

Minutes / Action Items - Clerkship Committee Meeting			
MEETING	CLERKSHIP COMMITTEE MEETING MINUTES		
CHAIR	DR. JASON McCARTHY		
DATE	July 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), 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>Attendees: Dr. J. McCarthy, Dr. D. McKay, Dr. H. White, Dr. N. Duggan, Dr. Jamie Farrell, Ms. Tina Delaney, Ms. Deanne Williams</p> <p>Students: A. Gregory</p> <p>UGME Office: Ms. W. Cole</p> <p>Guest: Ms. D. Deacon</p> <p style="text-align: right;">9 + 1 guest</p>		
REGRETS	Dr. T. Delaney, Dr. B. Curtis, Dr. T. Lambert, Dr. S. Moffatt, Dr. J. Shik, Dr. J. Martin, Dr. C. Stone, Ms. S. Ackerman, Mr. D. Watton, Ms. B. Furey 5/17		
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	Item #1 <ul style="list-style-type: none"> J. McCarthy opened the meeting at 4:00 	<ul style="list-style-type: none"> Call to Order Quorum in Attendance 	
ADDITIONS TO THE AGENDA	Item #2 <ul style="list-style-type: none"> Agenda 	<ul style="list-style-type: none"> Agenda was approved 	
REVIEW OF MINUTES	Item #3 <ul style="list-style-type: none"> J. McCarthy asked Minutes be reviewed /approved 	<ul style="list-style-type: none"> Minutes were reviewed – requested to change spelling error in Ms. Sally Ackerman’s name Minutes approved based on requested change 	<p>ACTION:</p> <p>Moved: Dr. N. Duggan</p> <p>Seconded: Dr. H. White</p>
BUSINESS ARISING #4.	Item 4.1 <ul style="list-style-type: none"> Handbook Revision: Leave-Mandatory Attendance? (McCarthy) 	<p>Handbook revisions:</p> <ul style="list-style-type: none"> Doctor McKay gave an update on the Clerkship Handbook and stated that this project is of critical important and is currently in the hands of PDCS Discipline coordinators are once again encouraged to review and submit suggested changes on the rough draft (circulated July 6, 12) 	<p>ACTION:</p> <ul style="list-style-type: none"> Attendance is mandatory, as written in leave policy. Students are also to inform UGME.

		<p>Leave policy - handbook.</p> <ul style="list-style-type: none"> • Doctor McCarthy and Doctor Adey to continue developing new generic leave policy (will not be ready for submitting in the 2012/13 handbook) • It was suggested to have students contribute • Should attendance be mandatory in Clerkship? -i.e.- Failure to show, failure of rotation (An improved system is needed) • Dr. Delaney stated that it is rare when a Clerk has a “no show” • Dr. McKay states that there are some “no shows” on half days • Dr. Duggan noting issues regarding exams (students have been known to take Thursday afternoon and Friday off following their Thursday am exam) 	<ul style="list-style-type: none"> • Approval was granted by the committee to re-develop the leave policy – was encouraged to make consistent with MUN calendar
<p>NEW BUSINESS #5</p>	<p>Item 5.1</p> <ul style="list-style-type: none"> • Accreditation ED-38 (Protected Time) <p>(McCarthy, McKay)</p>	<ul style="list-style-type: none"> • Not currently being followed • Will need to create a policy for protective personal development time for clerks. • Dr. Delaney inquired as to what is protected time • Doctor McCarthy explained that it was: <ul style="list-style-type: none"> -Required hours of activities -Required hours of clinical education • Dr. McKay stated U of T policies and suggested adopting their approach, as well as suggested adopting the residency policy 	<p>ACTION</p> <ul style="list-style-type: none"> • Doctor McKay to create a draft for circulating to committee
	<p>Item 5.2</p> <ul style="list-style-type: none"> • Accreditation Ed-1 (Teaching CanMed Competencies) <p>(McCarthy, McKay)</p>	<p>Objective, assessments, and teachings of CanMed</p> <ul style="list-style-type: none"> • All disciplines need to confirm coverage of all 7 CanMed competencies [very important to include CanMED roles as part of rotations (ex; review half days- pick out CanMed roles, if not present will need to implement)] • Dr. Delaney inquired as to how to best implement CanMED competencies ex: to be communication manager? • Dr. Stone suggested securing experience speakers i.e. PGY1 (Postgrad) process • It was suggested to add a CanMED component to Back to Basics 	<p>ACTION:</p> <ul style="list-style-type: none"> • Each discipline coordinator to review and determine the CanMED roles that are currently being fulfilled and determine where outstanding CanMED roles can and should be implemented. • Dr. McKay with follow up with the various disciplines to

