

Undergraduate Medical Studies Committee Meeting		DATE	June 15, 2016
		ROOM	M2M240
CHAIR	Dr. Sean Murphy,		
MEMBERS: 2014 - 2015	<p>Student Representatives (2)</p> <ul style="list-style-type: none"> • Mr. Mark Hayward, Phase 1 – 3 Student Representative • Ms. Kylie Goodyear, Junior Student Representative <p>Academic/Administrative Representatives (5)</p> <ul style="list-style-type: none"> • Dr. Olga Heath, Faculty Representative (on leave) • Dr. Carolyn Morris-Larkin, Faculty Representative • Dr. Sheila Drover, Faculty Representative • Dr. Lindsay Alcock, Faculty Representative • Dr. John Campbell, Faculty Representative <p>Permanent Members (13)</p> <ul style="list-style-type: none"> • Dr. James Rourke, Dean of Medicine • Dr. Donald W. McKay, Associate Dean, Undergraduate Medical Education • Ms. Elizabeth Hillman, Registrar's Delegate • Ms. Carla Peddle, UGME Coordinator • Dr. Alan Goodridge, Chair - Program Evaluation Sub-Committee • Dr. Vernon Curran, Chair – Student Assessment Sub-Committee • Mr. Stephen Pennell, Chair – Information Technology Advisory Committee • Dr. Kath Stringer, Phase 4 Lead/Clerkship Coordinator • Dr. Amanda Pendergast, Phase 1 Lead • Dr. Lisa Kenny, Phase 2 Lead • Dr. Joanne Hickey, Phase 3 Lead <p>Non-Voting Corresponding Members (4)</p> <ul style="list-style-type: none"> • Dr. Tom Laughlin, Assistant Dean – New Brunswick • Dr. Mohamed Ravalia, Assistant Dean – Rural Medical Education Network • <i>Vacant</i>, Assistant Dean – Prince Edward Island • <i>Vacant</i>, Assistant Dean – Yukon 		
PARTICIPANTS	S. Murphy, C. Morris-Larkin, S. Drover, L. Alcock, D. McKay, E. Hillman, C. Peddle, A. Goodridge, V. Curran, A. Pendergast, J. Hickey, K. Goodyear, T. Laughlin		
REGRETS	S. Pennell, , M. Hayward, K. Stringer, J. Campbell, M. Ravalia, L. Kenny		

RECORDING SECRETARY	<i>Minutes Recorded – Transcribed by Ms. Carol Vokey</i>		
GUESTS	G. McGrath, J. Reddigan		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
#1 WELCOME		The meeting was called to order at 1600 hours.	
#2 AGENDA APPROVAL		The Agenda was approved. Assessment Map for MED 5740 added to New Business.	ACTION: Add assessment map for MED 5740 to New Business.
#3 APPROVAL OF MINUTES		Minutes of May 18, 2016 meeting were approved with edits.	
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	A. Goodridge – nothing to report.	
	Item 4. b. SAS report	V. Curran updated on the following: <ul style="list-style-type: none"> • 3 Assessment Plans for Phase 1 have been approved; 1 still in process and will be discussed at next SAS. • MESC is sponsoring question writing workshop in July with MCC. • K. Stringer and D. Deacon to update summative assessment procedure and assessment map for Phase 4 as it needs more clarity. 	ACTION: K. Stringer and D. Deacon to look at Summative Assessment Procedure and Assessment Map for Phase 4. Once updates are complete, documents will come back to UGMS.
	Item 4. c. iTac Report	S. Pennell not present. D. McKay said there have been meetings regarding computer-based materials for anatomy. T. Laughlin said he was very impressed with the technology.	
Report from NB	Integrated anaesthesia rotation in NB	T. Laughlin discussed the issue of Anaesthesia in 3 rd year curriculum in Saint John where faculty are very busy and are not prepared to offer it. Todd Lambert, Site Director in Saint John, would like to remove students for one year then revisit. One option is for students to leave Saint John to attend courses in either Fredericton or Moncton, and they are looking at the logistics of this. D. McKay has spoken with K. Stringer regarding other logical places for anaesthesia to be taught. This issue will be looked at again, and a decision will have to be made for September. There was general agreement in principle from the Committee to alter anaesthesia teaching in New	

