

<p>#4 BUSINESS ARISING</p>	<ul style="list-style-type: none">Item 4.1 Update: Clinical Encounter Cards, Handbook, Faculty.	<p>Illustration of Clinical Encounter Cards to be posted on the UGME Website shortly.</p> <p>Development of the Faculty Handbook will commence after the student handbook is completed.</p>	<p>ACTION: Clinical Encounter Cards to be posted on UGME Website</p>
	<ul style="list-style-type: none">Item 4.2 Clerkship Handbook: Discipline Entries	<p>The Student Handbook is making good progress with all discipline entries received with the exception of one.</p>	<p>ACTION: CDCs to submit entries for the Clerkship Handbook; review at next clerkship meeting</p>
	<ul style="list-style-type: none">Item 4.3 Summative Assessment Policy	<p>The Summative Assessment Policy was previously circulated for review by committee members.</p>	<p>ACTION: Motion: Approve the Summative Assessment Policy</p> <p>Motion by: Dr. Hubert White and Seconded by: Mr. David Watton</p>
	<ul style="list-style-type: none">Item 4.4 Professionalism Document	<p>Discussion on the Professionalism document was deferred in the absence of Dr. Scott Moffatt (and Ms. Deanne Williams). (Review)</p>	<p>ACTION: KIV</p>

	<ul style="list-style-type: none">Item 4.5 Clerkship Redev: Assessment Blueprinting	Surgery and Internal Medicine received Psychiatry	ACTION: Dr. McCarthy to send out new Blueprint for review by Committee Returns to next meeting agenda
	<ul style="list-style-type: none">Item 4.6 NBME Rescheduling	It was recommended that students have the option to request to complete the NBME earlier than the scheduled date if.	ACTION: Dr. McKay to prepare notification to send to students around scheduling of the NBME. Form for Assessment Rescheduling Request to be created and brought back to Committee.
	<ul style="list-style-type: none">Item 4.7	Academic Half Days at Distributed Sites To improve the broadcast quality of the Academic Half Day sessions via Illuminate Live a new piece of technology called ConFTel will be tested that is expected to perform better than the present system.	
#5 NEW BUSINESS	<ul style="list-style-type: none">Item 5.1 Formative Assessment Policy	The Formative Assessment Policy was reviewed with recommendations made to include statements to reflect the unique components or the program structure	ACTION: Dr. Curran to seek clarification for 2.6, as well as make recommended revisions to be brought back to the Committee.
	<ul style="list-style-type: none">Item 5.2 ITER Revision(s)	Dr. McKay gave a brief presentation on problematic elements of the Final Evaluation Report form and the ITER (Version 2) forms After discussion, it was agreed that both forms needed some modifications to remove ambiguities and improve the quality of collected data. A need was recognized for faculty development on ITER completion once the revised forms are in place	ACTION: Dr. McKay will meet revise forms and circulate to committee for comment, then take the suggestions for change to Mr. Adam Siscoe of HSIMS. Revised ITERs to return to Committee for next month's meeting.
#6 Standing Items	<ul style="list-style-type: none">Item 6.1 Medical Student Item 6.1	Survey: assessing level of satisfaction with the broadcast of Academic Half Days (via Illuminate Live) to distributed sites indicated >90% respondents find difficulty in hearing student discussion during	ACTION: Dr. Don McKay will bring the relevant feedback from this survey to HSIMS for

	Reports (Stokes & Watton)	sessions. As outlined, ITEM 4.7 with Dr. Donald McKay, with the pilot and testing of a new piece of technology it is expected this problem will be resolved in January.	their reference and review of this matter Dr. McKay to seek student feedback re: improvement to Dean's Letters and questioned which student groups should be targeted and appropriate weightings to be placed on the various groups of feedback
	<ul style="list-style-type: none">Item 6.2 MUN-NB Update (Lambert)	In the absence of Dr. Lambert the MUN-NB update is deferred to January meeting. The January meeting will be held in NB (Moncton and Saint John)	ACTION: Next Agenda
	<ul style="list-style-type: none">Item 6.3 MUN-PEI Update (Wedge)	In the absence of Dr. Wedge the MUN-PEI update is deferred to January.	ACTION: Next Agenda
	<ul style="list-style-type: none">Item 6.4 Accreditation 2013	Accreditation Site visit dates were confirmed to be May 5-7, 2013.	ACTION: Dr. McKay to notify Clerkship Committee of Accreditation Team when information is made available
	<ul style="list-style-type: none">Item 6.4.1 ED-30: Formative and Summative Ax (McCarthy)	The Committee members were reminded of the importance to continue to reinforce the requirement of formative midpoint assessment.	ACTION:
	<ul style="list-style-type: none">Item 6.4.2 ED-1: Mapping Objectives	Further clarification to be gleaned from Doctor Peters re: requirements	ACTION: Dr. Jason McCarthy to send out learning objective wizard link.

	(McCarthy)		Dr. Donald McKay to send out examples of objectives.
#7 ADJOURNMENT		Clerkship Committee Meeting Adjourned at 5:55	
Next Meeting		January 10, 2013 @ 4pm (PDCS)	

KIV
Organizational Structure: MUN-Yukon
Unified Curriculum: Faculty-Based AHD
ED-30: NBME Formative Feedback
Clerkship Handbook: Leave
Organizational Structure: Distributed Sites
Clerkship Redevelopment: B2B Integrated OSCE
AHD @ Distributed Sites
MSPR Best Practices