		<ul style="list-style-type: none">• Dr. McKay also stated that it is easy to insert in half days if teaching from cases (most appropriate approach)	<p>determine where CanMed roles are being taught.</p> <ul style="list-style-type: none">• Dr. Stone completed course for PYG1 which is very appropriate for Clerkship. Make connection with Post Grad Office to determine the experts of the various CanMED roles.• Ms. Deacon (MESC) will contact the Royal College for ideas for teaching
	<p>Item 5.3</p> <ul style="list-style-type: none">• Procedures Manual Mandatory• Clinical Encounter Card <p>(McCarthy, McKay)</p>	<ul style="list-style-type: none">• UGME is in the process of re-developing the mandatory procedures manual.<ul style="list-style-type: none">- Determine irrelevant procedures• Dr. McKay stated that students are required to<ul style="list-style-type: none">- Have preceptor sign of on required procedures- Students then submit the manual at the end of 3rdyr- Required prior to graduation- Doctor McKay stated that this book is rarely reviewed and approved by UGME personnel• Dr. Duggan suggested a look at Family Medicine approach to mandatory procedures /signature approval• Dr. White stated that clerks are required to complete a number of procedures prior to Psychiatry completion (this is recorded through T-Clerk)• Ms. Gregory stated her concern regarding outstanding procedures due to limited exposure in some cases during rotations• Dr. Delaney circulated the daily and weekly Pediatrics rotation clinical cards that help in assisting to complete the Formative and Summative ITERs and suggested that we adopt this approach for clerkship as a whole	<p>ACTION</p> <ul style="list-style-type: none">• Doctor McCarthy suggested that we adopt this approach and requested that Doctor Delaney send him the documentation• Doctor McCarthy to review and make relevant to Clerkship and circulate to committee for feedback through email• Ms. Cole to assist in printing for the Aug 27 start date

	<p>Item 5.4</p> <ul style="list-style-type: none">• Clerkship Redevelopment Assessment Workshop <p>(McCarthy)</p>	<ul style="list-style-type: none">• Item Deferred	<p>ACTION</p> <ul style="list-style-type: none">• KIV
<p>STANDING ITEMS #6</p>	<p>Item 6.1</p> <ul style="list-style-type: none">• Medical Student Reports <p>(Gregory, Stokes)</p>	<ul style="list-style-type: none">• Nothing to Report	
	<p>Item 6.2</p> <ul style="list-style-type: none">• MUN-NB Update <p>(Lambert)</p>	<ul style="list-style-type: none">• Doctor Martin and Doctor Drover travelled to NB and made a visit to the various sites to discuss and determine capacity opportunities/challenges• Dr. Lambert suggested that other disciplines should consider doing the same as it would benefit in determining opportunities/challenges going forward• Doctor Delaney suggested a collaborative coordinators trip• Doctor McCarthy suggested that the September clerkship meeting be held in NB	<p>ACTION</p> <ul style="list-style-type: none">• Doctor McCarthy to determine availability of discipline coordinators
	<p>Item 6.3</p> <ul style="list-style-type: none">• PEI-MUN, Yukon-MUN	<ul style="list-style-type: none">• Nothing new to report to date	<p>ACTION</p> <ul style="list-style-type: none">• Doctor McKay is planning a visit to PEI within the next 3 – 4 weeks
<p>Standing Items #6</p>	<p>Item 6.4</p> <ul style="list-style-type: none">• Accreditation 2013 <p>(Ackerman, McKay)</p>	<ul style="list-style-type: none">• Item Deferred	<p>ACTION</p> <ul style="list-style-type: none">• KIV

Standing Items #6	Item 6.5 <ul style="list-style-type: none">ED-30 (timely feedback): Outstanding ITERs (McCarthy)	<ul style="list-style-type: none">Many issues with outstanding ITERs from preceptorsAdds a great disadvantage to students (how can student improve areas, when feedback is not given on where or how to improve)Maybe need to be addressed with preceptors from a higher level i.e. letter from Dean's office	ACTION <ul style="list-style-type: none">Ms. Cole to send monthly reminder s of outstanding ITERs to APA's and Discipline Coordinators
KIV #7	Item 7.1	<ul style="list-style-type: none">Clerkship Redevelopment: LICE Course	ACTION <ul style="list-style-type: none">KIV
	Item 7.2	<ul style="list-style-type: none">Professionalism In Medical Education	ACTION <ul style="list-style-type: none">KIV
	Item 7.3	<ul style="list-style-type: none">Clerkship Redev: Unified Curriculum Faculty-Based Academic Half-Days	ACTION <ul style="list-style-type: none">KIV
	Item 7.4	<ul style="list-style-type: none">Leave Policy	ACTION <ul style="list-style-type: none">KIV
	Item 7.5	<ul style="list-style-type: none">Summative Assessment Policy	ACTION <ul style="list-style-type: none">KIV
ADJOURNMENT #8		<ul style="list-style-type: none">Clerkship Committee Meeting Adjourned at 8:25 PM.	
		<ul style="list-style-type: none">Next Meeting – September 20, 2012	