

Clerkship Committee  
Minutes

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DATE & TIME: Thursday, September 18, 2008 at 4:00 p.m.

PLACE: Undergraduate Medical Education Boardroom

PRESENT: Dr. D. Boone (Chair), Drs. B. Curtis, P. Gardiner, J. Harris, G. Farrell, H. White, T. Delaney, A. Drover, Ms. M. Kent, Ms. S. Ackerman, Ms. M. Neary, Mr. J. Stitham (Student Representative)

APOLOGIES: Drs. N. Duggan, K. Tompkins, M. Raju and Mr. N. Cheeseman (Student Representative)

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Review of Minutes of June 26, 2008

Page 2, last line should read "...is *approved* at that level....."

Page 3, second paragraph should read "...it was felt that there were *mixed* feelings regarding its usefulness."

WHITE/STITHAM

THAT the minutes be approved as amended.

CARRIED

Business Arising

**Process for Deferred Examinations**

Ms. Neary advised that across the country, the process varies for how deferred examinations are handled.

It was agreed that the current process should remain in place with students writing deferred examinations at the end of the year.

**NBME Examinations**

Dr. Farrell advised that in the past the MCC has been resistant to allow their questions to be used in a national examination bank. He will keep the Committee updated.

**Evaluation Process in Clerkship**

It was noted by Dr. Farrell that there are currently quite a few outstanding evaluations and the Medical Student Performance Records will be due at CaRMS soon. Ms. Moss will compile a list of what is outstanding for each discipline which will be circulated accordingly.

Dr. Boone also advised that there is a problem with T-Clerk entries not being completed by the students. Discipline coordinators will have to remind student that this is a requirement of the rotation and if it is not completed, students will not be promoted into fourth year. The UGME Office will also send a general e-mail to the class and Dr. Farrell reinforce this with the discipline chairs.

**MCCQE Review Session**

Dr. Boone reminded members that this issue was discussed in relation to whether or not discipline coordinators are required to participate. Student feedback was sought and they have stated that they would prefer to have the session offered in the same format as in previous years because they found it useful.

It was agreed that the review session would continue in its present form.

**NBME Pass Marks**

Dr. Harris will be invited to present at the next meeting.

**Student Involvement in Patient Transfers**

There were some insurance issues with regards to students accompanying patients for transfer and Dr. Farrell will seek a legal opinion and update members at a future meeting.

New Business**Student Research**

Dr. Boone noted that there has been a request from a clinical clerk for formal leave to do a research project here and it would include regular time away from clerkship duties. While the Committee would not want to stop students from becoming involved with research, in the past this type of thing has been done as part of the MD/PhD program. There is currently no leave policy to cover time off for research.

After further discussion it was decided that leave of this nature would be considered if the research is approved by HIC in the St. John's area and the supervisor is a faculty member who would be willing to provide a letter of support for the student. Students will only be entitled to the two hours per week that they are currently granted to conduct personal business.

**Report for Accreditation**

It was noted that faculty will need to submit a report in the spring and as it relates to clerkship, there will be three issues:

- Formative assessment programs need to be established.
- Documentation of clinical activity meeting clerkship objectives and alternatives available/provided if the objectives are not met. It should also be established that there is ongoing assessment of the objectives with a mechanism to provide what isn't available and to remove repeated material.
- Documentation that residents are provided with the objectives for clinical clerks.

After some discussion it was noted that Ms. Ackerman will require the following information:

- Something to show that residents are receiving/reviewing the clerkship objectives.
- Review of clinical criteria across all clerkship rotations to look for gaps and repeats.
- Review of patient types and advise if there will be any changes.
- Overall objectives will need to be reviewed for changes.

As well, Dr. Kibble will be invited to a future meeting to talk about formative assessment because documentation will be required for this; a system for formative and summative feedback is required.

**Student Reports****Class of 2010**

Mr. Stitham was introduced to the Committee as the representative for the Class of 2010. He had nothing to report at this time.

**Class of 2009**

Dr. Boone advised that Mr. Cheeseman had sent his regrets, however he had forwarded via e-mail, his issues for the Committee noting that members of his class would like to have short exit interviews at the end of each rotation.

Dr. Boone noted that while this was a good idea, there may be logistical issues if this were to be done.

**Adjournment**

There being no further issues, the meeting was adjourned.

Darrell Boone, M.D., FRCSC  
Clerkship Coordinator

DB/mjm