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| <b>Undergraduate Medical Studies Committee Meeting</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>DATE</b> | May 15, 2019 |
|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>ROOM</b> | M2M240       |
| <b>CHAIR</b>                                           | Dr. Sean Murphy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |             |              |
| <b>MEMBERS:</b><br><br><b>2018-19</b>                  | <p>Student Representatives (2)</p> <ul style="list-style-type: none"> <li>• Mr. Lindsay Webster, Senior Student Representative</li> <li>• Ms. Claire Skanes, Junior Student Representative</li> </ul> <p>Academic/Administrative Representatives (5)</p> <ul style="list-style-type: none"> <li>• Dr. Olga Heath, Faculty Representative</li> <li>• Ms. Lindsay Alcock, Faculty Representative</li> </ul> <p>Permanent Members (13)</p> <ul style="list-style-type: none"> <li>• Dr. Margaret Steele, Dean of Medicine</li> <li>• Dr. Tanis Adey, Associate Dean, Undergraduate Medical Education</li> <li>• Ms. Elizabeth Hillman, Registrar's Delegate</li> <li>• Ms. Carla Peddle, UGME Coordinator</li> <li>• Dr. Alan Goodridge, Chair - Program Evaluation Sub-Committee</li> <li>• Dr. Vernon Curran, Chair - Student Assessment Sub-Committee</li> <li>• Mr. Stephen Pennell, Chair - Information Technology Advisory Committee</li> <li>• Dr. Norah Duggan, Phase 4 Lead/Clerkship Coordinator</li> <li>• Dr. Amanda Pendergast, Phase 1 Lead</li> <li>• Dr. Heather Jackman, Phase 2 Lead</li> <li>• Dr. Jasbir Gill, Phase 3 Lead</li> </ul> <p>Corresponding Members (5) (Absence does not affect quorum)</p> <ul style="list-style-type: none"> <li>• Dr. Tom Laughlin, Assistant Dean – New Brunswick</li> <li>• <i>Vacant</i>, Assistant Dean – Rural Medical Education Network</li> <li>• <i>Vacant</i>, Assistant Dean – Prince Edward Island</li> <li>• <i>Vacant</i>, Assistant Dean – Yukon</li> <li>• Dr. Taryn Hearn, Co-Interim Review Coordinator</li> <li>• Dr. Alison Haynes, Faculty Content Lead</li> <li>• Mr. Brian Kerr, UGME Curriculum &amp; Accreditation Advisor</li> </ul> |             |              |
| <b>PARTICIPANTS</b>                                    | S. Murphy, E. Hillman, C. Peddle, A. Goodridge, V. Curran, S. Pennell, H. Jackman, J. Gill, N. Duggan, C. Skanes, T. Laughlin, A.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |              |

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|                            | Haynes, B. Kerr                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |
| <b>REGRETS</b>             | O. Heath, L. Alcock, T. Adey, A. Pendergast, L. Webster, T. Hearn |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |
| <b>RECORDING SECRETARY</b> | <i>Minutes Recorded and Transcribed by Ms. Carol Vokey</i>        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |
| <b>GUESTS</b>              | J. Reddigan                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |
| <b>MINUTES</b>             |                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |
| <b>AGENDA</b>              | <b>ITEM</b>                                                       | <b>DISCUSSION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>ACTION</b> |
| WELCOME                    |                                                                   | The meeting was called to order at 1600 hours.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |
| AGENDA APPROVAL            |                                                                   | The Agenda was approved with date correction for next meeting to June 19 <sup>th</sup> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |               |
| APPROVAL OF MINUTES        |                                                                   | The minutes of March 20, 2019 meeting were reviewed and approved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |
| STANDING COMMITTEE REPORTS | PESC Report                                                       | <p>A. Goodridge updated:</p> <ul style="list-style-type: none"> <li>- Phase 2 and 3 have ongoing evaluations and changes as a result of these</li> <li>- in Phase 4, APC ran without a chair / lead and a number of people pitched in to help</li> <li>- electives/selectives were well reviewed.</li> <li>- Practice Continuum was poorly rated this year and efforts are underway to respond with changes.</li> <li>- O. Heath has left PESC and they need a replacement.</li> <li>- Curriculum review: lots going on with research translational modules and an assessment proposal that faculty members submit rationale for formative questions for the Committee. It was also suggested the Practice Continuum include non-medical expert roles.</li> <li>- Debriefing meeting with Gerona last week was useful. They recognize their bias on Phases 1, 2 and 3 and feel there may be a need for another review in 2-3 years to focus more on Phase 4. Implementation process is moving forward, but maybe having an active implementation committee would be beneficial. S. Murphy said CAWG would function as the implementation committee.</li> </ul> <p>S. Murphy expressed thanks to PESC for all the work they have done.</p> |               |
|                            | SAS Report                                                        | <p>V. Curran updated:</p> <ul style="list-style-type: none"> <li>- assessment plans are expected to come in to SAS soon and UGMS in June. Pending curricular changes could impact the possibility of getting plans finalized. A. Haynes</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |

