

Phase 4 Clerkship Committee Meeting		DATE	November 17, 2016
		ROOM	M2M240
CHAIR	Dr. Jason McCarthy		
MINUTE TAKER	Ms. Sandy Williamson		
MEMBERS: 2016 - 2017	<p><i>Dr. Jason McCarthy, Clerkship Coordinator/Phase 4 Lead</i> <i>Dr. Carrie Ferguson, CDC Obstetrics/Gynecology</i> <i>Dr. Joe Lockyer, 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>Ms. Diana Deacon, Student Assessment Subcommittee (SAS)</i> <i>Ms. Gerona McGrath, (MESC)</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 videoconference</i> <i>Dr. Jason Chan, Undergraduate Coordinator PEI - joins by videoconference</i> <i>Ms. Verna McInnis, Clerkship Coordinator PEI - joins by videoconference</i> <i>Ms. Melissa Dunnett, Manager, (New Brunswick) - 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>Ms. Chelsea Ash, student rep, class of 2018</i> <i>Ms. Janine Flaherty-Woodland, student rep, Class of 2018</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 – (outgoing) joins by teleconference</i> <i>Ms. Barb Muir, Medical Education Coordinator, New Brunswick – (incoming) joins by teleconference</i> <i>Ms. Dawn Keenan, Program Manager, New Brunswick - joins by teleconference</i> <i>Mr. David Stokes, HSIMS</i></p>		
PARTICIPANTS	Dr. Carrie Ferguson, Dr. Joe Lockyer, Dr. Craig Stone, Dr. Jasbir Gill, Dr. MaryJane Smith, Dr. Jennifer Leonard, Dr. Chris Patey, Dr. Tom Laughlin, Dr. Jennifer Harris, Dr. Rose Mengual, Ms. Carla Peddle, Ms. Verna McInnis, Dr. Lyn Power, Ms. Janine Flaherty-Woodland, Ms. Chelsea Ash, Ms. Sally Ackerman, Dr. Jason Chan, Ms. Verna McInnis, Ms. Melissa Dunnett, Dr. Don McKay, Mr. Dave Stokes		
GUESTS	Mr. Steve Shorlin, Ms Katrin Zipperlen		
REGRETS	Dr. Sahar Iqbal		
AGENDA	ITEM	DISCUSSION	ACTION
#2 THE AGENDA	<ul style="list-style-type: none"> Item 1 and 2 Call to order and Agenda	Agenda approved. Date not set for Orientation for Core, but January 10, 2017 was proposed.	Agenda approved unanimously.

		<p>Added Mr. Steve Shorlin and Faculty Development for Clinic Card App.</p> <p>Added 5.5 Student Engagement.</p> <p>Plus welcomed Ms. Diana Deacon and Ms. Gerona McGrath as newest Committee members.</p>	
#3 APPROVAL OF MINUTES: Nov 17/2016	<ul style="list-style-type: none"> Item 3 Minutes 	<ul style="list-style-type: none"> Minutes from October 20, 2016 approved. Added Dr. McKay's regrets to October minutes. 	Minutes Approved Moved: Dr. Leonard, Seconded: Dr. Lockyer
#4 PRESENTATIONS	<ul style="list-style-type: none"> Item 4.1 NB Update PEI Update 	<ul style="list-style-type: none"> Dr. Laughlin reported that Dal would have an LIC starting in 2017, there will be ten streams for Memorial's core year with capacity for 12 students in Class of 2019. Dr. McKay and Dean Steele going to NB. NB spots not restricted to NB students. PEI admin Ms. McInnis said surgery rotation for going well for core clerk and med 4s, working on a half time position. 	
#5 BUSINESS ARISING	<ul style="list-style-type: none"> Item 5.1 Accreditation Report 	<ul style="list-style-type: none"> Ms. Zipperlen presented on mandatory procedures, a facet of accreditation that Ms. Ackerman brought to the fore, after a discussion it was decided that students should be encouraged to log in T-Res and there should be monitoring. Timely Summative and mid-point returns going well, anesthesia still facing some challenges, but should improve with the intro of 3 day "rotation". Dr. McKay commended the Committee on timeliness. The report will go to PESC and UGMS, has been to SAS. 	<p>Action items:</p> <p>Dr. Mengual offered to monitor Mandatory Procedures.</p> <p>Ms. Ash to encourage logging.</p>
	<ul style="list-style-type: none"> Item 5.2 Clinic Card App Update And Faculty Development 	<ul style="list-style-type: none"> Mr. Stokes reported: Development, functionality completed. Awaiting App store approval. Mr. Shorlin will attend Grand Rounds and Discipline Meetings to inform re: EPAs and clinic cards. Working on videos. 	
	<ul style="list-style-type: none"> Item 5.3 Selectives list 	<p>Need a fixed list, fulfill AFMC mandate of diversity in electives.</p>	

	<ul style="list-style-type: none"> Item 5.4 Template for Core 	Core template for 2017-18 approved.	Core template approved Moved: Dr. Lockyer, Seconded: Ms. Ash
	<ul style="list-style-type: none"> Item 5.5 Student engagement in Practice Continuum course 	<p>In Practice Continuum add 2 hours a month, time management and Can Meds Competency.</p> <p>Physician leadership course an important part of CME.</p> <p>Remove exams after due dates to ensure timely completion was an option provided, all material still on d2l.</p>	
#6 NEW BUSINESS	<ul style="list-style-type: none"> Item 6.1 Graduation Questionnaire Information 	<p>Ms. McGrath announced that tables for disciplines will be distributed, and questionnaire will change next year with first new curriculum class graduating.</p> <p>Accreditors put a lot of weight on the questionnaire.</p>	
	<ul style="list-style-type: none"> Item 6.2 EPA Assessment Planning 	<p>Still need to address difficulty of obtaining EPAs 11, 12 and 13, (most from ortho) we need more samples or “pixels” during core to give an idea of how students are doing in them, so we can plan remediation.</p> <p>For Class of 2019, can we do more EPAs or more clinic cards?</p> <p>Also, brought up was possibility of adding EPA exposure pre-clerkship.</p>	Action item: Might be a new EPA on interprofessional/team work, re-mapping needed, Dr. McKay and Ms. Deacon work on this for Class of 2019, as per AFMC, AAMC.
	<ul style="list-style-type: none"> Item 6.3 Summative Assessment Procedure for Phase 4 Courses 	Not all mandatory procedures are being assessed in APC, ITAR informed by clinic cards, though not for s/electives, one card per week not enough in core, need feedback.	Action Item: Ms. Deacon requested feedback from Committee before November 30.
	<ul style="list-style-type: none"> Item 6.4 Release of NBME Marks 	Release marks? Or be competency based? We are a pass/fail system, comments can be put on ITAR re NBME record if fail, and also on MSPR? Plus if excelling in NBMEs, record on ITARs and MSPR?	

#7 STANDING ITEMS	<ul style="list-style-type: none">Item 7.1 Student Reports	<ul style="list-style-type: none">Ms. Ash said the Core section of the MSPR could be released to the students earlier. Dr. McKay assured her next year there will be two documents of each year of clerkship/Phase 4, so UGME will be able to accommodate this.	
	<ul style="list-style-type: none">Item 7.2 Strategy for Moving forward with creating discipline exams.	<ul style="list-style-type: none">NBME on its way out, explore options or the MCC exams, discipline-specific would take a lot of work, may not be feasible.	
ADJOURNMENT		<ul style="list-style-type: none">Next Meeting: Dec. 15, 2016 (Cancelled) January 19, 2017 next meeting.	