

| Undergraduate Medical Studies Committee Meeting | | DATE | September 23, 2015 |
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| | | 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. Susan Wakeham, Phase 4 Student Representative <p>Academic/Administrative Representatives (5)</p> <ul style="list-style-type: none"> • Dr. Olga Heath, Faculty Representative • 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, Acting 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, Clerkship Committee Chair • Dr. Victor Maddalena, Phase 1 Lead • Dr. Lisa Kenny, Phase 2 Lead • Dr. Joanne Hickey, Phase 3 Lead • Dr. Kath Stringer, Phase 4 Lead <p>Non-Voting Corresponding Members (4)</p> <ul style="list-style-type: none"> • Dr. Todd Lambert, 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, L. Kenny, J. Hickey, V. Curran, E. Hillman, D. McKay, S. Drover, C. Peddle, V. Maddalena, L. Alcock, O. Heath, S. Pennell, N. Duggan | | |

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| REGRETS | J. Campbell, M. Hayward, , M. Marshall, , K. Stringer, A. Goodridge, S. Wakeham | | |
| RECORDING SECRETARY | <i>Minutes Taped – Transcribed by Ms. Carol Vokey</i> | | |
| GUESTS | | | |
| MINUTES | | | |
| AGENDA | ITEM | DISCUSSION | ACTION |
| #1 WELCOME | | The meeting was called to order at 1610h. | |
| #2 AGENDA APPROVAL | | The Agenda was approved. | ACTION: Agenda approved with noted additions. |
| #3 APPROVAL OF MINUTES | | The Minutes for the July 15, 2015 meeting were approved with changes. <ul style="list-style-type: none"> Clinical skills POCUS objectives were presented, discussed and approved as presented with minor edits. An error in Item 4.b. (SAS Report) in the parameters of the grading method was corrected. | ACTION: S. Pennell to send specific terms to S. Murphy re: Hoftsee method to ensure consistency. |
| #4 STANDING COMMITTEE REPORTS | Item 4. a. PESC Report | A. Goodridge not present to report. | |
| | Item 4. b. SAS Report | V. Curran not present. S. Murphy brought forward SAS recommendation to “Notify students who fall into Hofstee range and give them the option to rewrite for formative purposes only without changing the original mark.” D. McKay explained recommendation from September 16 th SAS meeting regarding giving students who achieve a passing grade, but less than the standard pass mark, the opportunity to write a remedial exam for formative purposes. There was much discussion and numerous concerns with the proposal were identified. | ACTION: Proposal returned to SAS Committee for further discussion. |
| | Item 4. c. iTac Report | S. Pennell reported iTAC has not met yet this semester. | |