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|  |             | <p>said Phase 3 in September will not be affected by changes, and Phase 1 is a priority with 3 exams. S. Murphy said it's highly possible that we will need a July/ August meeting to address this.</p> <p>- progress testing scores: general observations are that scores are not improving considerably so there is some concern, and the Committee is interested in seeing final scores. When students used block testing in Clerkship they were consistently middle of the pack, but we won't know how these classes will do until they write the MCC exam. Negative feedback was received from the SAS student representatives, and V. Curran suggested surveying the class. S. Murphy doesn't recall if there was a specific decision on a one-year vs. two-year pilot. T. Laughlin said initial reason to initiate the progress testing was to reinforce memory. N. Duggan called in at 5:06, and said the Phase 4 Committee recommended continuing progress testing for next year, and there was no objection to doing this at the last SAS meeting. Implications for LIC need to be ironed out, and the issue will be added to the UGMS June agenda for further discussion.</p> <p>It was <b>MOVED</b> by N. Duggan and <b>SECONDED</b> by A. Goodridge to proceed with a one-year extension to progress testing. V. Curran abstained until further data is available.</p> <p style="text-align: center;">All were in favour and the <b>MOTION CARRIED.</b></p> | <p><b>ACTION: Add "Progress Testing" to June UGMS agenda for discussion.</b></p> <p><b>ACTION: It was moved by N. Duggan and seconded by A. Goodridge to proceed with a one-year extension to progress testing. V. Curran abstained. Motion carried.</b></p> |
|  | iTac Report | <p>S. Pennell updated:</p> <ul style="list-style-type: none"> <li>• One45 cloud discussions continue with OCIO/MUN Lawyer and One45</li> <li>• Prometric MCC exams were fine.</li> <li>• Phase 3 PERG rep is now Dr. Suzanne Drodge</li> <li>• Engaging with NLCHI and will work with Dr. Adams)to look at HEALTHe NL/informatics curriculum integration; along with continued use of the Meditech and PACS online modules</li> <li>• A new lecture capture box is ordered for the main auditorium</li> <li>• Redesigning of the lecture theatres' presentation mode to allow presenters to see their presenter notes; laptop on the desk will show presenter notes while</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                              |

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|                                 |  | <p>the normal PPT is on the big screens;</p> <ul style="list-style-type: none"> <li>• A request from iTac was to beta test a Challenge Box within QuestionMark instead of the usual Challenge Cards. There were just under 200 challenges for an 81 question exam. There are 2 more exams before the end of June that should give us a better idea of the impact. D. Deacon is also comparing the responses to the cards.</li> <li>• Dean Steele has asked if students use AMBOSS but L. Alcock said students have access to BoardVitals which seems to be a competing product.</li> <li>• In discovery mode right now to upgrade most of the AV systems in MEC as they are all past middle age. Focus on wireless and ease of use for all spaces...even having a wall dedicated as a white board using <i>dry erase paint</i>.</li> <li>• Still looking at power for 1M102. Meeting with several local company electricians tomorrow as well to get recommendations.</li> <li>• MELSS lab should get their new 3D anatomy table this summer (update: table received!)</li> </ul> |  |
| PHASE 4-CLERKSHIP REPORT/ISSUES |  | N. Duggan not present to report. C. Peddle said an evote was circulated to Phase 4 Committee regarding the implementation of an Emergency Medicine-run pocus elective revised proposal. N. Duggan called in at 5:06.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| PHASE 3 REPORT/ISSUES           |  | <p>J. Gill reported on the following:</p> <ul style="list-style-type: none"> <li>- Students have completed the Block 8 exam which is the last one. A review of using the Challenge Box shows it worked very well.</li> <li>- Phase 3 management team now has an assessment lead, Dr. Suzanne Drodge which brings the team back up to full complement.</li> <li>- New theme-based curriculum was very well received.</li> <li>- They are working on assessment plans with D. Deacon.</li> <li>- The proposal for an aboriginal health curriculum for Phase 3 has not been reviewed by Phase 3 Committee yet but hopefully completed in June then it will come to UGMS for discussion.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                   |  |
| PHASE 2 REPORT/ISSUES           |  | <p>H. Jackman updated:</p> <ul style="list-style-type: none"> <li>- students are now back from community rotation. There were no major issues and it seemed to be a very positive experience for learners.</li> <li>- due for Block 5 and 6 exams, so far so good.</li> <li>- feedback from an evaluation meeting held before the community rotations has been reviewed with G. McGrath. Suggestions were made to resolve clinical skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |

