

Clerkship Committee

CONFIDENTIAL

Minutes

DATE & TIME: Thursday, December 14, 2006 at 4:00 p.m.

PLACE: Undergraduate Medical Education Boardroom

PRESENT: Dr. D. Boone (Chair), Drs. K. Tompkins, A. Drover, G. Sherman, J. Steeves, June Harris, H. White, B. Curtis, Ms. M. Kent, Ms. S. Ackerman, Ms. J. Young (Student Representative) and Mr. S. Butt (Student Representative)

Review of Minutes of November 9, 2006

Page 2, fifth paragraph, last sentence should read "*At week seven student reports any concerns and were provided with the experience as soon as possible.*"

CURTIS/HARRIS

THAT the minutes be approved as amended.

CARRIED

Business Arising

Update on Family Leave Policy

Members were advised that the student representatives had met with Ms. Kent prior to this meeting regarding the document that was previously created.

Ms. Young noted that the problem with the document was that it didn't address family leave issues. These requests are currently being routed through the UGME Office and the discipline coordinators and there is no consistency. The students feel that there are a lot of reasons for time off and the importance is different for everyone so it would be difficult to develop general rules to cover all of the issues. The Clerkship Handbook currently states that students are entitled to two hours off per week to take care of banking and other personal needs. Ms. Young wondered if it would be feasible for these two hours to be cumulative in order to cover the time that a student may need to deal with family issues.

Dr. Boone felt that the original intent of the two hours per week was to allow students time to attend to personal business but to extend this to a creation of one day off per month was not the way it was intended to be. One of the problems with the current leave policy is that there is no definition to distinguish between family leave and personal leave.

Dr. Steeves felt that at the clerkship level students should identify how their patient care responsibilities will be taken care of in their absence and expressed concern that there may be an attitude that it would not be their responsibility since they have the time off.

Ms. Young noted that this would probably be covered with the resident or staff person when the time off is requested.

After some further discussion it was decided that Dr. Boone and Ms. Kent would develop a new category of leave that would address this and bring it back for discussion and possible approval at the next meeting.

Update on Accreditation Issues

Dr. Boone inquired about how members were doing with the identification of the clinical curriculum and noted that the forms should come to the UGME Office along with the overall rotation evaluation to become part of the student's permanent academic record.

Dr. Drover stated that she is using the original form provided and they are being completed and returned as required.

Dr. Sherman advised that the forms will be provided for the next group of students going to the sites for their rural family medicine rotation.

Dr. Tompkins stated that the old form had been e-mailed but the response has not been good.

Dr. Boone advised that this is a priority and there has been a mandate to provide this information and the experience to the students that they do not get.

Dr. White stated that his discipline is using the old form and there is 100% compliance. He will now begin using the new form. He also noted that he is using a mid-term evaluation and everything is being sent to the students via e-mail. It is a formative evaluation and the results are reviewed with the clerk.

Dr. Boone noted that with regards to T-Clerk, now that Ms. Ackerman has developed the common form for discipline specific clinical curriculum, it can now be incorporated into a T-Clerk menu for student use and this could be done as early as January. The more difficult thing would be the creation of a report to indicate what specific students have done and what they still need to do. It is important that the paper copies be tracked until T-Clerk is ready and at that point it will be easier to enforce its use when the menu reflects the clinical curriculum. Once T-Clerk and the reporting mechanism are efficient, the paper trail will probably disappear.

Dr. Tompkins wondered if the objectives are covered in the academic half-day, why it has to be documented and it was noted that the purpose of this is to prescribe a clinical experience that is common in the clerkship. The accreditors think that everyone should have a baseline clinical experience and if they don't get this, that there is some way to provide it to them. Not all academic half-days provide this and as well, it is quite different to learn about an experience than it is to actually do it.

Dr. Boone noted that the other issue is that there needs to be a well documented formative evaluation with mid-term.

Dr. Drover stated that she does have this at mid-term but there is no ITER.

Dr. Tompkins advised that she will require help with WebCT in order to accomplish this and she has been unable to get any since Ms. Walsh left for another position.

Dr. Boone agreed to discuss this with Dr. Wells who would be asked to discuss it with the Dean. The matter had previously been discussed with Mr. Beckett but he was unable to help with the situation.

Dr. Sherman advised that there is no paper trail for mid-term evaluation for the family medicine rotation and Dr. Boone felt that there should be some visible way to give students feedback at the midterm and this must be emphasized to the rural preceptors.

Dr. White noted that Psychiatry has been very successful with this endeavor.

Student Reports

Class of 2007

Ms. Young advised members that she would be out of town for the committee meetings in January and February but would attempt to have a classmate represent her for those times.

She also noted that her class had created a calendar which is currently on sale to help raise funds for graduation.

Adjournment

There being no further business, the meeting was adjourned.

Darrell Boone, M.D., FRCSC
Clerkship Coordinator

DB/mjm