

Minutes / Action Items - Clerkship Committee Meeting			
MEETING	CLERKSHIP COMMITTEE MEETING MINUTES		
CHAIR	DR. JASON McCARTHY		
DATE	September 21, 2012		
MEMBERS	Dr. J. McCarthy (Chair), Dr. D. McKay, Dr. J. Martin, Dr. N. Duggan, Dr. J. Farrell, Dr. B. Curtis, Dr. T. Delaney, Dr. H. White, Dr. C. Stone, Dr. T. Lambert (NB), Dr. R. Wedge(PEI), Ms. S. Ackerman, Mr. W. Stokes (Student), Mr. D. Watton (Student), Dr. S. Moffatt/Ms. Deanne Williams, (Student Affairs), Ms. W. Guy-Cole (Observer/UGME) 17		
SECRETARY	Elas Winter for Wandalee Guy		
PARTICIPANTS	<p>Attendees: Dr. J. McCarthy, Dr. D. McKay, Dr. H. White, Dr. N. Duggan, Dr. P. Pike (for Dr. B. Curtis), Dr. T. Lambert, Dr. J. Martin, Dr. J. Farrell, Dr. T. Delaney, Ms. S. Ackerman, Ms. D. Williams</p> <p>Students: Mr. D. Watton, Mr. W. Stokes</p> <p>UGME Office: Ms. E. Winter</p> <p>Guest:</p>		
REGRETS	Dr. Richard Wedge, Dr. C. Stone, Dr. S. Moffatt		
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	Item #1 <ul style="list-style-type: none"> J. McCarthy opened the meeting at 4:00 pm 	<ul style="list-style-type: none"> Call to Order Quorum in Attendance Dr. Pam Pike was welcomed as a delegate for Dr. B. Curtis (electives) 	
ADDITIONS TO THE AGENDA	Item #2 <ul style="list-style-type: none"> Agenda 	<ul style="list-style-type: none"> Agenda was approved with 3 additions: 5.7, 5.8, 5.9 	
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 Minutes approved as circulated except that Dr. Martin's name was removed from attendance at July 19, 2012 meeting. (Dr. N. Duggan/Dr. T. Delaney) 	
BUSINESS ARISING #4.	Item 4.1 <ul style="list-style-type: none"> Update: Clerkship Handbook 	<ul style="list-style-type: none"> Portions of manual are online. Course specifics have not been added. New phone numbers for UGME – 1-855-884-UGME and 777-UGME. 	<p>ACTION: All disciplines are to forward their clerkship information to Dr. McKay no later than two weeks from Sept 20th.</p>

	<p>Item 4.2</p> <ul style="list-style-type: none"> • Accreditation Ed-38 	<p>Additions to Manual</p> <ul style="list-style-type: none"> • Core rotations start on a Monday and end on a Friday. • Only allowed to miss ¼ of a rotation. • Remembrance day has been added to the list of holidays for clerks. • The leave clauses in the manual were discussed and approved by the committee.(Dr. D. McKay/N. Duggan) 	<p>ACTION:</p> <ul style="list-style-type: none"> • Discipline coordinators should make clear to students what their duty hours are.
	<p>Item 4.3</p> <ul style="list-style-type: none"> • Accreditation ED-1 	<p>Mapping of objectives</p>	<p>Action:</p> <ul style="list-style-type: none"> • Dr. McKay is to send out an example of the objectives to all discipline.
	<p>Item 4.4</p> <ul style="list-style-type: none"> • Update/Check: New Grading Schemes 	<p>Changes to grading system</p> <ul style="list-style-type: none"> • Dr. McCarthy requested grading rubrics from all discipline APA' s. • OSCE's for medicine 2012/2013 will be dropped for this year • Failure of the NBME will no longer mean a failure for the course. • Students will be provided with P/BA/F grades immediately following their rotations; A/AA/o will be awarded at the end of the core rotations. 	
	<p>Item 4.5</p> <ul style="list-style-type: none"> • Update/Check: Mandatory Procedures 	<p>Mandatory Procedures</p> <ul style="list-style-type: none"> • Mandatory Procedures book has been replaced by a laminated Mandatory Procedures card and T-RES reporting. • Laminated cards have been distributed to the Disciplines • Directions for this card can be found in the Handbook and were discussed. 	<p>Action:</p> <p>Dr. McKay will modify handbook to:</p> <ol style="list-style-type: none"> 1) Provide more detail on login; 2) Add caution about synchronizing uploads from apps while behind hospital firewalls.
	<p>Item 4.6</p> <ul style="list-style-type: none"> • Update/Check: Clinical Encounter Cards 	<p>Clinical Cards</p> <ul style="list-style-type: none"> • Weekly and Daily cards have been distributed to disciplines. • Discussion focussed on implementation of the cards. • Cards to be posted on One45 and on website. • Information is needed for faculty. • The committee agreed to follow-up after the first rotation to 	<p>Action:</p> <ul style="list-style-type: none"> • Dr. McKay will develop explanatory tools for handbook and for distribution to faculty. • UGME to double-check posting of cards. • Clerkship committee to KIV for

