

Clerkship Committee

Minutes

DATE & TIME: Thursday, June 14, 2007 at 4:00 p.m.

PLACE: Undergraduate Medical Education Boardroom

PRESENT: Dr. D. Boone (Chair), Drs. H. White, L. Dawson, G. Sherman, K. Tompkins, M. Raju, A. Drover, Ms. M. Kent, Ms. S. Ackerman, V. Griffin, S. Butt (Student Representative) and Mr. G. Beckett (Invited Guest)

APOLOGIES: Drs. M. Wells and P. Gardiner

Review of Minutes of May 17, 2007

WHITE/DAWSON

THAT the minutes be approved as circulated.

CARRIED

Business Arising

Review of Leave Policy

It was noted that Ms. Kent, Dr. Boone and Mr. Butt had met to discuss the final version of the document which was handed out to members for their review. After some discussion, it was decided that the following changes would be made:

- Under Compassionate Leave, the final sentence should read "...if such deceased person *was* a resident outside of the province."
- Under Family Responsibility Leave, the final bullet will be removed.
- Under Personal Leave, the statement "*provide as much notice to UGME/Clerkship Coordinator as is reasonably possible.*"
- Under Personal Leave the statement "*Students should ensure their call is covered if they are scheduled for such on the day of the leave.*"

- Under Fourth Year Vacation, the comment “(*different each year*)” will be added after the bullet regarding CaRMS interview times.
- Under Sick Leave, the first sentence will read “It is your responsibility to inform the UGME Office, the staff person *or chief resident* directly responsible...”
- Under Sick Leave, the statement “*A doctor’s note will be required for sick leave of more than two consecutive days.*”

The document was passed with the changes as noted.

As well, it was felt that any leaves that are approved should be entered on One45 and also tracked through the UGME Office to ensure that there is no abuse of the policy. Also, when a student begins a rotation and has had leave approved in advance, it is the student’s responsibility to ensure that the chief resident is aware of this.

Update on Dean’s Letter Format

This matter was deferred to the next meeting.

Feedback on Unofficial Clerkship Guide

All members were in agreement with this document.

Update on Ad Hoc Committee for Clerkship Curriculum Review

Members were advised that this Committee will once again become active and will attempt to meet once during the summer. The Committee will review possible new directions with regards to restructuring clerkship. Any recommendations will be made to this Committee and then on to UGMS Committee.

Update on Meeting with Dr. Zulfiquar

Ms. Ackerman noted that she had met with Dr. Zulfiquar on May 18 and went through the database process with him. He will consider his recent proposal to the Committee in relation to what is already being taught in order to identify any redundancy or omissions and will meet with Ms. Ackerman again. She will then report back to this Committee after that meeting takes place.

New Business

Presentation of Radiology Theme

This matter was deferred to a future meeting.

T-Clerk Presentation

Dr. Boone advised that he has met with various coordinators regarding T-Clerk and the following issues were identified:

- Needs to be simple overall.
- Needs to be simple for logging in to fill in clinical experiences.
- Easy access for clerkship coordinators to review within an appropriate amount of time.
- Easy was to communicate that someone has done what is required and what still needs to be done.
- Capacity to expand beyond the simple document to allow logging of further experiences beyond the clinical curriculum.

Mr. Kent Hayden and his associate, Ms. Rebecca Fry from T-Clerk, were introduced to the Committee. There was much discussion and the issues with the committee had with the T-Clerk program were outlined including those noted above. Mr. Hayden felt that he could address all concerns to the satisfaction of the Committee.

The possible benefits of continuing with T-Clerk were discussed and included the ability to access the program from various devices including palm pilot, blackberry and PC; the reporting structure was felt to be satisfactory; the fact that the information could be fed back to the students themselves; speed of entry. After some further discussion it was felt that the new version of T-Clerk would be reviewed once it was ready and a final decision would be made at that time.

As well, Mr. Beckett agreed to be the liaise for this process.

Student Reports

Student Representation on Promotions Committee

Mr. Butt noted that this matter had been put to the MSS for a decision but they were not able to decide so the matter was put to the student body in the form of a referendum. A report will be forthcoming.

Protected Time during Academic Half Days

The decision made at the last meeting regarding protected time during academic half days was passed on to the class by Mr. Butt.

Adjournment

There being no further business, the meeting was adjourned.

Darrell Boone, M.D., FRCSC
Clerkship Coordinator

DB/mjm