

Clerkship Committee Meeting		DATE	November 21 <sup>st</sup> , 2013
		ROOM	PDCS Room 5
CHAIR	Dr. Jason McCarthy		
MINUTE TAKER	Mrs. Fatima Hammond		
MEMBERS:  2013 - 2014	<i>Dr. Jason McCarthy, Selectives Coordinator, Clerkship Coordinator</i> <i>Dr. Katherine Stringer, in-coming Clerkship Coordinator</i> <i>Dr. Mary Jane Smith, 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. Jasbir Gill, CDC Psychiatry</i> <i>Dr. Norah Duggan, CDC Rural Family Medicine</i> <i>Dr. Keegan Au, Electives Coordinator</i> <i>Dr. Jennifer Leonard, Course Chair MED 7280</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>Dr. Scott Moffatt, Assistant Dean, Student Affairs</i> <i>Ms. Sally Ackerman, MESC</i> <i>Mr. William Stokes, student, class of 2014</i> <i>Mr. Andrew Dalton, student, class of 2015</i> <i>Ms. Carla Peddle, UGME Coordinator</i> <i>Ms. Angeles Damil, Administrative Coordinator, New Brunswick - joins by teleconference</i> <b>(Minutes Taped)</b>		
PARTICIPANTS	Dr. J. McCarthy, Dr. J. Gill, Dr. N. Duggan, Dr. C. Stone, Dr. T. Delaney, Ms. S. Ackerman, Dr. J. Farrell, Dr. MJ. Smith, Dr. D. McKay, Dr. K. Stringer, Mr. Christopher Dwyer (2014) and Mr. Andrew Dalton (2015)		
GUESTS	Ms. Diana Deacon, MESC		
REGRETS	Ms. A. Damil, Dr. T. Lambert, Dr. J. Leonard, Dr. S. Moffatt and Dr. K. Au		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
#1 WELCOME / MEETING START TIME	<ul style="list-style-type: none"><li>Item #1</li></ul> Dr. McCarthy (Chair) opened the meeting at 4:04pm	<ul style="list-style-type: none"><li>Call to Order</li><li>Quorum in Attendance</li></ul>	
#2 ADDITIONS TO THE AGENDA	<ul style="list-style-type: none"><li>Item #2</li></ul> Agenda	<ul style="list-style-type: none"><li>Agenda Approved</li></ul>	

#3 APPROVAL OF MINUTES: Nov. 21 <sup>st</sup> , 2013	<ul style="list-style-type: none"> <li>Item #3 Minutes</li> </ul>	<ul style="list-style-type: none"> <li>Minutes from October 17<sup>th</sup>, 2013</li> </ul>	<b>ACTION: Minutes Approved</b>  Moved: Dr. Mary Jane Smith Seconded: Dr. Jamie Farrell
#4 BUSINESS ARISING	<ul style="list-style-type: none"> <li>Item 4.1 Assessment: Grading Rubrics 2013-14</li> </ul>	<ul style="list-style-type: none"> <li>Ms. Diana Deacon of MESC met with the CDC's of Pediatric Education, Internal Medicine and Obstetrics/Gynecology to discuss grading rubrics for the Class of 2015 and future cohorts. [McCarthy, Deacon, Farrell, Smith, Dwyer] <ul style="list-style-type: none"> <li>The Fail, Pass, Pass Below Average system remains vital as it triggers the promotions policy.</li> <li>The Five (5) Point Grading rubric is less vital but remains important to the students for inclusion on the MSPR.</li> <li>The weight of each evaluation in a disciplines' assessment portfolio was considered. the percentage weight of the NBME will continue to be lowered as new items are added to the assessment portfolio</li> </ul> </li> <li>Dr. Stone arrived 4:09</li> <li>Mr. Dalton arrived 4:11</li> </ul>	<b>ACTION:</b> Each Discipline will endeavour to add additional Evaluation tools to their assessment portfolios. <b>ACTION:</b> The remaining Disciplines will meet with Ms. Deacon from MESC to re-evaluate the weight of each Evaluation component in their assessment roster and bring forward their grading rubrics.
