

Phase 4 Clerkship Committee Meeting		DATE	October 15, 2015
		ROOM	PDCS Room 4/ Fredericton site visit
CHAIR	Acting Chair Dr. Norah Duggan		
MINUTE TAKER	Ms. Sandy Williamson		
MEMBERS: 2015 - 2016	<i>Dr. Katherine Stringer, Clerkship Coordinator (on sabbatical)</i> <i>Dr. Norah Duggan, Acting 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. David Jones, 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 (on sabbatical)</i> <i>Dr. Paul Dancey, Acting 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. 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>		
PARTICIPANTS	Dr. Norah Duggan, Dr. Tina Delaney, Dr. Craig Stone, Dr. Tom Laughlin, Dr. Jasbir Gill, Dr. Jatin Morkar, Dr. Shannon Curtis, Dr. Don McKay, Ms. Angeles Damil, Dr. Rose Mengual, Mr. David Jerome, Dr. Keegan Au, Dr. David Jones		
GUESTS	Dr. Stephanie Suter		
REGRETS	Dr. Sahar Iqbal, Dr. MaryJane Smith, Dr. Jennifer Leonard, Dr. Kath Stringer, Ms. Chelsea Ash		
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.	Agenda approved Moved: Dr. Au Seconded: Dr. Stone
#3 APPROVAL OF MINUTES: October 15, 2015	<ul style="list-style-type: none"> Item 3 Minutes 	<ul style="list-style-type: none"> Minutes from September 17 approved. Dr. Au participant at that meeting. Sandy to put in minutes. 	Minutes Approved Moved: Dr. Delaney Seconded: Dr. Au
#4 PRESENTATIONS	<ul style="list-style-type: none"> Item 4.1, NB Site Visit Update Items 4.2, PEI Update Item 4.3, MUN-NB/PEI site visit update October 14-15 	<ul style="list-style-type: none"> NB: CLIC conference was productive. LICs have to be planned for the community considering the communities' needs and the students' needs. Had a meeting with Dal (LIC Roll-out in NB, with Dr. Boulay and Hall on Committee as well as Laughlin and McGibbon.) Structured to move forward, plan to morph P2P Committee into LIC Committee, A job description is being written for a faculty development role, with Jennifer Hall and Michelle Landry contributing, to put together a common approach to faculty development. MedEd in Moncton in April (Meet n Greet with Memorial and all Zones in NB) – one-stop shopping, post-grad and undergrad. Dr. McKay said there are opportunities for students to study in French, will be sending out an invitation to students. PEI: Dr. Curtis said site visit was good, interested in the review of ITARS and clinic cards, expanding core rotations, will probably be able to take more students. Preceptor recruitment will be important. Contact Carrie, (not the portal) for electives. Barlow requested a letter of support for the admin position that was recently lost. Dr. McKay expressed gratitude for the hospitality during the site visits to PEI and NB. 	
#5 BUSINESS ARISING	<ul style="list-style-type: none"> Item 5.1 Accreditation Report 	<ul style="list-style-type: none"> No updates. 	

	<ul style="list-style-type: none"> Item 5.2 Going Outside the Portal 	<ul style="list-style-type: none"> Students not registered with the university may not be registered with the College. Some universities will allow students to have patient contact if placed on the educational registry. Deal with it on a case by case basis. Need permission from the provincial College. Mr. Jerome stated that the majority of universities will only allow you to apply for one elective at a time, a fee for each application. There will be data on the Portal after a year. Overall the Portal perceived as working well, ensuring standardization across Schools. 	
	<ul style="list-style-type: none"> Item 5.3 ITARS Clinic Cards 	<ul style="list-style-type: none"> ITARS need to have comments at the end for some disciplines, surgery will be amended. The student must have entrustable at least three times in a given EPA. Dr. Mengual would like a formative ITAR. Anesthesia does not need one. IM will have posters of required clinical experiences to distribute in NB. EM booklet being made. IM making a booklet for Saint John. Comments on the clinic cards may focus on latter half of rotation. Sandy to send students link of EPAs. There is a misconception that 75% of the EPAs need to be rendered entrustable. Dr. Duggan is doing a session for the Class. 	<p>Action items:</p> <p>Sandy and Dr. Duggan to check with everybody next week re: ITAR revisions.</p> <p>Sandy to send EPA link to students.</p>
	<ul style="list-style-type: none"> Item 5.4 Faculty development 	<ul style="list-style-type: none"> Is ongoing, some disciplines have had for example, a resident retreat, meetings, e-mails, presentations at faculty meetings. 	
	<ul style="list-style-type: none"> Item 5.5 EPA Progress Monitoring 	<ul style="list-style-type: none"> EPA database being working on, by HSIMS and UGME. 	
#6 NEW BUSINESS	<ul style="list-style-type: none"> Item 6.1 Surgery/Anesthesia 	<ul style="list-style-type: none"> Some of the surgery residents are forgetting about the Anesthesia shifts, might be easier if were like EM, a full day, not just a case. Had an 	

	Scheduling	overcrowding problem, especially at HSC, but too late to change now.	
	<ul style="list-style-type: none"> Item 6.2 EM Scheduling and EM capacity 	<ul style="list-style-type: none"> EM scheduling conflicting with call, clerks will never be expected to be scheduled post-call. If call ends at midnight, resume regular clinical responsibilities. Shouldn't be scheduled for two duty days in one. 	
	<ul style="list-style-type: none"> Item 6.3 (added) 	<ul style="list-style-type: none"> Psych in Saint John and St. John's same half day, and same as Dal students, works well. Dr. Smith asked if Peds could do the same, so long as objectives are met. (EM and anesthesia would need to know about half day changes) 	
#7 STANDING ITEMS	<ul style="list-style-type: none"> Item 7.1 Medical Student Reports 	<ul style="list-style-type: none"> No issues or concerns to raise. Positive feedback about UGME and Student Affairs. Parking still an issue. 	
ADJOURNMENT		<ul style="list-style-type: none"> Next Meeting: November 18, 2015 	