

Minutes / Action Items - Clerkship Committee Meeting

MEETING	CLERKSHIP COMMITTEE MEETING MINUTES		
CHAIR	Dr. Jason McCarthy		
DATE	April 18 th , 2013		
MEMBERS: 2012 -2013	<i>Dr. Jason McCarthy (Chair, Selectives Coordinator, Course Chair MED 7280)</i> <i>Dr. John Martin (CDC Pediatrics)</i> <i>Dr. Jamie Farrell (CDC Medicine)</i> <i>Dr. Tina Delaney (CDC Obstetrics/Gynecology)</i> <i>Dr. Craig Stone (CDC Surgery)</i> <i>Dr. Hubert White (CDC Psychiatry)</i> <i>Dr. Katherine Stringer (CDC Rural Family Medicine)</i> <i>Dr. Bryan Curtis (Electives Coordinator)</i> <i>Dr. Todd Lambert, Assistant Dean, New Brunswick – joins by teleconference</i> <i>Dr. Richard Wedge, PEI Representative(joins by teleconference)</i> <i>Dr. Donald McKay, Associate Dean, UGME</i> <i>Ms. Deanne Williams – Wellness Coordinator Student Affairs, designate for Dr. Scott Moffatt (Assistant Dean, Student Affairs)</i> <i>Ms. Sally Ackerman</i> <i>Mr. David Watton (student, class of 2013)</i> <i>Mr. William Stokes (student, class of 2014)</i> <i>Ms. Melody Marshall – UGME Coordinator</i> <i>Ms. Angeles Damil - Administrative Coordinator, New Brunswick</i> <i>Ms. Fatima Hammond – UGME Clerkship APA</i> (Minutes Taped)		
PARTICIPANTS	Dr. J. McCarthy, Dr. T. Delaney, Ms. S. Ackerman, Dr. J. Farrell, Dr. C. Stone, Dr. J. Martin, Dr. H. White, Dr. T. Lambert (Teleconference), Dr. K. Stringer (Teleconference), and Mr. W. Stokes		
REGRETS	Ms. M. Marshall, Dr. D. McKay, Mr. D. Watton, Ms. A. Damil, and Ms. D. Williams		
AGENDA	ITEM	DISCUSSION	ACTION
#1 WELCOME / MEETING START TIME	<ul style="list-style-type: none"> Item #1 Dr. McCarthy (Chair) opened the meeting at 4:27pm. 	<ul style="list-style-type: none"> Call to Order Quorum in Attendance 	
#2 ADDITIONS TO THE AGENDA	<ul style="list-style-type: none"> Item #2 Agenda 	<ul style="list-style-type: none"> Added Item 4.5: Accreditation Information Session on April 25th Agenda approved with addition of item 4.5 	

#3 APPROVAL OF MINUTES: April 4 th and February 21 st	<ul style="list-style-type: none"> Item #3 Minutes 	<ul style="list-style-type: none"> Minutes from February 21st and April 4th 	Action: Minutes Approved Moved: Dr. J. Martin Seconded: Dr. H. White
#4 BUSINESS ARISING	<ul style="list-style-type: none"> Item 4.1 <u>ED-21</u>: Cultural Competence: Report 	<ul style="list-style-type: none"> Ms. Ackerman asked people to go through their program and find items that had to do with different culture and belief systems. They had to determine whether or not their objectives relate to it, and how students are assessed based on it. She asked if once this is determined, that reports could be sent to her, along with examples of how it can be used in the discussion. Examples should include where it's done and how it is assessed. Dr. Martin: It is alluded to in academic half days. He will send this information along. Dr. Stone and Dr. Stringer mentioned that they may also have examples, and will send them to Ms. Ackerman. 	Action: Committee members who have objectives and examples that relate to <u>ED-21</u> will send them along to Ms. Sally Ackerman.
	<ul style="list-style-type: none"> Item 4.2 <u>ED-8</u>: Comparability of Sites: Report 	<ul style="list-style-type: none"> Discussed by Dr. McCarthy, Ms. Ackerman and Dr. Stone. The question was raised on whether there is a difference between the internal medicine experience or surgical experience between St. Clare's and the Health Sciences Centre. The accreditors will be looking for this information. Was found that there is no statistical significant difference between the ways they perform from a grading or evaluation point of view. There is a good comparability. From student evaluations there is 0.8 and 0.6 in favor of St. Clare's general surgery and internal medicine. 	
	<ul style="list-style-type: none"> Item 4.3 FYI: Clerkship Committee ToR 	<ul style="list-style-type: none"> Dr. McKay sent these ToR out to members and requested any feedback, but did not receive much. The Committee does not need to approve these. Dr. McCarthy gave the committee a brief summary of its contents and key points. Everything deemed to look okay, no requested changes. No action taken. 	
	<ul style="list-style-type: none"> Item 4.4 Clinic Card Evaluation Report 	<ul style="list-style-type: none"> No update. APA would like photocopies of clinic cards where grades have not been finalized. They will be analysed and a report will be created for the 	Action: Send along clinic cards Action: Fatima will personally