	<ul style="list-style-type: none"> <li>Item 4.2 ED-27: Witnessed Hx/Px &amp; Mini-CEX</li> </ul>	<ul style="list-style-type: none"> <li>A discussion took place regarding the Disciplines' compliance with this accreditation standard. [Dwyer, McKay, Smith, McCarthy, Ackerman, Duggan, Farrell] <ul style="list-style-type: none"> <li>The question was asked again; "do all Disciplines have a Faculty witnessed evaluation and a tool to prove it?" <ul style="list-style-type: none"> <li>Internal Medicine will implement a Mini-CEX for the current cohort but will likely adjust it for later cohorts.</li> </ul> </li> <li>Faculty development is required at all sites to ensure grades are consistent for each assessment tool.</li> <li>Mini-CEX will be pass/Fail</li> </ul> </li> </ul>	<b>ACTION:</b> Family Medicine to institute Mini-CEX.
	<ul style="list-style-type: none"> <li>Item 4.3 ED-30: Timely Summative Feedback</li> </ul>	<ul style="list-style-type: none"> <li>CDCs were reminded that the Final grade must be submitted no later than 6 weeks from the final day of the rotation. The Dean of the Faculty of Medicine, Dr. J. Rourke has advised Dr. McKay that a letter can be written in his name to be added to the promotions file of the non-compliant preceptor. [McCarthy, McKay, Smith, Farrell] <ul style="list-style-type: none"> <li>At three (3) weeks a reminder will be sent to the Discipline</li> <li>At four (4) weeks a reminder will be sent and copied to the Discipline Chair</li> <li>At five (5) weeks a letter will be added to the preceptor file.</li> </ul> </li> </ul>	<b>ACTION:</b> Email reminders to be sent from UGME at prescribed intervals.

	<ul style="list-style-type: none"> <li>Item 4.4 ED-31: Midpoint Formative Feedback</li> </ul>	<ul style="list-style-type: none"> <li>The importance of completing and documenting student assessment at the Mid-Point of the rotation was reiterated. This is also tied to ED-2 Monitoring of prescribed clinical experiences and clinical encounters. [McCarthy, Duggan, Farrell, McKay]               <ol style="list-style-type: none"> <li>Over the phone contact is acceptable.</li> <li>Narrative feedback is best.</li> <li>Encourage the student to engage in self-reflection.</li> </ol> </li> </ul>	<b>ACTION:</b> Follow up with Disciplines to see if Self-Reflection item is being implemented by the disciplines.
	<ul style="list-style-type: none"> <li>Item 4.5 Rural Definitions: Action Required?</li> </ul>	<ul style="list-style-type: none"> <li>Dean Rourke and Dr. McKay spoke with Global Health and have agreed that the spirit of the rural definition for Selectives is synonymous with underserved areas. [McKay, McCarthy, Duggan]               <ol style="list-style-type: none"> <li>Committee membership would like clarity in the rewording of the definition.</li> </ol> </li> </ul>	<b>ACTION:</b> UGMS will task out the writing of the new underserved areas definition and Clerkship will review it for adoption.
#5 NEW BUSINESS	<ul style="list-style-type: none"> <li>Item 5.1 NB Visit: Jan 2014</li> </ul>	<ul style="list-style-type: none"> <li>The proposed dates for the New Brunswick site visit are: [McKay, McCarthy, Stone, Smith]               <ol style="list-style-type: none"> <li>January 9 &amp; 10</li> <li>January 23 &amp; 24</li> </ol> </li> </ul>	<b>ACTION:</b> Mrs. Hammond to send out the dates to the membership.
