

Minutes / Action Items - Clerkship Committee Meeting

MEETING	CLERKSHIP COMMITTEE MEETING MINUTES		
CHAIR	DR. Jason McCarthy		
DATE	May 16 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</i>		
PARTICIPANTS	Dr. J. McCarthy, Ms. S. Ackerman, Dr. J. Farrell, Dr. J. Martin, Mr. D. Watton, Mr. W. Stokes, Dr. K. Stringer (video-conference), Dr. C. Stone, Ms. M. Marshall. Guest(s): Mr. S. Pennell, Mr. A. Siscoe, Ms. D. Deacon.		
REGRETS	Dr. D. McKay, Dr. H. White, Dr. T. Delaney, Dr. T. Lambert.		
AGENDA	ITEM	DISCUSSION	ACTION
#1 WELCOME / MEETING START TIME	Item #1 Dr. McCarthy (Chair) opened the meeting at 4:05pm.	<ul style="list-style-type: none"> • Call to Order • Quorum in Attendance 	
#2 ADDITIONS TO THE AGENDA	Item #2 Agenda	<ul style="list-style-type: none"> • Agenda approved - with the addition of 'Oncology as a rotation' 	

#3 APPROVAL OF MINUTES: May 2 nd , 2013	Item #3 Minutes	<ul style="list-style-type: none"> Minutes from May 2nd, 2013 	ACTION: Minutes Approved Moved: Dr. Craig Stone Seconded: Dr. Jamie Farrell
#4 BUSINESS ARISING	Item 4.1 Midpoint Feedback Form (One45)	<ul style="list-style-type: none"> Deferred to next meeting (in Dr. D. McKay's absence). 	
	Item 4.2 T-Res Workflow and Mandatory Procedures	<ul style="list-style-type: none"> Recording device failed and notes taken did not capture the conversation 	
	Item 4.3 Clerkship Dashboard	<ul style="list-style-type: none"> Mr. S. Pennell and Mr. A. Siscoe from HSIMS were invited to discuss the potential for implementing a Clerkship Dashboard to assist with the management of various assessment tools and students' performances. Mr. Pennell stated that all information required was likely already housed within One45 but that a meeting to discuss the specifics should be arranged to better assess. Mandatory Procedures – SharePoint including T-Res Workflow and Mandatory Procedures. 	ACTION Plan meeting between HSIMS and Dr. McCarthy to review a One45 process to extract, before the next meeting
	Item 4.4 Mini-CEX Assessment Tool (ED-27)	<ul style="list-style-type: none"> Ms. Diana Deacon was invited to introduce the Mini-CEX (Clinical Evaluation Exercise) Assessment Tool to assist with achieving ED-27. Ms. Deacon hi-lighted research in support of the tool for its validity, reliability and robust qualities. A sample of a Mini-CEX form was circulated and reviewed. It was reported that the Mini-CEX and form were adaptable across all disciplines (language to fit generally and in context for the discipline) To ensure reliability and validity it is recommended that 8-10 Mini-CEX per student and to include: <ul style="list-style-type: none"> Med Expert role > HxP (ED-27) Non-MED Expert roles > clinical cases tied to different competencies It was stated that merging Clinical Cards into a Mini-CEX form could simplify the present process and facilitate tracking HxP Contact with other universities that are using Mini-CEX eg. University of 	ACTION Contact to be made with University of Saskatchewan as a user of mini-CEX to inquire into their experience.

