

Clerkship Committee

Minutes

DATE & TIME: Thursday, April 12, 2007 at 4:00 p.m.

PLACE: Undergraduate Medical Education Boardroom

PRESENT: Dr. A. Drover (Acting Chair), Drs. N. Duggan, H. White, J. Harris, B. Curtis, Ms. M. Kent, Ms. V. Griffin, Ms. J. Young (Student Representative), Mr. S. Butt (Student Representative) and Mr. G. Beckett (Invited Guest)

APOLOGIES: Drs. D. Boone, M. Raju, P. Gardiner, M. Wells and Ms. S. Ackerman

Review of Minutes of March 12, 2007

Mr. Butt wished to clarify that there were clerkship representatives on the committee that is working on the code of conduct.

WHITE/CURTIS

THAT the minutes be approved as circulated.

CARRIED

Business Arising

Update on T-Clerk

It was noted that the original listings provided on T-Clerk were found to be too cumbersome, however, the core rotation information has now been sent and they have customized it.

Mr. Butt noted that the new list is less cumbersome; however, he felt that it could still be improved upon as the options were still not discipline specific and each menu looks the same regardless of the rotation. As well, the encounters require a staff person's name and it has already been agreed by this Committee that names would not be required and therefore it should be removed from all menus. He also noted that some students had problems loading the program onto their palm pilots. Mr. Butt has contacted the people at T-Clerk to request a paper copy for review by members, however, to date they have not gotten back to him.

Update on Leave Policy

The draft of this policy was reviewed by members and it was noted that the document was almost the same as the PAIRN policy. After some discussion, the following changes were suggested:

- The statement under Conference Leave would be revised to read as follows: Clerks shall be granted seven (7) *calendar* days leave to attend educational events such as medical conferences approved by the Clerkship Coordinator. *Students may not miss more than ¼ of the rotation. If a student is presenting or participating, he/she may be granted leave as approved by the clerkship coordinator.*
- The heading Maternity/Paternity Leave will be changed to read *Maternity/Parental/Adoption Leave.*
- Specific guidelines will be developed for *Maternity/Parental/Adoption Leave.*
- Under the heading Family Responsibility Leave, the last bullet under section A will be changed to read “attend to family matters of a more personal nature that shall remain private and confidential *and this should be consistent, tracked and documented in the same manner through all disciplines.* It was felt, however, that more discussion was required with regards to whether these days could be taken without any reason being given. It was decided to table the discussion for the time being and revisit when most discipline coordinators are present.
- The * under section A will be amended to read “may be awarded up to three (3) days family leave in any calendar year *with the approval of the staff person* at the discretion of the Clerkship Coordinator.

The changes will be made as discussed and the policy will be reviewed again at the next meeting for possible approval.

It was also felt that clinical clerks should be entitled to the same statutory holidays as other Memorial University students and that it should not be discipline specific.

Academic Half-Day Time Off

It was verified that scheduled academic sessions are considered to be protected time. If a complete session or a large portion of a session has been cancelled, clerks are expected to report for service.

It was felt that this information should be included in the Clerkship Handbook when it is being revised for the next class.

Oncology Presentation

Members were advised that Ms. Ackerman has met with Dr. Zulfiquar and she will have an update at the next meeting.

New Business

One45 Presentation

Mr. Beckett provided a demonstration on the One45 system. He also noted the following:

- The option is available to use this system to run T-Clerk in the future.
- The system has the capability to provide the grades to the clinical clerks as is currently being done in the pre-clerkship. It won't be a problem to customize the program to meet each discipline's needs.
- It has been used for the clerkship template selection for the Class of 2009.

Mr. Beckett requested direction from the Committee with regards to the possibility of using One45 for grades instead of WebCT.

After some discussion it was decided that members would discuss this matter further at a future meeting and a written decision would be provided to Mr. Beckett at that time.

Form for Prescribed Clinical core Rotation Experiences

Members were reminded that the back of this form must be completed and signed in both places in order for it to be valid.

McGill Evaluation of Professionalism

Dr. Harris provided members with a copy of a mini professionalism evaluation exercise used at McGill which is completed each time a student sees a patient and is supported by AFMC. She also provided a copy of a form used for clinical encounters by the American Board of Internal Medicine. She felt that these were two good mechanisms to consider for formative feedback.

After some consideration and discussion it was decided that Ms. Ackerman would be asked to look at the information available on how effective these forms are. There will also need to be guidelines put in place along with a consequence. Ms. Ackerman will also be asked to look at any other evidence available on other tools.

Possible Approval for 1 or 2 Week Electives for Canadian Medical School Students

Ms. Kent noted that there are requests from Canadian medical students for one week electives, however, at the present time only four week electives only.

Dr. Curtis pointed out that in some disciplines, for example Radiology or Anesthesia, two weeks would be acceptable whereas in some other areas two weeks would not be useful. Memorial students are only approved for two week electives because it would be difficult to obtain a meaningful evaluation based on a one-week performance.

After some discussion it was felt that four to eight weeks of electives would remain as the standard as it currently is, however, two weeks would be available for selected disciplines. A one week elective will not be available.

New standard on the Learning Environment

A copy of this new standard was distributed to members for their information.

Dissemination of Forms and Information

Coordinators were reminded that it is the responsibility of each discipline office to ensure that any forms being used are disseminated to other sties as appropriate. For example, the form for Prescribed Clinical core Rotation Experiences.

Database

Members were advised that the database is now up and running and everyone should familiarize themselves with how it works and what is available. Ms. Ackerman is available to meet with anyone who needs assistance. As well, each discipline subcommittee should meet on a regular basis to review the applicable information in the database for duplication.

ITER Changes

Dr. Harris pointed out that because there is a section on the current ITER for supervisors to record any weaknesses in student performance, they sometimes feel obligated to record something even if there are no weaknesses and these comments sometimes are transferred to the overall evaluation and ultimately to the student performance evaluation. She suggested that strengths and weaknesses should be combined under the same heading and it would then be up to the supervisor to include under this section what they feel is appropriate.

After some further discussion it was agreed that Dr. Harris and Ms. Ackerman would review the current ITER and bring suggestions for discussion to the next meeting for review and possible approval.

Student Reports

Class of 2008

Mr. Butt noted that the Obstetrics/Gynecology student representative in his class had written a letter to the discipline coordinator to highlight some of the comments that she has been receiving from students with regards to suggestions for making the rotation better. He advised that a formal process has been started and there will be a response. He didn't feel that anything needed to be discussed at this committee at this time and the students plan to meet with Dr. Gill to discuss the issues.

Class of 2007

Ms. Young advised that she had nothing to report at this time.

At this time, the Committee thanked Mr. Young for her input during her time on the committee and for representing her class so well.

Adjournment

There being no further business, the meeting was adjourned.

Dr. A. Drover
Acting Chair

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