

Minutes / Action Items - Clerkship Committee Meeting																			
MEETING	CLERKSHIP COMMITTEE MEETING MINUTES																		
CHAIR	DR. JASON McCARTHY																		
DATE	October 18, 2012																		
MEMBERS: Clerkship Committee Names for UGME for 2012 -2013	<table border="0"> <tr> <td><i>Dr. Jason McCarthy (Chair)</i></td> <td><i>Dr. Donald McKay, Associate Dean, UGME</i></td> </tr> <tr> <td><i>Dr. John Martin</i></td> <td><i>Dr. Katherine Stringer</i></td> </tr> <tr> <td><i>Dr. Jamie Farrell</i></td> <td><i>Dr. Bryan Curtis</i></td> </tr> <tr> <td><i>Dr. Tina Delaney</i></td> <td><i>Dr. Hubert White</i></td> </tr> <tr> <td><i>Dr. Craig Stone - uses outside email address</i></td> <td><i>Dr. Todd Lambert, NB – joins by teleconference</i></td> </tr> <tr> <td><i>Dr. Richard Wedge, PEI – joins by teleconference</i></td> <td><i>Dr. Scott Moffatt or Ms. Deanne Williams</i></td> </tr> <tr> <td><i>Ms. Sally Ackerman</i></td> <td><i>Mr. David Watton (student)</i></td> </tr> <tr> <td><i>Mr. William Stokes (student)</i></td> <td><i>Minutes = Clerkship APA = ugme.clerkship@med.mun.ca (Minutes Taped)</i></td> </tr> </table>			<i>Dr. Jason McCarthy (Chair)</i>	<i>Dr. Donald McKay, Associate Dean, UGME</i>	<i>Dr. John Martin</i>	<i>Dr. Katherine Stringer</i>	<i>Dr. Jamie Farrell</i>	<i>Dr. Bryan Curtis</i>	<i>Dr. Tina Delaney</i>	<i>Dr. Hubert White</i>	<i>Dr. Craig Stone - uses outside email address</i>	<i>Dr. Todd Lambert, NB – joins by teleconference</i>	<i>Dr. Richard Wedge, PEI – joins by teleconference</i>	<i>Dr. Scott Moffatt or Ms. Deanne Williams</i>	<i>Ms. Sally Ackerman</i>	<i>Mr. David Watton (student)</i>	<i>Mr. William Stokes (student)</i>	<i>Minutes = Clerkship APA = ugme.clerkship@med.mun.ca (Minutes Taped)</i>
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PARTICIPANTS	Attendees: J. McCarthy, D. McKay, K. Stringer, J. Martin, C. Stone, S. Ackerman, J. Farrell Students:																		
REGRETS	R. Wedge, T. Lambert, T. Delaney, B. Curtis, D. Williams,																		
AGENDA	ITEM	DISCUSSION	ACTION																
WELCOME / MEETING START TIME	<ul style="list-style-type: none"> Item #1 J. McCarthy opened the meeting at 4:30 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"> Additions to Agenda, Approval of Agenda 	ACTION: <ul style="list-style-type: none"> No Additions 																
	<ul style="list-style-type: none"> Item 2.1 Welcome Dr. Stringer 	<ul style="list-style-type: none"> Dr. McCarthy welcomed Dr. K. Stringer 																	
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, October 4, 2012 Minutes were reviewed 	ACTION: <ul style="list-style-type: none"> Minutes Approved Moved: Dr. J. Farrell Seconded: Dr. J. Martin 																