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|                                               | <p>scheduling problems and the issue of not finding enough tutors for MSK component seems to have been resolved.</p> <ul style="list-style-type: none"> <li>- microbiology objectives changes – working on it for June meeting. Emailing Phase 2 team re changes. New objectives not implemented yet.</li> <li>- minor change from community rotation lecture will be brought forward at next meeting.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| PHASE 1 REPORT/ISSUES                         | <p>A. Pendergast was not present to report. S. Murphy asked about issues regarding Biostats/Epidemiology, and A. Haynes explained concerns from Phase 1 evaluations around depth and amount of content issue (ongoing issue). The UCL for Community Health acknowledged the content was at the level of Masters’ students, and A. Haynes and S. Murphy agreed that this needs to be addressed for the future.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| REPORT FROM NB                                | <p>T. Laughlin updated:</p> <ul style="list-style-type: none"> <li>- the Medical Education forum went really well.</li> <li>- LIC in Moncton is going exceptionally well and students want to write LMCC exams this summer. Progress testing has provided the results exactly as anticipated, well above average in class standing at the end. EPA and clinic cards doing really well with 150-160 EPAs represented in clinic cards.</li> <li>- LIC in Fredericton is still under debate but is getting more positive, hopefully answers soon.</li> <li>- L. Power is looking at possible LIC sites in NL and is considering 2 models – one for 6 months/year, and the other for the entire year. Goose Bay would be similar to Moncton, more to come on this.</li> <li>- NB MOU expires in August of this year, and the Committee will be updated more as time goes on. Working on our needs for negotiations.</li> <li>- concern regarding LIC movement that some electives may not be available but found them to be more available due to structure. Moncton will have a site director and admin; Fredericton will have a site director, a program manager and admin; St. John will have a program admin and possibly a senior leadership position which should make it easier to get electives.</li> </ul> |  |
| SENATE, SCUGS, AND UNIVERSITY ISSUES          | <p>T. Adey wasn’t present to report. E. Hillman said the graduating class has been approved for graduation, and C. Peddle said Faculty Council has been notified.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES | <p>T. Adey wasn’t present to report. No other issues were raised.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| UGME OFFICE REPORT AND ISSUES                 | <p>C. Peddle updated that the office is working on accreditation issues bit by bit. J.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |

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|                                  | Reddigan met regarding the student records elements. A. Goodridge said T. Adey is to meet with the financial people regarding new admin support person. S. Murphy said that J. Norman of Human Resources is involved in the process now.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| ACCREDITATION ISSUES             | B. Kerr said there was an Accreditation Oversight meeting and said T. Hearn presented changes to data collection instruments and new elements for 2020/21, and the Terms of Reference were discussed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| MATTERS ARISING FROM THE MINUTES | <p><u>Proposal for theme based curriculum:</u><br/> A. Haynes presented documents that are the result of work meetings with 30 UCLs regarding moving towards a theme-based curriculum which will meet recommendations from the curriculum review. No new objectives have been added, just re-sequenced and phase hours and lengths are exactly the same. The proposal was discussed and it was decided that J. Reddigan would check with the Dean to see if a notice of motion is required and suggested updating Faculty Council next week. S. Pennell said he needs a real calendar/schedule for HSIMS applications, and A. Haynes will work with V. Whelan to create the new schedule. E. Hillman talked about course names and the process of changing them. S. Murphy asked A. Haynes to bring back a schedule showing the sequencing to the next UGMS meeting for further review.</p> <p><u>TOR for curriculum oversight working Group (CAWG):</u><br/> S. Murphy asked the Committee to look at edits for discussion at next meeting. S. Pennell said he would like to see this group to take on a significant role in the curriculum.</p> <p><u>Draft professional suitability process – calendar change:</u><br/> As the meeting was running late and there is still time for this, it was decided this would be addressed at the next meeting. C. Skanes said they looked at it at MedSoc and brought up concern around ambiguity regarding mental or physical condition preventing them from using their essential skills. S. Murphy asked C. Skanes to email him and copy T. Adey regarding the concern for future discussion.</p> | <p><b>ACTION: A. Haynes to bring back a schedule showing the sequencing to the next UGMS meeting for further review.</b></p> <p><b>ACTION: To be discussed at the June 19<sup>th</sup> UGMS meeting.</b></p> <p><b>ACTION: To be discussed at the June 19<sup>th</sup> UGMS meeting.</b></p> <p><b>ACTION: C. Skanes to email S. Murphy and T. Adey with a copy of the student concern regarding the Draft Professional Suitability Process.</b></p> <p><b>ACTION: It was moved by S.</b></p> |

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|              | <p><u>Health provider conflict of interest policy:</u><br/> J. Reddigan reviewed and discussed the changes to the document that makes the language a little bit looser and rectifies past concerns. This will also go to PGME for their approval.</p> <p>It was <b>MOVED</b> by S. Murphy and <b>SECONDED</b> by N. Duggan to approve the Health Provider Conflict of Interest Policy with suggested edits.</p> <p style="text-align: right;">All in favour and the <b>MOTION CARRIED.</b></p> | <p><b>Murphy and seconded by N. Duggan to approve the Health Provider Conflict of Interest Policy with suggested edits. Motion carried.</b></p> |
| NEW BUSINESS | <p><u>UGMS TOR revisions:</u><br/> Add to next meeting agenda.</p>                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>ACTION: Add to next meeting's agenda.</b></p>                                                                                             |
| ADJOURNMENT  | <p>Meeting adjourned at 17:53 hours.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                 |
| NEXT MEETING | <p>June 19, 2019 in Room M2M240.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                 |