

## Minutes / Action Items - Clerkship Committee Meeting

<b>MEETING</b>	<b>CLERKSHIP COMMITTEE MEETING MINUTES</b>				
<b>CHAIR</b>	DR. JASON McCARTHY				
<b>DATE</b>	November 15, 2012				
<b>MEMBERS:</b>  Clerkship Committee Names for UGME for 2012 -2013	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <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. David Watton (student)</i>  <i>Mr. William Stokes (student)</i> </td> <td style="width: 50%; border: none; vertical-align: top;"> <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 –</i>  <i>Dr. Scott Moffatt or Ms. Deanne Williams</i>   <i>Minutes = Clerkship APA = <a href="mailto:ugme.clerkship@med.mun.ca">ugme.clerkship@med.mun.ca</a> (Minutes Taped)</i> </td> </tr> </table>			<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. David Watton (student)</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 –</i> <i>Dr. Scott Moffatt or Ms. Deanne Williams</i>  <i>Minutes = Clerkship APA = <a href="mailto:ugme.clerkship@med.mun.ca">ugme.clerkship@med.mun.ca</a> (Minutes Taped)</i>
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<b>PARTICIPANTS</b>	<b>Attendees: J. McCarthy, D. McKay, J. Martin, J. Farrell, F. Curtis, T. Delaney, H. White, C. Stone, R. Wedge, S. Moffatt, D. Williams, T. Delaney</b> <b>Students: W. Stokes</b>				
<b>REGRETS</b>	T. Lambert, K. Stringer, S. Ackerman, D. Watton				
<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> </ul> J. McCarthy opened the meeting at 4:12 pm	<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> </ul> Agenda	<ul style="list-style-type: none"> <li>• Additions to Agenda, Approval of Agenda</li> </ul>	<b>ACTION:</b>		
	<ul style="list-style-type: none"> <li>• Item #3</li> </ul> Welcome to Dr. Wedge	<ul style="list-style-type: none"> <li>• Dr. McCarthy welcomes Dr. Richard Wedge (Assistant Dean, PEI, MUN)</li> </ul>			

REVIEW OF MINUTES	<ul style="list-style-type: none"><li>Item #3 J. McCarthy asked Minutes be reviewed/approved</li></ul>	<ul style="list-style-type: none"><li>Approval of Minutes, October 18, 2012</li><li>Minutes were reviewed</li></ul>	<b>ACTION:</b> <ul style="list-style-type: none"><li>Drs. White and Curtis were listed as attending the previous meeting, but did not attend. Minutes should be corrected to reflect the same.</li></ul> <b>Moved: Dr. C. Stone</b> <b>Seconded: Dr. J. Martin</b>
	<ul style="list-style-type: none"><li>Item 4.1 Update: Clinical Encounter Card entry</li></ul>	<ul style="list-style-type: none"><li>Clinical cards should be done weekly at a minimum.</li><li>All disciplines have received both daily and weekly encounter cards.</li><li>Dr. McKay and Delaney have not been successful in meeting to date, however, Doctor McKay has the faculty development PowerPoint near completion and is awaiting Dr. Delaney's approval</li></ul>	<b>ACTION:</b> <ul style="list-style-type: none"><li>Dr. McCarthy to bring back Clinical Encounter Cards to next meeting agenda; combining the – Faculty Development/PowerPoint and Clerkship Entry items</li></ul>
	<ul style="list-style-type: none"><li>Item 4.2 Update: AHD @ Distributed Sites</li></ul>	<ul style="list-style-type: none"><li>Issues have been identified and worked on by UGME/HSIMS.</li><li>There are new/persistent technical difficulties identified by students in communication with Mr. Stokes.</li><li>Mr. Stokes stated that students have made several attempts in contacting HSIMS, but were unsuccessful.</li><li>Dr. McKay stated that previously identified issues were dealt with and considered resolved, as UGME/HSIMS have not heard any complaints since those issues were dealt with.</li></ul>	<b>ACTION:</b> <ul style="list-style-type: none"><li>W. Stokes will compile student feedback in an email and distribute this to the Clerkship Committee/UGME so we can continue to work towards improving the quality of AHD in DME sites</li></ul>
	<ul style="list-style-type: none"><li>Item 4.3 Clerkship Handbook: Discipline entries</li></ul>	<ul style="list-style-type: none"><li>Information still outstanding from some disciplines.</li><li>PDCS assisting with the completion of the handbook</li><li>Currently have temporary services of Ms. Carla Peddle. She will be following through on outstanding items</li></ul>	<b>ACTION:</b> <ul style="list-style-type: none"><li>Coordinators need to submit handbook entries for their discipline, item returns to agenda next meeting for update</li><li>Ms. Carla Peddle will be contacting various disciplines, please assist with any inquiries</li></ul>

