

UGMS Committee

Minutes

DATE & TIME: Wednesday, March 21, 2007 at 4:00 p.m.

PLACE: Professional Development and Conferencing Services Boardroom

PRESENT: Dr. S. Peters (Interim Chair), Drs. V. Gadag, M. Wells, D. McPhee, D. Boone, S. Shah, Mr. G. Beckett, Ms. L. Glynn, Ms. E. Hillman and Ms. S. Ackerman

APOLOGIES: Dr. A. Goodridge

Declaration of Conflict of Interest

No conflicts of interest were declared.

Review of Minutes of March 7, 2007

The minutes were accepted as circulated.

Business Arising

Formative Assessment – Clerkship Daily Shift Evaluation

It was noted that the discipline of Obstetrics/Gynecology is now using a clinic shift evaluation card similar to a patient encounter feedback form, and it was felt that this may be a good idea for other disciplines as well.

Dr. Boone will bring this issue to the Clerkship Committee for their input on the possibility of adopting the same process for all disciplines.

New Business

Assessment Committee Terms of Reference

Members were advised that Dr. Kibble had been approached and has developed the terms of reference for this new committee as he has a particular interest in this area.

Members reviewed the draft document and felt that the senior instructional design specialist should be added to the membership as well and that the chair of the UGMS Committee should be a member. The educational specialist should not be listed under voting members but should remain under non-voting members.

It was also noted that the terms of reference for the UGMS Committee would have to be changed in order to reflect its responsibilities to this new committee.

After some further discussion, the terms of reference for the Assessment Committee were accepted with changes as noted.

It was noted that there should be a way to keep track of effective dates for the policies that are implemented by the UGMS Committee. Dr. Peters presented an Excel spreadsheet as a proposed way of doing this and members agreed that this was a good idea. It was also felt that the applicable ED standard numbers should be added and Dr. Peters agreed to do this.

Mock Schedule

Members were reminded that at the last meeting there was some discussion surrounding the need for some pre-clerkship courses to begin one week later, which would be after Labor Day.

Dr. Peters noted that she had worked through an existing schedule for first year and had it begin one week later. She had included all of the required elements including clinical skills sessions and community health sessions and it appeared that everything could be accommodated and the course could still end on the same day as this year even though it would start later.

It was agreed that an attempt should be made to accommodate this change for next year.

Faculty Information Feedback

Dr. Peters noted that there was a 38% response rate to these sessions.

With regards to the database, it was felt that it would be a good idea to identify who teaches in the courses so if subjects are linked it would be easier to make contact with the appropriate person to review the information taught in order to avoid overlap in material.

It was also noted that of the clinical faculty who attended the sessions, none had seen or heard of the patient types form. A copy of the form and the patient types will be sent out to all clinical faculty and it will also be added to the web page.

Operational Policies (Policy and Procedure Log)

This would include examination conduct, etc. and the information would have to come to this Committee once it has been completed by the Management Team.

Policies and Procedures

Curriculum Proposal Policy

Dr. Peters advised that she had met with Gary Peddigrew regarding funding for resources that may be required for curriculum changes and there is now a framework in place. It also contains a clause to cover emergency situations. Written documentation on this will be provided at the next meeting with a possible implementation date for June 1.

Protected Time

The draft of the protected time policy was reviewed.

After much discussion it was felt that protected time for the academic half-day should be defined in the actual schedule. If a half-day was scheduled for 9 am to 11 am on Wednesday morning, that would be the protected time but time outside of this would not.

Members thought that the wording should be changed from academic half-day to academic period and the scheduled formal academic teaching time only, will be protected. This will be included in the definition of academic half-day.

As well, under the heading of Deviations the second sentence will be modified to read “In such cases the UGMS management team will *monitor the use of the protected time in pre-clerkship and clerkship to ensure it remains as protected time*”.

Another draft will be presented at the next meeting.

Template Change Flexibility

This matter was deferred to the next meeting.

Report from Informatics Subcommittee

UGME Web Page Update

The new web page for the UGME Office was reviewed and it was felt that several changes should be made including the following:

- Memorial student policies under the policies section will be removed and replaced with university regulations.
- Under the UGME Staff section, a short job description would be provided under each and the word “secretary” would be removed from job titles.
- LCME Standards, MSOP and MCC Objectives links would be added.
- A description of the UGME Office and the Student Affairs Office would be included on the overview page so users can distinguish between what each office is responsible for.

The site can be activated next week.

LCME Standards**ED 2 – Training Log**

Evidence needs to be provided by discipline coordinators of an effective monitoring process. UGMS members were asked to think about the principles of monitoring for dissemination to faculty.

The information dissemination to faculty needs to be formalized to include (but not limited to) regular faculty information sessions, e-mails and postings on the website.

It was suggested that relevant information could also be passed on in discipline specific Grand Rounds in an attempt to reach the highest number of clinicians.

Dr. Peters agreed to attempt to recruit someone who would be willing to do this.

Other Business**Next Meeting**

After some discussion it was felt that meetings should continue to be scheduled for every two weeks until the summer.

Members agreed.

Vice-Chair

Dr. McPhee agreed to take on this responsibility.

Adjournment

Dr. Peters noted that there has been quite a lot of work done and she thanked members for their input. Ms. Glynn will be taking over as chair at the next meeting but Dr. Peters advised that she would be available for advice if necessary and she would retain a “read only” access to the home page.

There being no further business, the meeting was adjourned.

S. Peters, MD, FRCPC
Interim Chair, UGMS

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