		discuss was needed.	November meeting.
	<p>Item 4.7</p> <ul style="list-style-type: none"> Update: Assessment Strategy for Rotations in Distributed Sites 	<p>Dr. McCarthy stressed the importance of having equivalent assessments at all distributed sites. All members present agreed that was the case. Dr. Delaney asked about a equivalence of a grading rubric that in one site did not use residents, and the general opinion expressed was that the overall ITER mark was the same in all cases.</p>	
NEW BUSINESS #5	<p>Item 5.1</p> <ul style="list-style-type: none"> SuperOSCE strategic plan 	<ul style="list-style-type: none"> Dr. McCarthy asked rotation directors to name a volunteer from each discipline to undertake the development and implementation of a SuperOSCE in April 2012. 	<p>ACTION</p> <ul style="list-style-type: none"> Clerkship Rotation Directors to report names of volunteers to Dr. McCarthy within 2 weeks.
	<p>Item 5.2</p> <ul style="list-style-type: none"> Vacation Flexibility 	<ul style="list-style-type: none"> A student request for non-standard vacation time was discussed by the committee. Review of Duty Hours shows that departures from the norm can be approved by the Clerkship Coordinator. The general opinion of the Committee was that the concept of flexibility of scheduling should be maintained, but that vacation breaks were to be required unless special circumstances (e.g., NBME). 	<p>ACTION:</p> <ul style="list-style-type: none"> Dr. McCarthy will inform student of his approval of the request.
	<p>Item 5.3</p> <ul style="list-style-type: none"> Visit to NB Fall 2012 	<ul style="list-style-type: none"> The possibility of a Clerkship meeting and site visits in NB was discussed. Travel on Thursday, return on Friday. Likely date in November conflicts with MESC session. 	<p>ACTION</p> <ul style="list-style-type: none"> UGME will send out Doodle request for appropriate dates. Dr. McKay will confirm funding with Dean.
	<p>Item 5.4</p> <ul style="list-style-type: none"> Visiting Electives: Capacity and Process 	<ul style="list-style-type: none"> Dr. White reported on student complaint that clinical opportunities were limited due to a large number of visiting elective students. Discussion followed. Capacity is an issue that is handled at the level of individual disciplines. Rotation directors were advised to inform discipline APA's about capacity issues so that this can be mitigated in future. 	<p>ACTION</p> <ul style="list-style-type: none"> Rotation Directors will advise discipline APA's of times when visiting electives students can be accommodated.
	<p>Item 5.5</p> <ul style="list-style-type: none"> AHD at Distributed 	<ul style="list-style-type: none"> Dr. McCarthy reported on the importance of having all students attend MUN academic half-days. A special circumstance of the Psychiatry AHD in Saint John NB 	

