

UGMS Committee

Minutes

DATE & TIME: Wednesday, September 9, 2009 at 4:00 pm

PLACE: Professional Development and Conferencing Services Boardroom

PRESENT: Ms. L. Glynn (Chair), Drs. S. Murphy, A. Dorward, S. Moffatt, G. Farrell, A. Goodridge, T. Adey, S. Shah, D.W. McKay, Ms. E. Hillman, Ms. S. Ackerman, Mr. G. Beckett, Mr. S. Pennell, Mr. J. Thorburn (Student Representative) and Mr. N. Sowers (Student Representative)

APOLOGIES: Drs. N. Bandrauk, D. Boone and C. Donovan

Minutes from Previous Meetings

Members were advised that the minutes from the June 24 meeting and the July 17 meeting were not yet available for review and approval. The minutes will be posted on the home page before the next meeting.

Ms. Glynn noted that the term for four members of the Committee will expire in September and October. Mr. Thorburn's term as student representative will also expire and he will be replaced by another student as soon as the MSS elections are completed. Drs. Moffatt and Bandrauk were appointed to the Committee therefore they may continue if they wish. Additionally, the position of chair, which is an elected position, will also have to be renewed.

Medical Student Withdrawal Policy

Dr. Neary was welcomed to the meeting to discuss this policy. It was noted the document is still in draft form, however, the changes that were suggested at the last meeting have been incorporated.

The draft of the policy was reviewed and the following points were noted:

- Page 2 under the heading **Referral of Students for Support Services**, the third sentence beginning with "If the student's academic performance has been impacted...." should be reworded as it is not clear what the meaning should be.
- Page 2 under the heading **Medical or Psychological Evaluation** it was noted that there will probably be no associated costs as MCP and medical insurance, etc. will cover most. This however, may be different for international students/physicians.

- Top of page 3, second sentence should be changed to read “...unless it is the express wish of the student that *he/she* not attend.”
- Page 3 under the heading **Recommendation for Withdrawal** Associate Dean should be changed to Dean.
- Page 3, first paragraph, “*with a copy to the Registrar*” should be added to the end of the last sentence.
- Page 3, second paragraph, five working days should be changed to ten working days.
- Page 4, item “f” should be changed to read “The Coordinator, *the advisor*, and the student....”
- Page 4, item “a” should be changed to include “*a student who is required to involuntarily withdraw will be offered the appropriate support services*”.
- Page 4, item “b”, second sentence should be changed to read, “In this instance, the student may be permitted, *in consultation with the coordinator or some or all parties*, to continue with some or all aspects...”
- Page 4, third paragraph, references to Associate dean will change to Dean. As well, the second sentence should be changed to read “Conditions for readmission will be decided by the *coordinator in consultation with the Dean and the Student Health Advisory team*.”
- Page 4, paragraph IV should be reworked to remove all references to Associate Dean.

With regards to readmission requirements, it was clarified that the letter written to the student will usually specify a time limit, however, a student can request an extension.

It was also felt that information regarding retention of records should be included in the policy.

The discussed revisions will be made to the existing document which will be discussed again for possible approval at the October meeting.

Pandemic Preparedness Regarding H1N1

Dr. Farrell noted that there will be an information session at the HSC during the evening of September 10. Following this session Dr. Farrell will review ways to deal with the possibility of a pandemic based on the information provided at the session. There may also be some educational issues that will have to be dealt with.

Report Rota

Ms. Glynn advised that a schedule has been posted on the home page. Members were asked to review the schedule and be prepared to report when they were scheduled to do so. Additionally MELT has been requested to provide a monthly update to this Committee either in person or in writing.

Policies and Procedures Review

Ms. Glynn noted that a number of policies and procedures have been created by this Committee so there should be a process to ensure these are being followed. A proper monitoring process needs to be put in place.

All policies, procedures and terms of reference for the UGMS Committee and its subcommittees will be reviewed and documentation will be structured to ensure the requirements are being met. It must be clear with regards to how the Committee is monitoring these processes.

Ms. Glynn provided a draft of what would need to be reviewed and by whom, and requested that all documents be reviewed by the end of December. Ms. Glynn agreed to review the Protected Time Policy personally.

At this time the chairs of the various subcommittees of UGMS were asked to review their applicable information on the website to ensure all was correct and up to date.

Other Business

Specific Teaching Requirements

Dr. Farrell advised that the medical school has been mandated to increase teaching around patient safety, aboriginal health issues and gay/lesbian/bisexual health. He indicated that he would like to have a small committee formed that would support development around these specific topics and to ensure that the information is incorporated into the current lectures instead of adding new curricula.

It was suggested that when this Committee puts out the faculty wide review for the curriculum, course chairs should be asked to identify what they currently have in place that would meet these requirements. If this Committee feels it is inadequate, the request could be made to add further teaching to help meet the requirements.

Ms. Glynn felt that this matter warranted further discussion and Dr. Farrell was asked to make a formal request to this Committee to review this matter, however, it does not require a full curriculum proposal.

Pilot Project for New Curriculum

With regards to the pilot project intended for Basic Sciences to test the spiral curriculum, Dr. McKay indicated that he would like to bring the matter to Faculty Council to ask for volunteers.

The Committee fully supported this as well as the initiative itself.

Adjournment

There being no further business, the meeting was adjourned.

L. Glynn
Chair

/mjm