

Undergraduate Medical Studies Committee Meeting		DATE	January 20, 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 • 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. Norah Duggan, Phase 4 Lead (Acting) <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, S. Drover, D. McKay, E. Hillman, C. Peddle, L. Kenny, J. Hickey, K. Stringer, T. Laughlin, M. Hayward, A. Goodridge, V. Curran, S. Pennell		

REGRETS	J. Campbell, J. Rourke, M. Ravalia, K. Goodyear, O. Heath, C. Morris-Larkin, L. Alcock,		
RECORDING SECRETARY	<i>Minutes Recorded – Transcribed by Ms. Carla Peddle</i>		
GUESTS	M. Goodridge		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
#1 WELCOME		The meeting was called to order at 1608 hours. S. Murphy inquired about the Phase 1 Lead. D. McKay indicated that A. Pendergast has been appointed to the position of Phase 1 Lead.	ACTION: S. Murphy to include A. Pendergast in the UGMS mailing list
#2 AGENDA APPROVAL		The Agenda was approved.	ACTION: Agenda approved as presented.
#3 APPROVAL OF MINUTES		The Minutes for the December 16, 2015 meeting were approved.	ACTION: S. Murphy to work on getting approved minutes uploaded to website.
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	A. Goodridge informed the Committee that student evaluations indicate the following: i. Phase 1 Overall Rating by the students has been steadily improving ii. ILS still requires some ongoing modifications iii. the LEAN sessions have received significant negative feedback CanMEDS is changing the Manager Role to Leader Role and PESC plans to bring forward to UGMS a Proposal to make parallel changes in our curriculum.	
	Item 4. b. SAS report	V. Curran presented on the following: i. <u>Block Exam Tracking</u> – A report was distributed, noting topics for which no MCQ's were available ii. <u>NBME Report</u> – In the Surgery and Obstetrics & Gynecology NBMEs our medical students perform consistently lower in comparison to students at other Canadian Universities. There was some discussion surrounding NBME preparation for students, item analysis for the NBMEs, and the value of the NBME as an assessment tool in general.	

		D. McKay indicated that MCC is working to develop a Canadian-based exam similar to the NBME	
	Item 4. c. iTac Report	<p>S. Pennell presented on the following:</p> <p>i. <u>D2L e-portfolio</u> - shutting down as of March 1st, 2016, there are several replacement tools under consideration. HSIMS performing ongoing testing with Microsoft OneNote and is considering.</p> <p>ii. <u>Clinic Card App</u> – working with T-Res to develop an app to replace/augment the Clinic Card</p> <p>iii. <u>Your Clerkship App</u> – poor utilization by the students has been observed.</p> <p>iv. <u>One45</u> – Upgrade failure at MUN prevented a breach that affected many other schools using One45. Data was successfully recovered.</p> <p>v. <u>Accreditation Tagging</u> – well underway for the Class of 2017 and is currently being replicated for the Classes of 2018 and 2019</p> <p>vi. <u>Wifi</u> – 2J618 and 2J619 now have access to wifi</p> <p>vii. <u>XTron</u> – new product being considered for <i>voluntary</i> recording of instructional sessions.</p> <p>viii. <u>MCAT</u> – Exam is running on the weekend of 23 January, 2016 with one registrant, when we can potentially accommodate 20 registrants.</p>	
Report from NB		<p>T. Laughlin updated the Committee as follows:</p> <ul style="list-style-type: none"> • NB staff will be visiting MUN on January 26 & 27, 2016 • NB MedEd Forum -Save the Date for 5 April, 2016. D. McKay indicated that the current budget would make travel unlikely for anyone outside of the core representatives 	
#5 PHASE 4- CLERKSHIP REPORT/ISSUES		<p>K. Stringer addressed student concerns regarding the elimination of Anesthesia as a non-core selective since it was recently included in the core program. Anesthesia will continue to be offered as a Rural Selective or an elective.</p> <p>Information from the clinic cards will be collated in a database.</p>	

		Scheduling and processes seem to be working out, ongoing reviews will take place.	
#6 PHASE 3 REPORT/ISSUES		J. Hickey reported that logistics are going well. The block review has become a standing item in the Phase 3 Management Team meetings, creating action items from the feedback. Work on the schedules for next year is currently underway.	
#7 PHASE 2 REPORT/ISSUES		<p>L. Kenny reported that assessment plans review was ongoing third iteration of Phase 2.</p> <p>MED 6750 will change in terms of anatomy assessment and Head and Neck assessment.</p> <p>Anatomy was reported to be underrepresented on the block exam compared with time in the lab (decreased percent value on exams despite increased amount of content). We need to determine the best option for teaching and assessing anatomy (hands on in the lab, online, etc.).</p> <p>It was MOVED by L. Kenny and SECONDED by A. Goodridge to strike the anatomy lab exam and move anatomy questions into the block exam, reallocating the 4% accordingly.</p> <p>All were in favour and the MOTION CARRIED.</p> <p>There will be a pilot program for Head and Neck online assessment.</p> <p>MED 6770 Special Projects will be called “Physician Competencies” for the class of 2020. LEAN was not well-received and content could be revised to eliminate icebreaking activities and focus on interdisciplinary collaboration.</p> <p>It was MOVED by L. Kenny and SECONDED by A. Goodridge The number of hours for LEAN will decrease and the assessment percentages will decrease as a result.</p> <p style="text-align: right;">All were in favour and the MOTION CARRIED.</p>	
#8 PHASE 1 REPORT/ISSUES		No report.	

#9 SENATE, SCUGS, AND UNIVERSITY ISSUES		<p>SCUGS approved the renaming change from Special Projects to Physician Competencies. The Community Visit was added.</p> <p>D. McKay resigned from SCUGS</p>	
#10 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		<p>December meeting did no go ahead.</p>	
#11 ACCREDITATION ISSUES		<p>Ongoing DCI likely to change. Unify accreditation process for professional development in PGME and UGME. Data collection Instruments may change. Accreditation Manager looking for a transfer student policy.</p>	
#12 UGME OFFICE REPORT AND ISSUES		<p>C. Vokey is on leave and anticipates returning in 6 weeks.</p>	
#13 MATTERS ARISING FROM THE MINUTES		<p>There was some discussion regarding the revision of the TOR for UGMS be revised to reflect the CACMS Elements (rather than the LCME standards).</p> <p>It was MOVED by D. McKay and SECONDED by S. Drover that UGMS bring forward a revision of TOR for UGMS to Faculty Council.</p> <p style="text-align: center;">All were in favour and the MOTION</p> <p>CARRIED.</p>	
#14 NEW BUSINESS		<p>Clinical Skills Assessment plan revision (P2): M. Goodridge presented an explanation of the revision in formative assessment involving the removal of written comments. Provisional mark of competent is 80%. Pass/Fail Criteria Overview is not required in the document.</p> <p>It was MOVED by K. Stringer and SECONDED by J. Hickey to remove the new sentence and keep written feedback.</p> <p style="text-align: center;">All were in favour and the MOTION</p>	

		CARRIED.	
#15 ADJOURNMENT		Meeting adjourned at 1746 hours.	
Next Meeting		Next regular meeting scheduled for 17 February, 2016.	



Sean W. Murphy, MD

Committee Chair