		Brunswick.	
#5 PHASE 4- CLERKSHIP REPORT/ISSUES		K. Stringer not present. D. McKay updated there is an assessment issue regarding terminology on clinic cards. Ultimately EPA's will change and some revision needs to be done.	
#6 PHASE 3 REPORT/ISSUES		J. Hickey updated there are no major issues. They are working on schedule and assessment plans for next year. A new community engagement III assessment plan will be coming out.	
#7 PHASE 2 REPORT/ISSUES		L. Kenny not present.	
#8 PHASE 1 REPORT/ISSUES		<p>A. Pendergast outlined changes to the MED 5730 Physician Competencies assessment map.</p> <p>It was MOVED by A. Pendergast to accept Physician Competencies assessment map as presented. It was SECONDED by J. Hickey.</p> <p style="text-align: center;">All were in favour and the motion CARRIED.</p> <p>MED 5740 -Community Engagement Assessment Map was circulated and discussed. The issue of dress code was brought up, and S. Murphy will look for clarification on any Eastern Health guidelines that may suffice.</p> <p>It was MOVED by A. Pendergast to accept assessment Map for Community Engagement. It was SECONDED by A. Goodridge.</p> <p style="text-align: center;">All were in favour and the motion CARRIED.</p> <p>MED 5720 Clinical Skills Assessment Map was also discussed.</p> <p>It was MOVED by A. Pendergast to accept Clinical Skills assessment map. It was SECONDED by V. Curran.</p> <p style="text-align: center;">All were in favour and the motion CARRIED.</p> <p>The final assessment map for the Healthy Person (5710) will be discussed at the next meeting.</p>	<p>ACTION: The Assessment Maps for Physician Competencies, Community Engagement, and Clinical Skills were discussed. It was moved by A. Pendergast to accept all as presented. Motions were seconded by J. Hickey, A. Goodridge and V. Curran and the motions carried.</p> <p>ACTION: The Healthy Person Assessment Map will be discussed at next meeting.</p>

#9 SENATE, SCUGS, AND UNIVERSITY ISSUES		Nothing to report.	
#10 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		D. McKay said delegates will be attending a question-writing workshop. He also updated on the issue of the CLSC not allowing video of summative OSCE's . Since OSCE's are usually on Saturdays when faculty are not available, they are looking at the concept of using video recording so no faculty are needed.	
#11 ACCREDITATION ISSUES		D. McKay updated: <ul style="list-style-type: none"> • accreditation report will be coming in and document reports have been distributed. • The issue of vertical integration of the curriculum was discussed. Although this is occurring, we have to ensure that this is documented appropriately. • report has to be submitted by December 1, 2016 and he is hoping to have it in before that. 	
#12 UGME OFFICE REPORT AND ISSUES		Nothing to report.	
#13 MATTERS ARISING FROM THE MINUTES		No matters arising from the minutes.	

<p>#14 NEW BUSINESS</p>	<p>1. Protected time and duty hours policy</p> <p>2. Student transfer policy</p> <p>3. UCL role re: integration of curriculum</p>	<p>D. McKay presented revisions to the Protected Time and Duty Hours Policy, which is 8.8 accreditation item that has been updated to CACMS and Phase 4 terminology.</p> <p>It was MOVED by D. McKay that revisions to the Protected Time and Duty Hours Policy be approved with suggested edits. It was SECONDED by A. Pendergast.</p> <p style="text-align: center;">All were in favour and the motion CARRIED.</p> <p>D. McKay explained the new student transfer policy that follows CACMS accreditation elements 10.7 and 10.8 regarding how to accept transfer students. J. Reddigan conducted a national scan in order to devise a procedure that would also be in keeping with what the AFMC has agreed to regarding communication between the Associate Deans of medical schools.</p> <p>It was MOVED by D. McKay that new policy on student transfers be accepted as presented. It was SECONDED by K. Goodyear</p> <p style="text-align: center;">All were in favour and the motion CARRIED.</p> <p>D. McKay explained the role of the UCL's and vertical integration and said the first UCL meeting is to be held on June 30. After prior consultation, he has decided to allow UCL's access to all courses in d2l in order to get a better idea of what is going on. Because UCL's are appointed as needed, the member list will be fluid but he will have a list posted on the website. He is open to ideas and suggestions on how to best move forward with UCL implementation. S. Murphy and D. McKay to clarify process to ensure vertical integration through the UCL's and report back to the committee. A. Goodridge suggested linking UCL responsibilities in CBlue, and D. McKay will follow up with S. Pennell on this.</p>	<p>ACTION: D. McKay moved and A. Pendergast seconded to accept revisions to the Protected Time and Duty Hours Policy with edits. Motion carried.</p> <p>ACTION: It was moved by D. McKay and seconded by K. Goodyear to accept the new student transfer policy as presented. Motion carried.</p> <p>ACTION: D. McKay and S. Murphy to clarify process to ensure vertical integration via the UCL's.</p> <p>ACTION: D. McKay will have UCL list posted to the website.</p> <p>ACTION: D. McKay to follow up with S. Pennell regarding linking UCL responsibilities in CBlue.</p>
<p>#15 ADJOURNMENT</p>		<p>Meeting adjourned at 1753 hours.</p>	
<p>Next Meeting</p>		<p>Next meeting to be held July 20, 2016.</p>	



Sean W. Murphy, MD

Committee Chair