		<p>Saskatchewan, would be beneficial to explore how they use it i.e. formative, summative, narrative? Is it catalogued? etc.</p> <ul style="list-style-type: none"> • Implementation must be across all sites and a wide Faculty Development would be necessary to support implementation of the Mini-CEX. • Discuss again at next meeting 	
	Item 4.5 Five-Point Internal Grading System	<ul style="list-style-type: none"> • The new grading rubrics introduced to Core Clerkship for 2012-13 was reviewed i.e. decisions re A/AA/O will be made after all (most) clerks have finished the core rotation. • Discussion was held around proposed grades (ranges) for A/AA/O; it was suggested that CDCs review the presented ranges with grades for their discipline at academic year end. • A progress meeting will be scheduled at the end of year i.e. Aug/Sept 2013 to determine the specifics of the five point grading system for the next academic year. 	<p>ACTION: CDCs review grading scheme with discipline grades for the year.</p> <p>Add to agenda for yearend progress meeting</p>
	Item 4.6 Yukon: RFM and Surgery Rotations	<ul style="list-style-type: none"> • An update around arrangements for clinical rotations in the Yukon was presented; our first Yukon student to commence clerkship this year. • It was reported there is a good possibility that a Family Medicine rotation can be arranged, provided other student services such as accommodations etc. can be secured. As well, it was expressed that a good general surgery experience is available, however the orthopedic experience would not be consistent and without orthopedics a core surgery rotation could not proceed. • In the interim students could be encouraged to pursue Selective/Elective experiences in general surgery. 	<p>ACTION: Continue to monitor the development of clinical experiences in the Yukon, including other appropriate supports as is normally available to students.</p>
	Item 4.7 Clerkship Survival Manual	<ul style="list-style-type: none"> • Copies of the Clerkship Survival Manual to be available to CDCs by the next meeting. 	
	Item 4.8 MSPR Best Practices	<ul style="list-style-type: none"> • Deferred to next meeting. 	
	Item 4.9 Implementing Self-Reflection	<ul style="list-style-type: none"> • Deferred to next meeting. 	
#5 NEW	Item 5.1	<ul style="list-style-type: none"> • An MCQ for Internal Medicine is used as an assessment tool. (???) 	ACTION:

BUSINESS	Simple Internal Medicine MCQ	<ul style="list-style-type: none"> • Dr. J. Farrell expressed interest in incorporating oncology as part of the medicine rotation and questioned the approval process required for implementation. <ul style="list-style-type: none"> ○ Given the overall objectives and total number of hours of contact were not being changed this change would not require UGMS approval • Issue with Half day?? 	
	Item 5.2 Summer Meetings of Clerkship Committee	<ul style="list-style-type: none"> • The Chair asked membership whether to continue with meetings throughout the summer. The general consensus was to continue with one meeting per month to keep abreast of clerkship issues. 	ACTION: Schedule monthly meetings throughout summer
#6 STANDING ITEMS	Item 6.1 Medical Student Reports	<ul style="list-style-type: none"> • The Chair thanked Mr. David Watton for his involvement in the Committee and wished him success in residency. • Mr. Watton reported on the Back to Basics Course, reviewing the course's overall existing structure. Question was raised and discussion ensued around the entire course consisting of an LMCC review and preparation for residency; could include review of case/scenarios in small group setting. • PESC will conduct an official review of course when report of feedback available from One45. • Mr. W. Stokes raised question regarding students planning to switch Electives for Selectives and whether selectives could technically occur before Core. It was stated that core must be completed before Selectives and only extenuating circumstances for switching Electives for Selectives would be considered. Exceptions would be considered on a case by case basis. 	Action: Back to Basics to be reviewed for next year. Action: Send P2P info to third years and call Jamie Farrell
	Item 6.2 MUN-NB Update	<ul style="list-style-type: none"> • No update. 	
	Item 6.3 MUN-PEI Update	<ul style="list-style-type: none"> • No update 	
	Item 6.4 Accreditation Visit	<ul style="list-style-type: none"> • The Chair thanked the Committee membership for their participation and input during the Accreditation Visit. • The Committee will continue to focus on standards where we fall short of full compliance. 	

#7 ADJOURNMENT		Clerkship Committee Meeting Adjourned at 5:30 p.m.	
Next Meeting		Next Meeting is June 20th, 2013	

DRAFT