

Phase 4 Clerkship Committee Meeting		DATE	February 18, 2016
		ROOM	M2M240
CHAIR	Dr. Katherine Stringer		
MINUTE TAKER	Ms. Sandy Williamson		
MEMBERS: 2015 - 2016	<i>Dr. Katherine Stringer, Clerkship Coordinator</i> <i>Dr. Tina Delaney, CDC Obstetrics/Gynecology</i> <i>Dr. Jatin Morkar, CDC Internal Medicine</i> <i>Dr. Craig Stone, CDC Surgery</i> <i>Dr. Jasbir Gill, CDC Psychiatry</i> <i>Dr. Lyn Power, CDC Rural Family Medicine - joins by teleconference</i> <i>Dr. MaryJane Smith, CDC Pediatrics</i> <i>Dr. Chris Patey, Selectives Coordinator</i> <i>Dr. Keegan Au, Electives Coordinator</i> <i>Dr. Jennifer Leonard, Course Chair MED 7280</i> <i>Dr. Angela McGibbon, Regional Med Ed Coordinator (New Brunswick) - joins by teleconference</i> <i>Dr. Tom Laughlin, Assistant Dean, New Brunswick - joins by teleconference</i> <i>Dr. Shannon Curtis, Undergraduate Coordinator PEI - joins by teleconference</i> <i>Ms. Carrie Barlow, Clerkship Coordinator PEI - 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, Accreditation Manager</i> <i>Mr. David Jerome, student rep, class of 2016</i> <i>Ms. Chelsea Ash, student rep, class of 2017</i> <i>Dr. Rose Mengual, Discipline of Emergency Medicine</i> <i>Dr. Jennifer Harris, Discipline of Anesthesia</i> <i>Dr. Sahar Iqbal, Practice Continuum Course Chair MED 8750</i> <i>Ms. Carla Peddle, UGME Coordinator</i> <i>Ms. Angeles Damil, Administrative Coordinator, New Brunswick - joins by teleconference</i> <i>Ms. Dawn Keenan, Program Manager, New Brunswick - joins by teleconference</i> <i>Mr. David Stokes, HSIMS</i>		
PARTICIPANTS	Dr. Katherine Stringer, Dr. Jatin Morkar, Dr. Craig Stone, Dr. Jasbir Gill, Dr. MaryJane Smith, Dr. Tina Delaney, Dr. Jennifer Leonard, Dr. Rose Mengual, Dr. Don McKay, Dr. Keegan Au, Dr. Jennifer Harris, Dr. Tom Laughlin, Dr. Chris Patey, Mr. Dave Stokes, Ms. Sally Ackerman, Ms. Carrie Barlow		
GUESTS			
REGRETS	Ms. Chelsea Ash, Mr. Dave Jerome, Dr. Shannon Curtis, Ms. Angeles Damil, Ms. Carla Peddle		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
#2 THE AGENDA	<ul style="list-style-type: none"> Item 1 and 2 Call to order and Agenda	Agenda approved. Item 5.7 added.	Agenda approved Moved: Dr. Au Seconded: Dr. Leonard

<p>#3 APPROVAL OF MINUTES: Feb. 18/2016</p>	<ul style="list-style-type: none"> Item 3 Minutes 	<ul style="list-style-type: none"> Minutes from January 21, 2016 approved. 	<p>Minutes Approved Moved: Dr. Au Seconded: Dr. Leonard</p>
<p>#4 PRESENTATIONS</p>	<ul style="list-style-type: none"> Item 4.1, NB Update Items 4.2, PEI Update 	<ul style="list-style-type: none"> 9 students confirmed for NB. Made a difference sharing NB opportunities during NB visit and during Orientation for Core. Welcome to PEI's Dr. Jason Chan who will join next meeting. We will visit in April before MedEd. Dr. McKay mentioned we need an affiliation agreement if a rotation is longer than 6 weeks, we have one with NB, now we need one with PEI, should be in place for surgery. Plan to meet with Dr. Wedge on April 5 	
<p>#5 BUSINESS ARISING</p>	<ul style="list-style-type: none"> Item 5.1 Clinic Card App – T-Res 	<ul style="list-style-type: none"> Good reception from T-Res about the App, hopefully will be up and running for August. EH discourages personal phones, not an issue for physicians. Put on radar for Phase 4 Prep. 	<p>Action Items: Dr. Stringer to contact Dr. Laughlin re: App</p>
	<ul style="list-style-type: none"> Item 5.2 Accreditation Report 	<ul style="list-style-type: none"> Sandy gave a quick update on Final Report returns. Ms. Ackerman touched base re: C-Blue, will need an hour of CDCs time Thursday afternoons or Friday mornings, work with HSIMS before mapping can be done. Mr. Stokes says this is moving forward. 	
	<ul style="list-style-type: none"> Item 5.3 Update – EPA Progress database and Monitoring 	<ul style="list-style-type: none"> In addition to the monitoring, there is also a research project based upon this process. Katrin Zipperlen taking the lead on Progress Monitoring, CDCs to follow and help identify those in need of remediation. 	
	<ul style="list-style-type: none"> Item 5.4 Faculty development 	<ul style="list-style-type: none"> Dr. Stringer meeting with OPD to make maximum 3 minute videos, being done for the whole curriculum, but focusing on clerkship first. CDCs to let Dr. Stringer know ideas for 3 minute videos. 	<p>Action items: CDCs to let Dr. Stringer know ideas for 3 minute videos.</p>

	<ul style="list-style-type: none"> Item 5.5 Practice Continuum Update 	<ul style="list-style-type: none"> There is a full schedule of modules, working to get the last 5 or 6 completed. Independent Projects – Ms. Zipperlen and Dr. Stringer working on Research Day. 	
	<ul style="list-style-type: none"> Item 5.6 Advanced Procedural Competencies Update 	<ul style="list-style-type: none"> Students want the schedule, almost ready to send out. 	
	<ul style="list-style-type: none"> Item 5.7 CPCSNL 	<ul style="list-style-type: none"> Residents writing prescriptions, prepping clerks. Visiting students must use AFMC student portal. Any questions should be directed to Dr. Au or Dr. McKay. 	
#6 NEW BUSINESS	<ul style="list-style-type: none"> Item 6.1 Date for Progress Meeting 	<ul style="list-style-type: none"> April 14 was the date decided for the EPA Progress Meeting. 	Action item: Sandy to send out e-mail to participants.
	<ul style="list-style-type: none"> Item 6.2 EPA Bullets for Clinic Card Feedback 	<ul style="list-style-type: none"> Deferred, Dr. Stringer and Ms. Williamson will ensure this gets done. 	
	<ul style="list-style-type: none"> Item 6.3 Core Surgery PEI 	<ul style="list-style-type: none"> Faculty appointments in process. 	
#7 STANDING ITEMS	<ul style="list-style-type: none"> Item 7.1 Medical Student Reports 	<ul style="list-style-type: none"> No students present at meeting. Dr. McKay brought up the issue of duty hours, how to monitor, add a question on a rotation form, One 45 can track hours, Dr. Stringer to ask re: above at Clerkship Director’s meeting. Also discussed was a global clerkship booklet. Need to increase development for physicians help them know how to describe coaching opportunities. Dr. Stringer and Sandy to make hand-outs based on EPAs, starting with Obs. 	Action items: Dr. Stringer and Sandy to make hand-outs based on EPAs, starting with Obs.
ADJOURNMENT		<ul style="list-style-type: none"> Next Meeting: March 17, 2016 	