	<ul style="list-style-type: none"> <li>Item 5.2 Five Point Grading System and the MSPR</li> </ul>	<ul style="list-style-type: none"> <li>Two weeks before the upload of MSPRs to CaRMS, students are permitted to review their Dean's Letter and request corrections concerning omission and/or errors of fact. [McKay, McCarthy]               <ol style="list-style-type: none"> <li>Students have historically also requested grade changes.</li> <li>Students need a separate process to argue a grade</li> <li>Students ought to be informed that if they do not agree with a grade at the time of receiving the ITER they should not agree on one45. One month later is not appropriate.</li> <li>MUN Calendar 2012/13 regulation 9.3.3.b states for the class of 2015 that: "It is the responsibility of the student to consult immediately with the Co-ordinator of the Pre-Clerkship or Clerkship Committee and/or the Chair of the course/subject committee regarding any course/subject in which concerns about performance have been expressed. Within one week of receiving notification of the grade for a course/subject, a student may submit a written request to the Co-ordinator of the Pre-Clerkship or Clerkship Committee for reconsideration of the grade awarded or for a reread of an exam/paper." Future classes will refer to regulation 9.4.2.b</li> <li>Dr. Gill asked: how much time does a student have to appeal the Five Point Grade? Each new grade resets the clock. Therefore, if a grade is given in the sixth week after the end of the August 10<sup>th</sup>, 2014 rotation</li> </ol> </li> </ul>	<b>ACTION:</b> The 2015 Class representative will inform his cohort of the regulation.

		<p>and it takes a couple of weeks after that to decide the 5 point grade, it could be Mid-October before a student can contest their mark.</p> <ul style="list-style-type: none"> <li>• Dr. Delaney arrived 4:34pm</li> <li>• Dr. Stringer arrived 4:37pm</li> </ul>	
	<ul style="list-style-type: none"> <li>• Item 5.3 Formative Comments and the MSPR</li> </ul>	<ul style="list-style-type: none"> <li>• Class of 2014 students were given the option on their MSPRs to include or remove Formative comments. [Stone, McCarthy, McKay, Duggan, Dwyer, Stringer, Farrell] <ul style="list-style-type: none"> <li>a. Most students chose to keep the Formative comments.</li> <li>b. Qualitative assessment speaks for itself.</li> <li>c. Summative comments only on MSPR for Family Medicine. Formative comments will not appear in the future for any Discipline</li> <li>d. Faculty development is required to make sure the comments are appropriately placed in the section “to be quoted on the MSPR”</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Item 5.4 New Chair, Clerkship Committee Jan. 2014</li> </ul>	<ul style="list-style-type: none"> <li>• As of December 31<sup>st</sup>, 2013 Dr. Jason McCarthy is resigning his position and also stepping down as the Selectives Coordinator. [McCarthy, McKay] <ul style="list-style-type: none"> <li>a. Dr. K. Stringer has accepted the role of Clerkship Coordinator</li> </ul> </li> </ul>	<p><b>ACTION:</b> Dr. McKay to find a new Selectives Coordinator.</p>
#6 STANDING ITEMS	<ul style="list-style-type: none"> <li>• Item 6.1 Medical Student Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. A. Dalton (2015) asked about Internal Medicine Residents communicating with each other regarding the performance of clerks. Do the day shift and on call Residents have an opportunity to discuss Clerk performance? <ul style="list-style-type: none"> <li>a. At 7:00am the Residents meet every morning for change over. This is the time when Residents discuss the clerks’ clinical activities.</li> <li>b. Clerks can print out a new clinic card every day.</li> </ul> </li> <li>• Mr. C. Dwyer (2014) asked if there would be an OSCE or some summative evaluation during Back to Basics in April 2014. <ul style="list-style-type: none"> <li>a. The OSCE will be in place as a summative evaluation for the Class of 2015 although there may be a trial run of an OSCE for his class.</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Item 6.2: MUN-NB Update</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Lambert will attend the December 19<sup>th</sup> meeting in person with the new Manager of DMNB Dawn Keenan.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Item 6.3 MUN-PEI Update</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Stringer and Dr. Wedge spoke last weekend about the feasibility of a longitudinal clerkship in PEI.</li> </ul>	
#7 ADJOURNMENT		Clerkship Committee Meeting Adjourned at 5:01pm	
Next Meeting		December 19 <sup>th</sup> , 2013	