	Update	<p>accreditors.</p> <ul style="list-style-type: none"> • People can photocopy cards for students whose grades have not been finalized, for rotations that are already finished. • Relates to ED-27: Witness History and Physical by Faculty. We want to use the clinic cards to see if they have been getting witnesses for history and physicals of patients. We need to do an assessment of the tool to see if this is actually happening. • Would like copies of the tool so a report can be done. When the accreditors are here, we want to data to show what has been done. 	follow up with APA with a phone call.
	<ul style="list-style-type: none"> • Item 4.5 Accreditation Information Session, April 25th 	<ul style="list-style-type: none"> • Reminder from Ms. Sally Ackerman, that there is an Accreditation Information Session on April 25th, from 4:30pm to 6:00pm in theatre A. Everyone is encouraged to attend. • During the May 2nd clerkship meeting, much discussion will be around the upcoming Accreditation. 	Action: Everyone is encouraged to attend the May 2 nd Clerkship meeting.
#5 NEW BUSINESS	<ul style="list-style-type: none"> • Item 5.1 Creating an Assessment Tool around <u>ED-27</u> 	<ul style="list-style-type: none"> • Dianna Deacon will do a literature search regarding different tools for Clinical Skills Assessments. • Discussion of Mini Cex, which is a nine point assessment tool for things such as history and physical. There is a large amount of faculty development required to create the reproducibility of this tool. However it would provide a lot of flexibility. • Dr. Martin is calling for a real time OSCE, and when on to discuss the particulars of it. <ul style="list-style-type: none"> ○ It would include 25 clinical encounters and 10 could be completed over the case of eight weeks. ○ Clerks would be scored out of 50 points and then given a mark. ○ It encourages self-learning but would need a huge faculty buy-in. However Residents could also do some as well. ○ Someone would be designated as “Academic Supervisor” for each rotation and they would be responsible for doing this and it would be completed one a year. • It was discussed that only 20% of faculty may be need to carry this forward, as residents could also be included. • This could potentially replace an oral exam and could be done during clinic time. 	
	<ul style="list-style-type: none"> • Item 5.2 CDC UGME 	<ul style="list-style-type: none"> • PESC and SAS could be put as standing items on the CDC agendas, and the action items that come from them would drive the committee’s work for 	Action: CDC’s will attach minutes to our minutes.

	Meetings: Request for Minutes	<p>the following year.</p> <ul style="list-style-type: none"> • Dr. McCarthy wondered if it would be possible to get CDC minutes from those meetings and attach it to Clerkship meetings. This would not include any past minutes, but would include the minutes on a going forward basis. • Discussion by members of their current committees, and their frequency of meetings: <ul style="list-style-type: none"> ○ Dr. White stated that he has a meeting every six months. Every month there is a discipline meeting, where there are only two standing items <ol style="list-style-type: none"> 1. Clerk Performance 2. Clerkship ○ Dr. Stringer has one every three months ○ Dr. Martin has a newly formed committee, and their first meeting is the following Monday (April 22nd). It looks as though these will occur every six weeks or two months. ○ Dr. Farrell has discipline meetings a few times a year. The IM subcommittee meeting that he chairs meets every two months. ○ Dr. Stone meets quarterly with his APA and Student Rep. ○ Dr. Delaney did not have one until this year, and has had one meeting. The discipline meeting occurs every two months, where clerkship is looked after. 	
	<ul style="list-style-type: none"> • Item 5.3 Changing Student Assignments in CTU's 	<ul style="list-style-type: none"> • This item was requested by Dr. Farrell and added to the agenda. • Dr. Farrell reported that at the Health Sciences Centre, CTU's two and three the teams are split completely in two different halves. <ul style="list-style-type: none"> ○ For example, for students in CTU two, there is a Medical Oncology half and a General Medicine half. • Often the students will have to go back and forth between these two groups of patients and doctors. • He has received bad feedback on this type of scheduling. IT is difficult to coordinate between doctors in each half. • A survey was done on with students, and one of the things that would found was that sometimes students wouldn't even see attending until Tuesdays and is often supervised by clinical associates, who are not actually faculty. Dr. Farrell does not see this as appropriate. • Dr. Farrell would like to pull those students off. States a possibility of 	

