

UGMS Meeting Minutes

Attendance: T. Adey (phone), L. Alcock, C. Campbell, V. Curran, N. Duggan, J. Gill (phone); A. Haynes (phone), T. Hearn (phone), E. Hillman (phone); H. Jackman; S. Murphy (Chair), A. Pendergast (phone), S. Pennell, K. Quinlan, J. Reddigan; C. Skanes, L. Webster

Purpose of Meeting: The Undergraduate Medical Studies (UGMS) Committee convened an emergency meeting to establish recommendations to submit to the Faculty of Medicine (FoM) COVID-19 Task Force regarding how the delivery of the Doctor of Medicine (M.D.) program should move forward in light of intuitional, provincial and national COVID-19 guidelines. The UGMS committee is aware that the development of any new Memorial University recommendations will supersede any approved Faculty of Medicine recommendations.

Situation Update: Dr. Tanis Adey

- Memorial is suspending all classes, academic half-days and labs (both face-to-face and those currently offered online) at the end of the day on Wednesday, March 18; instruction is scheduled to resume remotely on Monday, March 23.
- Several medical schools across the country have moved to online learning and have cancelled clinical skills sessions and small group teaching sessions. Additionally, some medical schools have suspended clerkship, all international visiting electives, and / or all national electives
- A memo was sent to learners on Friday, March 13th and Sunday, March 16th. The following information has been communicated to faculty and learners by the FoM:
 - International visiting electives and national electives have been cancelled.
 - As of Monday, March 16th, all clinical skills sessions are cancelled.
 - During clinical activities, all unregistered learners are prohibited from the frontline assessment or care of patients who are confirmed or presumed to exhibit signs or symptoms of an upper respiratory tract infection.
 - The Labrador Institute is suspending all university-related travel for staff, faculty, students, and researchers coming to Labrador to work with Labrador Institute staff and faculty
- Dr. Sean Murphy indicated that SCUGS recently approved a motion that allows learners to drop a class up until the last day of the semester, without academic prejudice.

HSIMS Update: Steve Pennell

- Steve Pennell presented to the group a matrix of the eLearning options available to lecturers for live events and pre-recordings that they will be able to utilize for their sessions.
- It is proposed that the most effective and efficient option for live events is the audio conference + Brightspace option. This option can run without support from HSIMS, should there be limits on staff available. These sessions can also be pre-recorded, delivered asynchronously, archived and delivered or prepared from home.
- HSIMS will be ready to roll out Brightspace for all UGME academic sessions early this week
 - All instructors will be contacted individually; learners will be able to find information as it becomes available in their course shell
 - Brightspace will also be set up for each clinical rotation
- It will be important to give lecturers the opportunity to record sessions ahead of time given the ever-changing situation.
- Currently, there is no plan in place for summative assessments. Steve is currently exploring options for expanded use of Question mark software and online proctors. Information will be shared with SAS & UGMS as soon as it becomes available. Formative assessments will currently go ahead as scheduled.

Recommendations for the Delivery of each Phase of the M.D. Program

Phase 1 is complete and requires no immediate action plan.

Delivery of Phase 2

- Regular in-class lectures will now be delivered via eLearning technology. Similarly, for labs and tutorials, lecturers will need to determine ways to cover the objectives via eLearning methods.
- Interprofessional Education sessions are complete and require no action plan.
- **Clinical skills**
 - The majority of medical schools across the country have cancelled in-person clinical skills sessions until further notice.
 - It was suggested that learners might be able to complete some form of condensed clinical skills sessions upon returning to in-class sessions.
 - There currently are clinical skills online resources and videos available at the HSC Library, such as the Bate's video series, and other e-learning resources should be explored.

