

Clerkship Committee Meeting		DATE	December 19 th , 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>		
PARTICIPANTS	Dr. J. McCarthy, Dr. N. Duggan, Dr. C. Stone, Dr. T. Delaney, Ms. S. Ackerman, Dr. J. Farrell, Dr. MJ. Smith, Dr. J. Leonard and Mr. Andrew Dalton (2015), Dr. D. McKay,		
GUESTS			
REGRETS	Dr. D. McKay, Dr. K. Stringer, Dr. J. Gill, Dr. K. Au, Dr. T. Lambert, Dr. R. Wedge, Dr. S. Moffatt, Mr. Wm Stokes,		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
#1 WELCOME / MEETING START TIME	<ul style="list-style-type: none">Item #1 Dr. McCarthy (Chair) opened the meeting at 4:11pm	<ul style="list-style-type: none">Call to OrderQuorum in Attendance	
#2 ADDITIONS TO THE AGENDA	<ul style="list-style-type: none">Item #2 Agenda	<ul style="list-style-type: none">Agenda Approved with Addition4.5 Five Point Grading System [Farrell]	

#3 APPROVAL OF MINUTES: December 19 th , 2013	<ul style="list-style-type: none"> Item #3 Minutes 	<ul style="list-style-type: none"> Minutes from November 21st, 2013 Change Internal Medicine “has” to “will” in Item 4.2 ED-27: Witnessed Hx/Px & Mini-CEX. 	ACTION: Minutes Approved Moved: Dr. Norah Duggan Seconded: Dr. Mary Jane Smith
#4 BUSINESS ARISING	<ul style="list-style-type: none"> Item 4.1 ED-27: Witnessed Hx/Px & Mini-CEX 	<ul style="list-style-type: none"> Further discussion took place regarding the Disciplines’ compliance with this accreditation standard. [McCarthy, Duggan, Farrell, Delaney] <ul style="list-style-type: none"> a. 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"> Dr. Farrell is working on faculty development for the implementation of the Mini-CEX. The Mini-CEX/Witnessed Hx-Px is in place. Discipline of Rural Family Medicine has a process in place. Dr. Delaney uses the clinic card as documented proof of a Witnessed Hx/Px. She has intentions of bringing the mandatory aspect of ED-27 as an agenda item to the next Discipline meeting. Delaney arrived 4:13 pm 	
	<ul style="list-style-type: none"> Item 4.2 ED-30: Timely Summative Feedback 	<ul style="list-style-type: none"> The summative assessment MUST be in the student’s hands before day 42. [McCarthy, Farrell, Delaney, Duggan] <ul style="list-style-type: none"> a. Dr. Duggan stated that the Wednesday after the rotation she sends an email to the preceptor. She is planning to keep the pressure on for quick completion. b. Dr. Farrell has encountered a problem with attending who are non-GFT and those that have no interest in promotion within Memorial University. The threat of a disciplinary letter on their file is not incentive to comply. <ul style="list-style-type: none"> Dr. McCarthy reminded the membership re: Eastern Health bylaws re: requirements for medical staff to participate in educational activities at the direction of the discipline chair. 	
	<ul style="list-style-type: none"> Item 4.3 ED-31: Midpoint Formative Feedback 	<ul style="list-style-type: none"> The importance of completing and documenting student assessment at the Mid-Point of the rotation was reiterated. This is also tied to <u>ED-2</u> monitoring of prescribed clinical experiences and clinical encounters and <u>ED-5A</u> in which students ought to reflect upon how new information changes the way they practice medicine. [McCarthy, Ackerman, Duggan, 	ACTION: Dr. Farrell asked to have the scheduling of forms released on day 1 of the rotation.

		<p>Farrell, Smith]</p> <ol style="list-style-type: none"> At the mid-point of the rotation in each of the six (6) core disciplines students receive either the Clinical clerkship Formative ITER (Peds, RFM, Obs, Psych, Med.) or the Mid-Point Review of Prescribed Clerkship Rot. Exp. Form (Peds, Obs, Psych, Med, Surg.) This is recorded in One45. CDC's can track if students have entered characters in T-Res. CDC's can use this knowledge to broach the subject of self-reflection with the clerks. To receive a fellowship from the College of Physicians a doctor must demonstrate self-reflective practice. Major improvements overall since 2010. 	
	<ul style="list-style-type: none"> Item 4.4 NB Visit 	<ul style="list-style-type: none"> At this time, February dates are being requested from each site in New Brunswick as neither January date was able to fit into the schedules of the either of the Deans. [Duggan, McCarthy] <ol style="list-style-type: none"> Alternate times may be for the Site visit to coincide with the NB Forum or in the Spring of 2014. Dr. Stringer hopes to do a side visit to PEI to discuss LIC within that province. 	<p>ACTION: Mrs. Hammond to send out the new dates to the membership as they become available.</p>
	<ul style="list-style-type: none"> Item 4.5 Five Point Grading System 	<ul style="list-style-type: none"> Dr. Farrell met with Ms. Deacon from MESC to re-evaluate the weight of each Evaluation component in the Internal Medicine assessment roster and to look at how that translates when converted to the Five Point Grading System. In the recent past a student could receive averages across the board and still fail the rotation. Dr. Smith met with Ms. Deacon as well to correct a similar issue. This has been changed in each Discipline. [Ackerman, Delaney, McCarthy, Smith, Farrell] <ol style="list-style-type: none"> Dr. McCarthy encouraged all CDCs to continue to improve the quality of the Assessments. Likely, the quality of the clerks' grades will follow. The goal is to have students remediate their deficiencies before the end of the rotation after receiving formative feedback. If following Miller's Pyramid, the ITER would carry the more relative weight than the NBME. Dr. Stone arrived 4:30 pm 	
#5 NEW BUSINESS	<ul style="list-style-type: none"> Item 5.1 Back to Basics 	<ul style="list-style-type: none"> Dr. Jennifer Leonard presented her plan for the delivery of the Back to Basics course content. [Leonard, McCarthy, Duggan, Farrell] <ol style="list-style-type: none"> Monday March 31, 2014 to Friday April, 2014; BCLS and ACLS with 	