		<p>creating Medical Oncology as its own rotation and assign students who had an interest in doing it. Another possibility is assigning them to two weeks on one team and two weeks on the other, so they are not being pulled between the two during the entire rotation.</p> <ul style="list-style-type: none"> • These options could improve faculty supervision and engagement. • Dr. Farrell can make these changes himself and does not need committee approval. 	
#6 STANDING ITEMS	<ul style="list-style-type: none"> • Item 6.1 Medical Students Report 	<ul style="list-style-type: none"> • Mr. Stokes stated that there is an issue with OBS/Gyn deans reports 	
	<ul style="list-style-type: none"> • Item 6.2: MUN-NB Update 	<ul style="list-style-type: none"> • Dr. Lambert reported that the final version of the NB Medical Forum is being done for the end of the week, so it can be sent out to groups who want to join in. • Angeles put out template information for the next Clerkship class coming through. He asked the committee if those students have yet to be identified, however they have not. • Dr. Lambert will represent NB as part of the upcoming accreditation. 	
	<ul style="list-style-type: none"> • Item 6.3 MUN-PEI Update 	<ul style="list-style-type: none"> • Dr. Wedge was not present, so there was no update given. 	
	<ul style="list-style-type: none"> • Item 6.4.1 FYI: Actions prior to survey 	<ul style="list-style-type: none"> • There was a request for the residents that they had for the mock Accreditation to be present for the actual accreditation. This session would occur on May 7th, at 7:30am for breakfast. • Dr. White stated that his resident asked for a teleconference be arranged through Telemedicine from Grand Falls. If this is not possible, a substitute will need to be identified. <ul style="list-style-type: none"> ○ Ms. Sally Ackerman will speak to Dr. McKay regarding this request. • Last Friday, Dr. McCarthy emailed action items regarding accreditation preparation. • The committee needs to be aware, especially discipline coordinators, of the CGQ from 2012. In particular question 8 and 9 which are broken down or each discipline. This shows the last 4 years. If there are visible improvements, it would be a good idea to have them mentioned at accreditation. • At the last meeting, the Mock Accreditation report was discussed. We 	<p>Action: A discipline coordinator must be able to see all mandatory procedures and required clinical procedures. Will try and get the whole blue book on One45.</p> <p>Action: Put on a future Clerkship Progress Agenda to review T-Res/T-Clerk mandatory procedures.</p>

		<p>should be able to give specific examples that relate to ED-2 from your discipline.</p> <ul style="list-style-type: none"> • Discussion of the relationship between UGMS and the Clerkship Committee. <ul style="list-style-type: none"> ○ Anything that has to do with policy should go through UGMS. ○ If the clerkship committee wants to make any changes to the curriculum, or any calendar changes, it must go through UGMS first. ○ Anything lower level, swapping CTU's for example, does not need to go through them. Except when we want to change objectives. ○ Dr. McKay sits on both committees, and is the liaison from UGMS. Jason can only be brought on by special invitation. • Someone raised the point that because we are a smaller group, we are more closely knit and are thus more aware of what is going on with each other. Therefore however, Ms. Ackerman made the point that the accreditors are looking for a systematic way of communication. • The Curriculum Map will be discussed at the next meeting on May 2nd, 2013. • Dr. Stringer raised a question about T-Res and mandatory procedures. When she receives the T-Res report, there is no way of her seeing if a mandatory procedure has been completed in a previous rotation or is going to be done in a future one. Currently there is no mandatory procedure that is only done in Family Medicine. • She cannot easily keep track of this, and so she spoke to Adam Siscoe (HSIMS) about it. It would be ideal to see all of the rotations and see all the completed, and to be completed, mandatory procedures. 	
#7 ADJOURNMENT		Clerkship Committee Meeting Adjourned at 6:03pm	
Next Meeting		Next meeting: May 2 nd , 2013.	