

Minutes / Action Items - Clerkship Committee Meeting			
MEETING	CLERKSHIP COMMITTEE MEETING MINUTES		
CHAIR	DR. JASON McCARTHY		
DATE	October 04, 2012		
MEMBERS: Clerkship Committee Names for UGME for 2012 -2013	<i>Dr. Jason McCarthy (Chair)</i> <i>Dr. John Martin</i> <i>Dr. Jamie Farrell</i> <i>Dr. Tina Delaney</i> <i>Dr. Craig Stone - uses outside email address</i> <i>Dr. Richard Wedge, PEI – joins by teleconference</i> <i>Ms. Sally Ackerman</i> <i>Mr. William Stokes (student)</i>		<i>Dr. Donald McKay, Associate Dean, UGME</i> <i>Dr. Katherine Stringer</i> <i>Dr. Bryan Curtis</i> <i>Dr. Hubert White</i> <i>Dr. Todd Lambert, NB – joins by teleconference</i> <i>Dr. Scott Moffatt or Ms. Deanne Williams</i> <i>Mr. David Watton (student)</i> Minutes = Clerkship APA = ugme.clerkship@med.mun.ca (Minutes Taped)
PARTICIPANTS	Attendees: J. McCarthy, D. McKay, K. Stringer, T. Delaney, H. White, J. Martin, C. Stone, S. Ackerman, D. Williams, T. Lambert, J. Farrell Students: W. Stokes		15
REGRETS	R. Wedge, B. Curtis, D. Watton		3/15
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	<ul style="list-style-type: none"> Item #1 J. McCarthy opened the meeting at 4:00 pm 	<ul style="list-style-type: none"> Call to Order Quorum in Attendance Dr. K. Stringer was welcomed to the committee. 	
ADDITIONS TO THE AGENDA	<ul style="list-style-type: none"> Item #2 Agenda 	<ul style="list-style-type: none"> Additions to Agenda, Approval of Agenda 	ACTION: <ul style="list-style-type: none"> No Additions were made to the Agenda
REVIEW OF MINUTES	<ul style="list-style-type: none"> Item #3 J. McCarthy asked Minutes be reviewed /approved 	<ul style="list-style-type: none"> Approval of Minutes, September 20, 2012 Minutes were reviewed 	ACTION: <ul style="list-style-type: none"> Minutes Approved. Moved: Dr. T. Delaney Seconded: Dr. H. White

BUSINESS ARISING #4.	<ul style="list-style-type: none"> Item 4.1 Update: Clerkship Handbook Entries (McCarthy) 	Dr. McCarthy gave update on Clerkship Handbook Entries. He asked the Discipline Coordinators if there are any more entries.	ACTION: <ul style="list-style-type: none"> Coordinators to submit update for handbook, item returns to agenda next meeting for update
	<ul style="list-style-type: none"> Item 4.2 Update: ED-38: Duty Hours Info Dissemination (McCarthy) 	Dr. McCarthy gave update on ED-38: Duty Hours Information Dissemination.	ACTION: <ul style="list-style-type: none"> UGME Office to disseminate.
	<ul style="list-style-type: none"> Item 4.3 Update: ED-1: Mapping Objectives in Clerkship (McKay) 	Dr. McKay sent out an email to Rotation Directors with an example of how objectives could be mapped to CanMEDS competencies.	ACTION: <ul style="list-style-type: none"> Rotation Directors to send mapped objectives to Associate Dean, UGME. Update for next meeting.
	<ul style="list-style-type: none"> Item 4.4 Update: Mandatory Procedures info (McKay) 	Dr. McKay presented document on revised mandatory procedures showing new language about the login and how students need to be proactive in obtaining experiences with procedures.	ACTION: <ul style="list-style-type: none"> Dr. McKay will post the new version in the Clerkship Handbook to UGME website.
	<ul style="list-style-type: none"> Item 4.5 Update: Super OSCE Working Group Membership (McCarthy) 	Dr. McCarthy gave update on topic of SuperOSCE Working Group Membership. Each discipline to obtain someone to form the group. Waiting to hear back from the Discipline Coordinators.	ACTION: <ul style="list-style-type: none"> Dr. McCarthy will update at next meeting. Coordinators to forward names of discipline member for SuperOSCE Committee.
	<ul style="list-style-type: none"> Item 4.6 Update: Visit to NB Fall 2012 (McCarthy, McKay) 	Dr. McKay has requested funding from the Dean's Office but as of yet has no confirmation. Hoping for the meeting in November, 2012 with one overnight stay.	ACTION: <ul style="list-style-type: none"> Dr. McKay will provide update at next meeting.