<p>BUSINESS ARISING #4.</p>	<ul style="list-style-type: none">Item 4.1 Update: Discipline entries for Clerkship Handbook (McCarthy)	<ul style="list-style-type: none">Dr. McKay has received response from Psychiatry and Rural Family Medicine for the clerkship handbook.	<p>ACTION:</p> <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-1: Mapping Objectives in Clerkship (McCarthy)	<ul style="list-style-type: none">Dr. White and Dr. Stone have completed their mapping of objectives for their discipline.Dr. McCarthy was talking to Dr. Swanson from NBME. He informed Dr. McCarthy that all students receive feedback regarding their NBME's. After informing Dr. Swanson that our students do not receive any feedback, he said he would look into the matter further.	<p>ACTION:</p> <ul style="list-style-type: none">Dr. McCarthy will send out a copy of Dr. Whites mapping to all disciplinesDr. McCarthy will follow up with Dr. Swanson regarding student feedback from NBME.
	<ul style="list-style-type: none">Item 4.3 Update: SuperOSCE Working group Membership (McCarthy)	<ul style="list-style-type: none">Psych has recruited Dr. NoblePeds has recruited Dr. BridgerSurgery has recruited Dr. AuFamily has recruited Dr. Sherman.Medicine had recruited Dr. Fox and Dr. Anwar	<p>ACTION:</p> <ul style="list-style-type: none">Dr. McCarthy is going to meet with Diana to begin to put things together for the superOSCE.
	<ul style="list-style-type: none">Item 4.4 Update: NB Site Visits Fall 2012 (McCarthy)	<ul style="list-style-type: none">November 29, 2012 is the proposed date to visit NBFunding has been approved.There will be teleconferencing for the meeting on Thursday, November 29, 2012.	<p>ACTION:</p> <ul style="list-style-type: none">Dr. McKay will looking to booking the flights as a group.Dr. McKay will contact the NB students to attend as delegates.
	<ul style="list-style-type: none">Item 4.5 Update: Student requests for NBME reassessment (McCarthy, McKay)	<ul style="list-style-type: none">Although failure of NBME does not mean a student fails a rotation, they want it to say on their MSPR failed the NBME but with reassessment, passed.Registrar's office are only concerned with pass or fail.	
	<ul style="list-style-type: none">Item 4.6 Update: ED-43 Site changes	<ul style="list-style-type: none">Dr. McKay reviewed the changes to ED – 43.The document will have to go to UGMS regarding some of the changes as they relate to clerkship and preclerkship.	<p>ACTION:</p> <ul style="list-style-type: none">Dr. McKay will bring the changes to document to UGMS and bring

	and repatriation (McKay)		back response to the next meeting for review. Moved: Dr. Stringer Second: Dr. Stone
	<ul style="list-style-type: none"> Item 4.7 Update: Clinical Encounter Card entry for Handbook (McKay) 	<ul style="list-style-type: none"> Clinical cards should be done weekly at a minimum. All disciplines have received both daily and weekly encounter cards. 	
NEW BUSINESS #5	<ul style="list-style-type: none"> Item 5.1 Summative Assessment Policy (McCarthy, McKay) 	<ul style="list-style-type: none"> Dr. McKay met with Diana and Dr. Curran. There is a written draft which Dr. McKay will bring back to the next meeting. 	ACTION: <ul style="list-style-type: none"> Dr. McCarthy will bring written draft for Assessment Policy to the next meeting for review.
	<ul style="list-style-type: none"> Item 5.2 Reporting Structure for Distributed Sites (McKay) 	<ul style="list-style-type: none"> Dr. McKay developed an organizational chart based on data received for Moncton. Dr. McKay will be creating an organizational chart for each discipline and brought back to the next meeting. 	
	<ul style="list-style-type: none"> Item 5.3 Elluminate Live Issues (Stokes) 	<ul style="list-style-type: none"> Students were discouraged with attending academic half day at Dalhousie. 	
Standing Items #6	<ul style="list-style-type: none"> Item 6.1 Medical Student Reports (Watton, Stokes) 	<ul style="list-style-type: none"> No student representatives in attendance. 	
	<ul style="list-style-type: none"> Item 6.2 MUN-NB Update (Lambert) 	<ul style="list-style-type: none"> Dr. Lambert sent his regrets. 	
	<ul style="list-style-type: none"> Item 6.3 MUN-PEI Update 	<ul style="list-style-type: none"> Dr. Wedge sent his regrets. 	

	(Wedge)		
	<ul style="list-style-type: none"> Item 6.4 Accrediation 2013 (McCarthy) 	<ul style="list-style-type: none"> Sally is still waiting on information to complete. 	
	<ul style="list-style-type: none"> Item 6.5 ED-30: Outstanding ITERs (McCarthy) 	<ul style="list-style-type: none"> Two outstanding ITERs. (RF, Psych) 	
KIV #7	<ul style="list-style-type: none"> 7.1 Review: Clinical Encounter Card utilization (after 1st cohort completed) 		KIV
	<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 5:25PM 	

Next Meeting		<ul style="list-style-type: none">• October 18, 2012, Thursday in PDCS area, H2990.	
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