	Sites, Attendance, Can MEDs mapping and ED-8	was discussed, and Dr. White suggested that the objectives of the live session was the same, so that students in Saint John would not need to attend using Elluminate Live.	
	Item 5.6 <ul style="list-style-type: none"> • Student Requests for Remediation/ Reassessment 	<ul style="list-style-type: none"> • With the new grading rubric, students can fail the NBME , but pass the rotation. • The failure of the NBME will be noted on the MSPR. • Considerable discussion occurred following the suggestion that students who fail the NBME be allowed to re-write it. 	ACTION <ul style="list-style-type: none"> • Dr. McKay will check with Registrar’s Office regarding this matter.
	Item 5.7 <ul style="list-style-type: none"> • Bi-Weekly Meetings 	<ul style="list-style-type: none"> • The committee agreed to have bi-weekly meetings through December. 	ACTION <ul style="list-style-type: none"> • UGME staff will arrange.
	Item 5.8 <ul style="list-style-type: none"> • Surgery Selective Question 	<ul style="list-style-type: none"> • A student requested to have an Obstetrics opportunity count as a surgery selective. • Dr. Delaney advised the Committee that only certain obstetrics experiences counted in this regard, and that in her opinion, the experience described for the student does not meet the stated criteria. 	ACTION <ul style="list-style-type: none"> • Dr. McCarthy will also check with Dr. C. Stone.
	Item 5.10 <ul style="list-style-type: none"> • Forms on one45 	<ul style="list-style-type: none"> • Dr. McKay told members of the committee that they should expect in near future a questionnaire regarding the forms that they need and the timing of the availability of those forms. 	ACTION <ul style="list-style-type: none"> • Dr. McKay to send out questionnaire. • Course directors will respond to questionnaire with types of forms and dates needed.
STANDING ITEMS #6	Item 6.1 <ul style="list-style-type: none"> • Medical Student Reports 	<ul style="list-style-type: none"> • Mr. Stokes stated that students need more information/clarification on the mandatory procedures requirements. 	
	Item 6.2 <ul style="list-style-type: none"> • MUN-NB Update 	<ul style="list-style-type: none"> • Dr. Lambert mentioned his recent visit to NL. He agreed that rotations in future would have the NL timetable. 	
	Item 6.3 <ul style="list-style-type: none"> • PEI-MUN, Yukon-MUN Update 	<ul style="list-style-type: none"> • Dr. McKay mentioned that in early August, he met with Dr. Richard Wedge on a visit to PEI. 	
Standing	Item 6.4	<ul style="list-style-type: none"> • Ms. S. Ackerman discussed her progress to date and 	ACTION

<p>Items #6</p>	<ul style="list-style-type: none"> • Accreditation 2013 	<p>immediate needs for continued progress.</p> <ul style="list-style-type: none"> • Dr. McKay reviewed some of his responses to a series of questions posed to him by the accreditation task force. • He stressed the need for witnessed histories and physicals in each rotation. • Dr. McKay received permission to draft language regarding students being repatriated or having the option to change sites (i.e., putting language to current practice). • Dr. McKay mentioned that Ms. Ackerman, Dr. McCarthy and he would be revisiting with each Rotation Director (starting with Internal Medicine). • Timely delivery of One45 forms to rotation directors was discussed, as this appears to be a problem in more than one discipline. 	<ul style="list-style-type: none"> • Rotation directors to ensure witnessed histories and physicals occur in each rotation. <ul style="list-style-type: none"> • McKay to draft language regarding clerks being able to change sites. • McCarthy, Ackerman and McKay to meet with Rotation Directors.
<p>Standing Items #6</p>	<p>Item 6.5</p> <ul style="list-style-type: none"> • ED-30 (timely feedback): Outstanding ITERs 	<ul style="list-style-type: none"> • Review of issues related to timely summative feedback will be a major topic at these meetings. • Dr. McCarthy pointed out that the need for timely summative feedback will be heightened now that the Committee has adopted the new grading rubrics. 	
<p>KIV #7</p>	<p>7.1 Clerkship Redevelopment: LICE Course</p>		
	<p>7.2 Professionalism in Medical Education</p>		
	<p>7.3 Clerkship Redev: Unified Curriculum Faculty-Based Academic Half Day</p>		
	<p>Next Meeting</p>	<ul style="list-style-type: none"> • October 4, 2012 	

ADJOURNMENT #8		<ul style="list-style-type: none">• Clerkship Committee Meeting Adjourned at 6:35 PM.	