	<ul style="list-style-type: none">Item 4.7 Update: Student Requests for Reassessment (McCarthy)	Dr. McCarthy gave update on student requests for reassessment.	ACTION: <ul style="list-style-type: none">Update next meeting. Committee needs to hear from Registrar's office.
	<ul style="list-style-type: none">Item 4.8 Update: Forms on One45 (McKay)	Dr. McKay reported that rotation directors had been emailed copies of One45 forms used by the respective disciplines. He also presented information on which forms are sent by the UGME Office and which are sent by Disciplines.	ACTION: <ul style="list-style-type: none">Rotation Directors to review forms and report which forms needed and when forms need to be sent. Coordinators will also inform UGME Dean re: any documents they need (i.e. that are not present) and which ones are not required (i.e. to be deleted).
	<ul style="list-style-type: none">Item 4.9 Update: Repatriation and Site Changes (McKay)	Dr. McKay presented "Draft Language" on guidelines to allow students to request changes to assigned sites.	ACTION: <ul style="list-style-type: none">Dr. McKay to include language for repatriation of students who are experiencing academic difficulty.
NEW BUSINESS #5	<ul style="list-style-type: none">Item 5.1 MED 7273: P2P Longitudinal Integrated Course (McCarthy)	Dr. McCarthy spoke on topic of MED 7273: P2P Longitudinal Integrated Course and reviewed the intent of this course. Planning in the works and pilot to be undertaken November 2012.	ACTION: <ul style="list-style-type: none">Dr. McCarthy to provide update to committee members in future meetings.
	<ul style="list-style-type: none">Item 5.2 Reporting Structure for Distributed Sites (McKay)	Dr. McKay sent out an excel file to be completed for N.B. sites.	ACTION: <ul style="list-style-type: none">Dr. McKay will develop organizational chart based on data received, update next meeting.

<p>Standing Items #6</p>	<ul style="list-style-type: none"> Item 6.1 Medical Student Reports (Watton, Stokes) 	<p>Mr. Stokes bought concerns forward from a student. Also spoke on topic of tutorial on D2L. Some minor technical problems at remote sites, students having difficulty connecting with elluminate live. Dr. McCarthy advised that students should contact HSIMS for technical support. To be proactive, students should contact HSIMS to test their connections and solve any connection problems prior to their participation in academic half day.</p>	<p>ACTION:</p> <ul style="list-style-type: none"> Mr. Stokes to advise students on the remedy. Clerkship Coordinator to contact HSIMS and advise them on this issue.
	<ul style="list-style-type: none"> Item 6.2 MUN-NB Update (Lambert) 	<p>Dr. Lambert was not available at this point in the meeting. Lost teleconference connection.</p>	
	<ul style="list-style-type: none"> Item 6.3 MUN-PEI Update (Wedge) 	<p>Regrets from Dr. Wedge.</p>	
	<ul style="list-style-type: none"> Item 6.4 MUN-Yukon Update (McKay) 	<p>No updates to report.</p>	
	<ul style="list-style-type: none"> Item 6.5 Accreditation 2013 (McCarthy) 	<p>Ms. Ackerman reported that there are still two disciplines who have not submitted the requested documentation.</p>	<p>ACTION:</p> <ul style="list-style-type: none"> Ms. Ackerman / Dr. McKay to follow up.
	<ul style="list-style-type: none"> Item 6.6 ED-30: Outstanding ITERS (McCarthy) 	<p>Dr. McCarthy reminded Coordinators to complete outstanding ITERS.</p>	<p>ACTION:</p> <ul style="list-style-type: none"> Coordinators to review and submit ITERS.
<p>KIV #7</p>	<ul style="list-style-type: none"> 7.1 Review: Clinical Encounter Card utilization (after 1st cohort completed) 		<p>KIV</p>

	<ul style="list-style-type: none">7.2 Review: Academic Half-Day at Distributed Sites (after 1st cohort completed)		KIV
	<ul style="list-style-type: none">7.3 Professionalism in Medical Education		KIV
	<ul style="list-style-type: none">7.4 Unified Curriculum: Faculty-Based Academic Half Day		KIV
	<ul style="list-style-type: none">7.5 Leave Policy		KIV
	<ul style="list-style-type: none">7.6 Summative Assessment Policy (Plan for update Oct 25th)		KIV
	<ul style="list-style-type: none">7.7 Update: Clinical Encounter Card entry for Handbook (Back to Agenda Oct 25th)		KIV
ADJOURNMENT #8		<ul style="list-style-type: none">Clerkship Committee Meeting Adjourned at 5:35PM	
Next Meeting		<ul style="list-style-type: none">October 18, 2012, Thursday in PDCS area, H2990.	