	<ul style="list-style-type: none"><li>• Item 4.4 Clerkship Handbook: Encounter Card entry</li></ul>	<ul style="list-style-type: none"><li>• FYI: Need to add information re: encounter cards to the handbook</li><li>• This will be done once the faculty development powerpoint is completed re: these encounter cards.</li></ul>	<b>ACTION:</b> <ul style="list-style-type: none"><li>• As per 4.1</li></ul>
	<ul style="list-style-type: none"><li>• Item 4.5 Update: NB Site Visits November 2012 (McCarthy)</li></ul>	<ul style="list-style-type: none"><li>• Tentative dates: November 29-30, 2012</li><li>• Tentative schedule:<ul style="list-style-type: none"><li>✓ Thursday - Day 1: Fly into Halifax and travel to Moncton (noon meeting), afternoon drive to St. John (Day 2 -am meeting) and have Clerkship meeting in the evening</li><li>✓ Friday – Day 2: Drive to Fredericton (pm meeting) for site visit and fly out of Fredericton and return home in the evening</li></ul></li></ul>	<b>ACTION:</b> <ul style="list-style-type: none"><li>• Dr. McKay will arrange the meetings with NB and travel</li><li>• Discipline Coordinators to arrange meeting with counterparts</li></ul>
	<ul style="list-style-type: none"><li>• Item 4.6 Update: Student requests for NBME reassessment (McCarthy, McKay)</li></ul>	<ul style="list-style-type: none"><li>• Although failure of NBME does not mean a student fails a rotation, students are wondering whether they can ‘improve’ the MSPR by re-writing the NBME.</li><li>• Registrar’s offices are only concerned with pass or fail. This re-write would do nothing to change the grade, so they have no issue with this proposal</li><li>• Re-writing would be counted within our NBME statistics</li><li>• Would allowing re-assessment create a good use of space, time, energy etc.</li><li>• It was made clear that the NBME rewrite would not result in a removal of any information from the NBME (i.e. the ‘failed the NBME’ part), it would merely add another line (i.e. ‘patient passed/failed an NBME rewrite’). Mr. Stokes indicated that he did not believe students would be too keen to participate in an NBME rewrite if this were the case.</li><li>• Committee decided to revisit this issue if the request ever comes to light from a student.</li></ul>	<b>ACTION:</b> <ul style="list-style-type: none"><li>• Dr. McCarthy to receive any request and go on case-by-case basis</li><li>•</li></ul>

	<ul style="list-style-type: none"><li>Item 4.7 Back-to-Basics: SuperOSCE</li></ul>	<p>FYI</p> <ul style="list-style-type: none"><li>Back-to-Basics currently does not have a chair</li><li>Currently Dr. McCarthy is Chair</li><li>No participant identified from Obs/Gyn on the working group</li><li>The WG will go ahead and hopefully gain an Obs/Gyn member</li></ul>	<p><b>ACTION:</b></p> <p><b>DR. McCarthy to bring together a working group for the B2B SuperOSCE</b></p>
NEW BUSINESS #5	<ul style="list-style-type: none"><li>Item 5.1 NBME Annual Reports</li></ul>	<ul style="list-style-type: none"><li>No response to date from NBME re: individualized formative feedback</li><li>Reports reviewed, the utility of NBME discussed</li></ul>	<p><b>ACTION:</b></p> <ul style="list-style-type: none"><li>Dr. McCarthy to re-contact D. Swanson of NBME.</li><li>Dr. McCarthy will review NBME reports with D. Deacon and bring this item back to the clerkship committee for review.</li></ul>
	<ul style="list-style-type: none"><li>Item 5.2 Summative Assessment Policy</li></ul>	<ul style="list-style-type: none"><li>Dr. Curran reviewed the Summative Assessment Policy with the Clerkship Committee.</li><li>Utility of Assessment Blueprinting Discussed. The committee agreed that Blueprinting is a realistic and achievable goal, but they need assistance in determining how to do it.</li></ul>	<p><b>ACTION:</b></p> <ul style="list-style-type: none"><li>The Committee, along with Dr. Curran, reviewed the Assessment Policy handout and made necessary suggestions for changes</li><li>Dr. McCarthy and Dr. McKay to work with Dr. Curran to fine tune Assessment Policy</li><li>Dr. Curran will revise and present at next clerkship meeting</li><li>Dr. Curran, McKay to create a Template for Assessment Blueprinting and Distribute to the Clerkship Discipline Coordinators, who will then complete the blueprint for their respective disciplines.</li></ul>
	<ul style="list-style-type: none"><li>Item 5.3 T-Res: Trainee Goal/Activity</li></ul>	<ul style="list-style-type: none"><li>Mandatory Procedures are being recorded on T-Res vs. the blue book</li><li>Dr. McKay pointed out to the committee some errors in the</li></ul>	<p><b>ACTIONS:</b></p> <ul style="list-style-type: none"><li>Dr. McKay to work on documentation and present at</li></ul>