		<p>half the class at a time. There doesn't seem to be a way to offer lectures to the students not doing ACLS without asking a lecturer to deliver their session twice. Not likely to get subject specialist lecturer buy in on that idea so close to Easter break.</p> <ul style="list-style-type: none">b. Monday to Thursday April 7-10, 2014; Lectures with the same content as last year.c. Friday April 11, 2014; OSCE to test non-medical expert competencies.d. The six (6) core rotations will be matched to the Can-Med roles.e. MCCQE Review Lectures Monday-Wednesday April 14-16, 2014f. MCCQE Dummy Exam Thursday April 17, 2014g. Good Friday Holiday April 18, 2014h. Future classes will likely have three (3) OSCEs including one after CaRMS to keep students sharp and one after the last rotation of Clerkship as a summative assessment.i. Over the next three (3) years a question bank will be developed. For the Observed Structured Clinical Exam. Dr. Leonard to engage the Disciplines for help in developing non-medical expert questions.<ul style="list-style-type: none">o Dr. McCarthy recounted how personnel at each Discipline have already been identified. There was one meeting held and then Accreditation matters put the project on hold.j. The class of 2014 will receive a pass on the OSCE if they participate and evaluate the course.k. Some discussion took place around how many stations are required to create validity in the assessment. Eight stations was brought up by more than one CDC.l. Some discussion took place around where to hold the Simulations whether that is in the clinical skills area, MDL or in the outpatient clinics.m. Ideally the Student would have an OSCE evaluation experience that would mimic the MCCQE Part II and the Royal College exam (Susan MacDonald is a possible contact) so that they would have experience in a similar assessment environment. An undifferentiated patient (SP) with Lower Quadrant Pain could be presented to the student – similar to the College Certificate Exam – and the student will have to figure out the diagnosis. This could be in addition to breaking bad news to a patient, talking to a family member, or disclosing an error.	
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	<ul style="list-style-type: none"> • Item 5.2 New Chair, Clerkship Committee Jan. 2014 	<ul style="list-style-type: none"> • Dr. Jason McCarthy offered his Thanks to all the members for their involvement in his Three (3) years as Clerkship Coordinator and Chair of the clerkship Committee. [McCarthy, Ackerman] • Ackerman left 4:58 pm 	
	<ul style="list-style-type: none"> • Item 5.3 Orientation to 3rd year Clerkship, January 2014 	<ul style="list-style-type: none"> • CDC's and UGME office to hold an Orientation meeting with the Class of 2016 students to prepare them for the Template Lottery intended for January [McCarthy, Duggan, Smith] 	ACTION: MRS. Hammond to prepare materials and provide possible dates to Membership.
	<ul style="list-style-type: none"> • Item 5.3 Orientation to 4th year Clerkship, January 2014 	<ul style="list-style-type: none"> • CDC's and UGME office to hold an Orientation meeting in January with the Class of 2015 students re: Selectives and Electives planning [McCarthy]. 	ACTION: MRS. Hammond to prepare materials and provide possible dates to Membership.
#6 STANDING ITEMS	<ul style="list-style-type: none"> • Item 6.1 Medical Student Reports 	<ul style="list-style-type: none"> • Mr. A. Dalton (2015) asked how Accreditation was going. <ul style="list-style-type: none"> a. Students only need to be concerned about passing their courses. Their Medical Degree will be valid. b. The Memorial University Faculty of Medicine formal report will go out in January. However, the Website does have information about Accreditation for students to read. The Accreditation process is a continuous quality assurance procedure. 	
	<ul style="list-style-type: none"> • Item 6.2: MUN-NB Update 	<ul style="list-style-type: none"> • Dr. Lambert Cancelled his trip to Newfoundland due to weather concerns. He hopes to reschedule his trip for the New Year. 	
	<ul style="list-style-type: none"> • Item 6.3 MUN-PEI Update 	<ul style="list-style-type: none"> • Nothing to Report 	
#7 ADJOURNMENT		Clerkship Committee Meeting Adjourned at 5:03pm	
Next Meeting		January 16 th , 2013	

