

UGMS Committee

Minutes

DATE & TIME: Wednesday, September 5, 2007 at 4:00 p.m.

PLACE: Professional Development and Conferencing Centre Boardroom

PRESENT: Ms. L. Glynn (Chair), Drs. J. Kibble, S. Moffatt, A. Goodridge, S. Shah, V. Gadag, Ms. S. Ackerman, Mr. G. Beckett and Ms. E. Hillman

APOLOGIES: Drs. G. Farrell, N. Bandrauk and Mr. A. Kennedy (Student Representative)

Declaration of Conflict of Interest

No conflict of interest was declared.

Review of Minutes of June 27, 2007

Because there was no quorum, it was decided that the minutes would be reviewed and voted on via electronic voting on the UGMS Committee homepage.

Agenda Additions

Additional Meeting Dates

It was noted that due to the amount of business that the Committee was expected to deal with over the current semester, the chair felt that additional meetings should be added in order to accomplish this. As a result, meetings will be held every two weeks for September, October and November and this information will be updated on the homepage.

Reporting Schedule

Each subcommittee of the UGMS Committee is expected to report twice per year. The homepage includes draft agendas for each meeting so that subcommittee representatives and members of this Committee will know when these reports are expected. Ms. Glynn will also summarize the reporting schedule as one document and add it to the homepage.

PDCS/CSAT Research Study

It was noted that a letter had been received from Dr. V. Curran who is involved with a research project in collaboration with the Clinical Skills Assessment and Training Program to examine the usefulness and reliability of the assessment measures used to evaluate the clinical competencies of international medical graduates. The project will require about 10 hours from the students and they will be provided with several initiatives including \$300 for completing the survey as well as lunch and nutrition breaks. He is requesting permission to use instructional time to administer this study, possibly during the Back to Basics course at the end of clerkship.

Some members felt this request should not be approved because the request was to administer the survey during curriculum time and this is not curriculum content. After some discussion it was felt that a letter would be written suggesting that Dr. Curran proceed with the study, but because it is voluntary and not course content the students should be asked to complete the information on their own time. Dr. Curran will also be advised that the appropriate procedure to seek instructional time is outlined in the Curriculum Proposal Policy.

Response to Anatomy Issues

Members were reminded that the issues involved with Anatomy included the fact that Dr. Harris felt that she was in a conflict of interest to teach Anatomy while she held the position of Assistant Dean for Student Affairs and as a result, the extra teaching responsibilities have fallen to Dr. Chandra. The matter was brought to the attention of the Dean who has asked Dr. Chandra to submit a proposal for any additional resources required and he, along with Dr. Wells, has also met with Dr. Harris to clarify her situation.

Committee on Professional Conduct

It was noted that the new code of conduct has now been introduced and it was felt that a committee should be set up to deal with any deviations from the code. However, in discussions with Dr. Peters, Ms. Glynn advised that this will not be necessary because the replacement for Ms. Griffin in Student Affairs will be a social worker. Part of the responsibilities of this position will be to deal with matters of deviation from the code of conduct. As well, there is also an ombudsperson in the faculty who can also be involved with these matters.

Contingency Plan

Members were advised that this issue had been placed on the agenda in the event that there would be a strike by MUNFA. However, a tentative agreement has been reached so it is not imperative that a plan be devised immediately. It was felt that consideration should be given to the possibility of developing principles and guidelines to deal with such occurrences should they arise in the future. This matter would be revisited periodically over the upcoming year.

Community Health and Humanities Representative

Members were advised that Dr. Gadag has decided to resign his position as the representative on the Committee for Community Health and Humanities. The Associate Dean for Community Health will be contacted regarding another appointment.

Student Assessment Committee

Dr. Kibble advised that this Committee would be meeting for the first time the following week but a clinical representative was still required to complete the membership.

Dr. Moffatt suggested that Dr. Ean Parsons who is now back from sabbatical would probably be interested in becoming involved since this a particular area of interest for him.

Dr. Kibble will approach Dr. Parsons.

Policies and Procedures

LCME Standards Monitoring Policy

Members were advised that this policy had been developed from the policies on the LCME website. After some review and discussion, it was felt that under the Procedures section, the following changes would be made:

Item #3 would be changed to read “.....and to address *and communicate* new and revised standards discussed *and approved* at regularly scheduled meetings of the UGMS Committee.”

This document will remain posted on the homepage and members are free to review and comment until the next meeting.

Review Process

Members were advised that a task force for curriculum review has been established and the membership includes Drs. Wells, Peters and Hansen. This Committee is now at the literature review stage and they will report to this Committee within the next month. As well, the possibility of changing the terms of reference for the UGMS Committee is being considered in order to permanently include a member of the task force.

Agendas

It was felt that some time should be taken at a future meeting to plan what the Committee hopes to accomplish over the upcoming year because certain things have to be dealt with and maintained.

Members were reminded that this Committee will be required to report back to accreditation on several items by April 2009 and it must be ensured that the matters are dealt with before this time.

Adjournment

There being no further business, the meeting was adjourned.

Ms. L. Glynn
Chair

LG/mjm