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| <p>#5 PHASE 4- CLERKSHIP REPORT/ISSUES</p> | | <p>N. Duggan (acting Phase 4 Lead) updated Committee as follows:</p> <ul style="list-style-type: none"> • New Phase 4 curriculum started August 24 • Faculty development ongoing • Revisions being made to assessment tools based on feedback • Students seem happy with it at Phase 4 meeting • Emergency block issues are being worked on <p>D. McKay said a small group will be going to North Carolina in November to attend a Conference on Longitudinal Clerkship and alerted the Committee to a proposal coming regarding this.</p> <p>O. Heath discussed CCHPE’s request to remove IPPL (Interprofessional Practice-based Learning) from the current psychiatry clerkship rotation as the accreditation requirement for IPE is being met through IPST sessions.</p> | <p>ACTION: Motion by O. Heath to discontinue IPPL for Clerks in Psychiatry Rotation. Seconded by D. McKay. Motion carried.</p> |
| <p>#6 PHASE 3 REPORT/ISSUES</p> | <p>Phase 3 Assessment Plans</p> | <p>J. Hickey reported on updates to Assessment Maps for approval.</p> <p>MED 7710 - It was prosed to delete the Peer Assessment Reflective Essay worth 4% and add 2% each to the two Self-directed Learning Assignments.</p> <p>L. Kenny expressed concern regarding “chronic re-assessors”.</p> <p>MED 7720 – No changes. Typos identified to be corrected.</p> <p>MED 7730 – LEAN Day was discussed and will be reviewed again in the future.</p> <p>MED 7740 – D. McKay said there will be a new faculty member leading this who may make some minor changes and therefore asked to table this item for discussion at a later date.</p> <p>Course reviews with PESC of the main three courses have been completed and sent to SAS except Phase 4 Preparation.</p> | <p>ACTION: J. Hickey to make edits as discussed and send to S. Murphy.</p> <p>ACTION: Add “Chronic re-assessors” to future agenda.</p> <p>ACTION: Motion by J. Hickey to accept Phase 3 Assessment Plans for MED 7710, 7770 and 7730 with suggested edits; MED 7740 to be on hold with anticipation of changes. Seconded by L. Kenny. Motion carried.</p> |
| <p>#7 PHASE 2 REPORT/ISSUES</p> | | <p>L. Kenny said due to the introduction of a final OSCE, clinical skills marks will not be released until the Phase has ended so Promotions Committee meeting will be deferred.</p> | |
| <p>#8 PHASE 1 REPORT/ISSUES</p> | <ul style="list-style-type: none"> • ILS Assignment • Biostats/Epidemiology | <p>V. Maddalena said Phase 1 has started and he presented a new version of ILS Assignment which was discussed and all agreed it was clearer and easier</p> | |

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| | | to understand. He introduced the issue of the optimal placement of Biostats/Epidemiology and Critical Appraisal in Phases 1 to 3. After discussion it was agreed to remain unchanged for this academic year. A working group, approved at an earlier meeting, will be convened to make specific recommendations. | |
| #9 SENATE, SCUGS, AND UNIVERSITY ISSUES | | <p>D. McKay updated</p> <ul style="list-style-type: none"> • changes to Pharm D program linked to MD Program by IPST • library offering an online course on academic integrity to new undergraduates as well as those students identified as having academic misconduct. • required vacation time in the form of a week long winter break in Phases 2 and 3 is not compatible with the schedule in Clerkship. The Medical School is thus exempted. • The Community Engagement 3 course has been approved by UGMS. It is still necessary to consult with other faculties within MUN. | ACTION: D. McKay to follow up on Community Engagement 3 package. |
| #10 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES | | D. McKay reported on feedback from SMC regarding N. Duggan's presentation on EPA's and clinic cards which includes increasing faculty development. Suggested updates to clinic cards will be made. | ACTION: N. Duggan to ensure clinic cards are updated as suggested. |
| #11 ACCREDITATION ISSUES | | No issues | |
| #12 UGME OFFICE REPORT AND ISSUES | | Carla Peddle (Acting UGME Coordinator) updated the committee. The Faculty and Student Handbooks are now online. Any suggestions/comments should be forwarded to Carla or Katrin Zipperlin. | |
| #13 MATTERS ARISING FROM THE MINUTES | <ul style="list-style-type: none"> • Subject lead/ content experts • Clinical Skills dress code | <ul style="list-style-type: none"> • Subject lead/content experts: item to be tabled for future discussion, as there is a working group meeting to discuss this matter. • Clinical Skills dress code: After noting that the proposal is not complete, dress code document was not moved for approval. It was suggested that Eastern Health's dress requirements might be satisfactory and this will be investigated. Further discussion with M. Goodridge will occur. | |
| #14 NEW BUSINESS | <ul style="list-style-type: none"> • Clinical Skills Leave | <ul style="list-style-type: none"> • Clinical Skills Leave: It was agreed that this item should be vetted through the relevant Phase management teams before discussion by UGMS. | |

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| #15 ADJOURNMENT | | The meeting adjourned at 1745h. | |
| Next Meeting | | October 23 rd , 1025. | ACTION: S. Murphy to determine if alternate date is required and inform Committee of any change. |



Sean. W Murphy, MD
Committee Chair