

Phase 4 Clerkship Committee Meeting		DATE	October 20, 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>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. Tina Delaney, Dr. Joe Lockyer, Dr. Craig Stone, Dr. Jasbir Gill, Dr. MaryJane Smith, Dr. Keegan Au, Dr. Jennifer Leonard, Dr. Chris Patey, Dr. Tom Laughlin, Dr. Jennifer Harris, Dr. Rose Mengual, Dr. Sahar Iqbal, Ms. Carla Peddle, Ms. Verna McInnis, Dr. Jason Chan, Dr. Lyn Power, Ms. Janine Flaherty-Woodland, Ms. Chelsea Ash, Ms. Sally Ackerman, Dr. Jason Chan, Ms. Verna McInnis		
GUESTS	Ms. Gerona McGrath- henceforth on Committee, Mr. Steve Shorlin		
REGRETS	Ms. Angeles Damil, Dr. Craig Moffatt, Ms. Melissa Dunnett, Ms. Barb Muir		
AGENDA	ITEM	DISCUSSION	ACTION
#2 THE AGENDA	<ul style="list-style-type: none"> Item 1 and 2 Call to order and Agenda	Agenda approved.	Agenda approved unanimously.

<p>#3 APPROVAL OF MINUTES: October 20/2016</p>	<ul style="list-style-type: none"> Item 3 Minutes 	<ul style="list-style-type: none"> Minutes from September 15, 2016 approved. 	<p>Minutes Approved Moved: Dr. Lockyer, Seconded: Dr. Patey</p>
<p>#4 PRESENTATIONS</p>	<ul style="list-style-type: none"> Item 4.1 NB Update PEI Update 	<ul style="list-style-type: none"> Dr. Laughlin gave a brief report on NB. Requested strong support from Committee for LIC, Assessment piece being worked on by Dr's Patey and McCarthy. PEI report reflected work on package for students when medical and financial help needed, trying to simplify process, both NB and PEI going to be added to Student Affairs website. 	
<p>#5 BUSINESS ARISING</p>	<ul style="list-style-type: none"> Item 5.1 Accreditation Report 	<ul style="list-style-type: none"> Ms. Ackerman producing a limited site survey, all learning objectives need to be in C-Blue. Reported on Ms. Zipperlen's work on stats that Ms. Williamson is also contributing to through timely assessment reminders. 	<p>.</p>
	<ul style="list-style-type: none"> Item 5.2 Clinic Card App Update and Clinic Cards 	<ul style="list-style-type: none"> HSIMS on target to have the app available for next round of clerks in the agreed pilot groups. Assessment system for use of field notes in T-Res. Invite Dr. Parsons, Ms. Susan Carter to meeting. 	<p>Action Item: Sandy to ensure rural sites getting clinic cards.</p> <p>Action item: Field Notes discussion to happen at a later meeting.</p>
	<ul style="list-style-type: none"> Item 5.3 Faculty Development EPAs and Clinic Cards 	<p>Mr. Shorlin reported that most concerning is that there has been a lack of faculty development, lack of engagement, and attendings are not aware of the importance of narrative comments.</p> <p>Videos are now obsolete with new clinic cards, will re-do with new language.</p> <p>Come-if-you-want workshops, plus presentations at Grand Rounds, as well as webinars discussed moving forward. Will solve residents' issue.</p> <p>Mr. Shorlin to write a list of myths and send to Ms. Janine Flaherty-Woodland.</p>	<p>Action Item: Mr. Shorlin to contact CDCs, Disciplines for Grand Rounds, also to send Ms. Flaherty-Woodland "myth list".</p>
	<ul style="list-style-type: none"> Item 5.4 Update 12 Month EPA Progress Meeting 	<p>Dr. McCarthy reported that the process is going well, 6, 9, and 12 month evaluations will still be done.</p>	

#6 NEW BUSINESS	<ul style="list-style-type: none"> Item 6.1 APC OSCE Remediation 	OSCE is summative, no repeat OSCE, 6 stations. There will be remediation.	Action item: Dr. Leonard to send e-mail to the Class of 2017.
	<ul style="list-style-type: none"> Item 6.2 Student Engagement in Practice Continuum 	Mr. Dave Stokes to send informative e-mail every month through @mun and d2l, Ms. Flaherty-Woodland will inform Class in addition addressing issues that come up.	Action item: Let students know when modules must be done, and consequences of failing to complete.
	<ul style="list-style-type: none"> Item 6.3 Electives Issue 	Having troubles getting students placed, discussed communication among APAs, Visiting students are being turned down in large numbers.	
	<ul style="list-style-type: none"> Item 6.4 Forms (added by Sandy) 	Language on forms clarified by Committee.	
#7 STANDING ITEMS	<ul style="list-style-type: none"> Item 7.1 Student Reports 	<ul style="list-style-type: none"> Physical Accommodations discussed. Blackboard Collaborate still an issue for NB students. 	Action item: Dr. Laughlin to follow up with Ms. Flaherty-Woodland.
ADJOURNMENT		<ul style="list-style-type: none"> Next Meeting: November 17, 2016 	