	Summary	present setup	next clerkship meeting
Standing Items #6	<ul style="list-style-type: none"> <li>Item 6.1 Medical Student Reports (Stokes)</li> </ul>	<ul style="list-style-type: none"> <li>W. Stokes presented some concerns re: clerk overload during surgery rotations</li> <li>W. Stokes provided two student reports in order to clarify (at Dr. Curtis' request)</li> </ul>	<p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>Course rep is working with Dr. Stone to resolve some issues</li> </ul>
	<ul style="list-style-type: none"> <li>Item 6.2 MUN-NB Update (Lambert)</li> </ul>	<ul style="list-style-type: none"> <li>A <i>teleconference</i> scheduled for November 23, 2012 @ 11:30am</li> <li>Coordinators welcome to join in</li> <li>NB has requested a briefing document to outline:                             <ul style="list-style-type: none"> <li>✓ Actions learned</li> <li>✓ Scheduling problems</li> <li>✓ Rotational challenges</li> <li>✓ Student challenges</li> <li>✓ Successes</li> <li>✓ Curriculum delivery</li> <li>✓ Operational issues</li> </ul> </li> </ul>	<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>Dr. McKay will discuss :MUN schedule alignment, Elluminate live challenges, Moncton Pediatrics issue, et al.</li> <li>Coordinators, please discuss with Dr. McKay any issues that you wish to have discussed at this meeting</li> <li>Attendance is encouraged</li> </ul>
	<ul style="list-style-type: none"> <li>Item 6.3 MUN-PEI Update (Wedge)</li> </ul>	<ul style="list-style-type: none"> <li>A new Clerkship Coordinator has been hired to work for MUN at the PEI site.</li> <li>Dr. McCarthy requested that PEI provide some information re: what they consider to be 'rural' in their province so we can reflect this within the Clerkship Handbook.</li> </ul>	<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>Currently attempting to recruit preceptors in rural areas</li> <li>PEI a standing item in agenda</li> </ul>
	<ul style="list-style-type: none"> <li>Item 6.4 Accreditation 2013 (McCarthy)</li> </ul>		
	<ul style="list-style-type: none"> <li>Item 6.4.1 ED-30: Formative and Summative Ax (McCarthy)</li> </ul>	<p>Some Clerkship Discipline Coordinators stated that they did not anticipate having problems meeting the 4-6 week deadline for providing student grades.</p> <p>Obs-Gyn stated that they anticipate problems and requested</p>	<p><b>Follow-up whether the disciplines meet ED-30 targets for summative assessment</b></p> <p><b>Dr. McCarthy to follow up with Drs. Stone, Stringer re: whether</b></p>

		<p>assistance from the Clerkship Coprdinator, UGME Dean.                  Dr. White noted that the final grade provided post-rotation should only be able o be recorded as pass/below average/fail</p>	<p><b>they anticipate any ED-30 problems.</b></p>
	<ul style="list-style-type: none"> <li>• Item 6.4.2</li> <li>• ED-1: Mapping Objectives (McCarthy)</li> </ul>	<p>IN progress.                  This was also discussed in 5.2</p>	<p><b>Disc Coords to map objectives to CanMEDS competencies</b></p> <p><b>Disc Coords to map objectives to assessments via blueprinting</b></p>
	<ul style="list-style-type: none"> <li>• Item 6.4.3</li> <li>• ED-43: Site Changes and Repatriation (McCarthy)</li> </ul>	<p>NO update.                  Expect feedback from UGMS next meeting</p>	<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• Dr. McKay stated that this item is on the Agenda for the next UGMS meeting</li> </ul>
	<ul style="list-style-type: none"> <li>• Item 6.4.4</li> <li>• ED-2: Clinical Experiences &amp; Monitoring (McCarthy)</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical Monitoring through T-Res was reviewed with the Committee.</li> <li>• Discipline Coordinators are to review clinical encounters (required) for each rotation. They will consider what contingency plans exist for the circumstance where a student does not complete these encounters.</li> <li>• Discipline Coordinators are also to review the procedures (as per T-Res) with the students to review their compliance with the same. These mandatory procedures must be completed over a 21-month duration rather than after each rotation.</li> </ul>	<p><b>Discipline Coordinators to review clinical encounters and the mandatory procedures with the students at the midpoint and final point of their rotation assessments.</b></p>
ADJOURNMENT #8		<ul style="list-style-type: none"> <li>• Clerkship Committee Meeting Adjourned at 6:40pm</li> </ul>	
Next Meeting		<ul style="list-style-type: none"> <li>• November 29<sup>th</sup>, St. John NB.</li> </ul>	

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