

## UGMS Committee

### Minutes

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DATE & TIME: Wednesday, May 30, 2007 at 4:00 p.m.

PLACE: Professional Development and Conferencing Services Boardroom

PRESENT: Ms. L. Glynn (Chair), Drs. G. Farrell, D. MacPhee, V. Gadag, A. Goodridge, S. Moffatt, N. Bandrauk, S. Shah, Ms. S. Ackerman, Ms. E. Hillman and Mr. A. Kennedy (Student Representative)

APOLOGIES: Mr. G. Beckett

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#### Declaration of Conflict of Interest

No conflict of interest was declared.

#### Review of Minutes of May 16, 2007

The minutes were reviewed and accepted with the following punctuation changes on page 4, first paragraph:

“Dr. MacPhee reported that attendance at these sessions was on a volunteer basis, only if a student needs extra help, and no new material could be introduced.”

#### Correspondence from Dean of Medicine

Ms. Glynn advised that after the last meeting, she had drafted a letter to Dr. Curran outlining the Committee’s response to his request for deviation from the Protected Time Policy with regards to scheduling sessions for the IPE project. Since then a letter has been received from the Dean of Medicine indicating that Dr. Curran should be permitted to continue with these sessions in the evenings until March 2008. Ms. Glynn will draft another letter to Dr. Curran acknowledging this directive from Dr. Rourke and pointing out that any changes to the curriculum after that time must comply with the Curriculum Proposal Policy as well as the Protected Time Policy.

## Agenda Additions

### **Pandemic Response**

Ms. Glynn noted that she had received an e-mail message from Dr. Peters advising of a situation where a student was asked what the role of the clinical clerk would be with regards to emergency preparedness planning and the effect that a pandemic may have on medical education. The student could not answer the question and Dr. Peters felt that this should be brought to the attention of this Committee for a possible policy.

It was noted that on the UGMS Committee home page, there is a link to a document from the Ontario Health Pandemic Influenza Plan regarding the role of health sciences students in a pandemic response. Members were asked to review this document for discussion at a later date and Ms. Glynn will also draft a proposal for discussion.

At this time Dr. Farrell raised the point that sometimes it may not be appropriate for students to participate in patient care due to their own health issues and he felt that this matter could also be addressed in such a proposal if members felt it was appropriate.

After some discussion it was felt that there should be two different policies dealing with the issues separately and the issue of student health would be considered once a policy regarding pandemic response was developed.

### **Pre-Clerkship Schedules**

Ms. Glynn reminded members that there had been discussion in the past regarding the possibility of requiring that all pre-clerkship schedules be completed one year in advance.

Dr. Farrell noted that this matter has also been discussed at the pre-clerkship committee level where some concerns were expressed regarding such a policy. However, he felt it would be in the students' best interest to have scheduling information available to them well in advance. If the UGMS Committee had a directive that all scheduling must be completed at the beginning of the academic year, it would have to be done. He indicated that he would like to see such a directive in place for September 2007.

Some members felt that one year would be too much because it may not be possible to know about professional and personal commitments that far in advance. Others felt that there was also a problem with assumptions being made regarding teaching in that it is often assumed because a lecturer taught in the past, he/she would automatically teach again and are often scheduled without checking with the person first.

After some further discussion it was decided that Dr. Farrell would draft a proposal for discussion at the next meeting and Dr. MacPhee would also approach Dr. McKay who is familiar with these areas and may be able to offer some advice.

## Policies and Procedures

### **Formative Assessment Policy**

This policy was reviewed because there was some question whether participation should be mandatory.

After some discussion it was felt that the policy was appropriate however, a definition of “participation” would be added to help with clarification.

### **Non-Cognitive Behavior/Code of Conduct**

It was noted that this is actually a code of conduct and not a policy, and the only remaining issue of contention when the document was being developed was with the dress code. Students felt that they should have the same policy that is used by Eastern Health. It was also pointed out that this only applies to students when they are dealing with patients or standardized patients.

The Committee felt that there should be a separate complaints policy with regards to dealing with inappropriate dress in the classroom because it would be difficult to enforce a code of conduct in this environment. This should be a priority.

After some further discussion the Code of Conduct was approved.

It was confirmed that this new Code of Conduct will replace the existing code and will be referred to in all professional situations. The new code will be put on the website and also in The Anchor to replace what is currently there.

### **Faculty Teaching Evaluation Policy**

This policy will be reviewed and voted on at the next meeting.

### **Curriculum Proposal Policy**

It was noted that in Section C, item 1 in the first bullet, the word “any” should be removed.

The policy was then accepted as amended.

### **Course Review Policy**

The draft of this policy was reviewed and it was felt that a definition of “intense review” should be included.

The policy was accepted as amended.

**Annual Objectives Review Policy**

Members were advised that there is information on the home page that should be reviewed with regards to this policy and the matter was deferred to the next meeting.

Pre-Clerkship Report

Dr. Farrell noted that there is now a new Pre-Clerkship Manual that should be available in September.

It was also noted that the Pre-Clerkship Committee is currently in the process of attempting to standardize the pass/fail criteria through Community Health, Clinical Skills, Basic Sciences and Integrated Study of Diseases.

Adjournment

There being no further business, the meeting was adjourned.

Ms. L. Glynn  
Chair

LG/mjm