p>

	Policy*	<ul style="list-style-type: none"><li>• Doctor McCarthy suggested that UGME have a uniform policy for UGME as a whole</li><li>• It was suggested that a sub-committee would explore options</li><li>• William Stokes and Anne Gregory agreed to meet to give information from a clerks perspective</li><li>• Deanne Williams volunteered to represent the Clerkship Committee with respect to developing this policy.</li></ul>	<b>Dr. Adey to meet with Deanne Williams</b>
	<ul style="list-style-type: none"><li>• Item 5.2 One45 ITERs*</li></ul>	<ul style="list-style-type: none"><li>• Doctor Curtis stated that currently the comments of the final ITERs is placed on the Dean’s letters and in the past it has created issues for clerks toward residency should they encounter a preceptor who has not had adequate time with them</li><li>• It was suggested to change the scope of the ITER i.e. add the following for the preceptor to select:<ul style="list-style-type: none"><li>✓ Comments not recorded on Dean’s letter rather for personal growth</li><li>✓ Did you meet with the clerk instead or did you have the opportunity to meet with the clerk</li></ul></li></ul>	<b>ACTION</b> <b>Dr. Curtis and Dr. McCarthy to meet and redevelop</b> <b>Motion: Dr. Duggan</b> <b>Seconded: Dr. Shik</b>
	<ul style="list-style-type: none"><li>• Item 5.3 Assessment: “Prescribed Whitespace for Remediation”</li></ul>	<ul style="list-style-type: none"><li>• Doctor McCarthy inquired as to clerkship committee’s insight on prescribed whitespace for remediation</li><li>• It was suggested that time be provided for remediation prior to promotion meeting</li><li>• Decision should be made at the Clerkship Progress Committee level</li><li>• White space should directly follow core rotations completion date</li></ul>	<b>ACTION</b> <b>Dr. McCarthy to follow up</b>
	<ul style="list-style-type: none"><li>• Item 5.4 Repatriation of Students with Academic Difficulties</li></ul>	<ul style="list-style-type: none"><li>• Doctor McCarthy posed the following question to the Clerkship Committee</li><li>• <i>If a clerk has planned a rotation out-of-province or in an outside St. John’s setting and has encountered academic difficulty should we request the clerk remain or return to the ‘home site’ (i.e. St. John’s)?</i></li><li>• Doctor White stated that in the past clerks were required to remain in St. John’s for future rotations and a policy was in</li></ul>	<b>ACTION:</b> <b>Case-by-case basis and Clerkship Coordinator would determine approach needed for particular cases</b>

		<p>place to assist the clerk</p> <ul style="list-style-type: none"> <li>• Doctor Duggan questioned the validity of staying close to the 'home site' and suggested that because of change in preceptors (variety of structure/preceptors etc) the evaluation may give a better understanding of the clerk</li> <li>• Doctor McCarthy inquired as to who would be responsible for decision (Clerkship Coordinator/Associate Dean or Clerkship Committee)</li> </ul>	
Standing Items #6	<ul style="list-style-type: none"> <li>• Item 6.1 Medical Student Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>	
	<ul style="list-style-type: none"> <li>• Item 6.2 MUN-NB Update</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Core NB clerks placed</li> <li>• Need to determine the implications that the DAL time schedule will have the MUN Schedule re: NMBEs and OSCEs</li> </ul>	<p><b>ACTION</b>  <b>Dr. McKay and Dr. McCarthy to discuss</b></p>
	<ul style="list-style-type: none"> <li>• Item 6.3 PEI-MUN, Yukon-MUN</li> </ul>	<p>The following are the contacts from PEI-MUN:</p> <ul style="list-style-type: none"> <li>• Executive Director of Medical Affiliation of PEI  <b>Dr. Richard Wedge</b></li> <li>• Academic Program Assistant – <b>Carrie Barlow</b></li> <li>• MD – Summerside – <b>Dr. Cathy McClean</b></li> </ul>	<p><b>ACTION</b>  <b>UGME to add to mailing list</b>    <b>Dr. McKay to meet</b></p>
	<ul style="list-style-type: none"> <li>• Item 6.4 Accreditation 2013</li> </ul>	<ul style="list-style-type: none"> <li>• Reminder for Clerkship Coordinators to submit required forms into Ms. Akerman and Doctor McKay</li> </ul>	<p><b>ACTION</b>  <b>Clerkship Coordinators to submit required forms into Ms. Akerman and Dr. McKay</b></p>
	<ul style="list-style-type: none"> <li>• Item 6.5 Outstanding ITERS</li> </ul>	<ul style="list-style-type: none"> <li>• Ms. Cole stated that there are (3) selective ITERS outstanding and (1) elective ITER.</li> </ul>	<p><b>ACTION</b>  <b>MS. Cole to send out missing ITER to each discipline</b></p>
KIV #7	<ul style="list-style-type: none"> <li>• 7.1 Clerkship Redevelopment: LICE Course</li> </ul>	<ul style="list-style-type: none"> <li>• Deferred</li> </ul>	
	<ul style="list-style-type: none"> <li>• 7.2</li> </ul>	<ul style="list-style-type: none"> <li>• Deferred</li> </ul>	

	Professionalism in Medical Education		
	<ul style="list-style-type: none"><li>7.3 Clerkship Redev: Unified Curriculum Faculty-Based Academic Half Day</li></ul>	<ul style="list-style-type: none"><li>Deferred</li></ul>	
ADJOURNMENT #8			
	Next Meeting	<ul style="list-style-type: none"><li>TBD</li></ul>	
		<ul style="list-style-type: none"><li>Clerkship Committee Meeting Adjourned at 6:45 PM.</li></ul>	