- **The Clinical Skills Committee will be asked to address the following:**
 - **Conduct an in-depth review of available online resources for clinical skills teaching**
 - **Conduct a review of the clinical skills sessions that have been completed to date and review completed assessments to determine if some decisions can be made based on the content completed.**
 - **Determine a plan to move forward regarding the assessment of clinical skills**

- **Rural Community Visit**
 - Currently, student placements are scheduled to begin April 27th and will take place in distributed Family Doctor's offices. Given that this is almost six weeks away, UGMS is not prepared to recommend at this time that these placements be cancelled. This will need to be revisited as the situation evolves, and it is very possible that these placements will be cancelled in the next several weeks.
 - If the rural community visits are to proceed, learners will need to stay within the island portion of the province.
 - If the rural community visits are cancelled, it will be considered blank space in the learner schedule. There is no practical way of replacing the scheduled time.
 - **Recommendation: If the Rural Community Visits are to proceed, learners will not be permitted to leave island to complete the placement. The UGME office should make efforts find appropriate placements for all learners in Newfoundland as a contingency plan. Consideration should be given to cancelling the placement in the next several weeks if the situation warrants that action.**

- **Assessment**
 - Assessment plans are currently TBD pending further evaluation of options as discussed earlier
 - Faculty are encouraged to consider other opportunities for assessment (e.g. papers, assignments)
 - Six learners are currently scheduled to complete reassessments the week of March 16th. After discussion, it was recommended that these students be allowed to complete the remediation exams at the scheduled time. The numbers of students are small enough that learners will be accommodated to ensure they are at a sufficient distance from their classmates while completing the reassessments. UGMS is not aware of any University stipulation that FoM facilities are not to be used.
 - It is acknowledged that some of these students have expressed concerns to the Phase 2 Lead that the computer lab facilities are not sufficiently cleaned to allow them to use them without undue risk. It is therefore deferred to the FoM Task Force to determine whether or not these facilities may be used. If not, an alternative form of remediation must be found.

- **Other Recommendations**
 - **MUN Med Gateway experiences to be cancelled immediately.**
 - **Physician Shadowing experiences to be cancelled immediately.**

Delivery of Phase 3

- Regular in-class lectures will now be delivered via eLearning technology. Similarly, for labs and tutorials, lecturers will need to determine ways to cover the objectives via eLearning methods.
- Interprofessional Education sessions are complete.
- **Clinical skills**
 - Recommendations as outlined for Phase 2 apply to Phase 3.
 - The majority of Phase 3 clinical skills sessions are complete. OSCE will be cancelled.
- **Community Engagement Course**
 - Placements scheduled to begin May 18th. As for Phase 2, UGMS is not prepared to recommend at this time whether these placements should be cancelled.
 - If the placements are to proceed, learners will need to stay within the province.
 - If the placements are cancelled, it will be considered blank space in the learner schedule. There is no practical way of replacing the scheduled time.
 - **Recommendation: If the Community Engagement placements are to proceed, Learners will not be permitted to leave island to complete the placement. The UGME office will work to find appropriate placements for all learners in Newfoundland as a contingency plan.**
- **Assessment**
 - Assessment plans are currently TBD and options need to be explored as outlined earlier.
 - Faculty are encouraged to consider other opportunities for assessment (e.g. papers, assignments)
 - It is noted that 2 summative examinations are left - April 8th and May 15th

Delivery of Phase 4

Class of 2020

- 20 learners are currently completing electives - was originally 21 but a learner left their elective in Ottawa to come home. All Electives will be complete by Friday, March 20th.
 - 2 learners are in New Brunswick – they have been told to stay in New Brunswick for the time being.
 - 18 students are finishing electives this week in the province. They have been informed to continue until they hear otherwise from the FoM.
- Advanced Procedural Competencies course starts March 30th. There are two major face-to-face components of this course: Summative OSCE and advanced procedural skills testing. Additionally, students complete their ACLS training during this course. The remainder of the course is lectures.

Recommendations

- **Learners will continue with their elective experiences at the discretion of their primary elective supervisor until further notice. The cancellation of elective services may affect the utility of the elective. Learners are to continue following all safety and contact guidelines as mandated by the FoM.**
- **All course components of the Advanced Procedural Competencies course are cancelled with the exception of the lectures that will now be delivered via eLearning technology.**
- **ACLS is suspended until further notice. It is noted that ACLS is not required to meet MD program objectives.**

Class of 2021

- Anesthesia: 30 learners have not finished their Anesthesia core rotation. It has been recommended by the Discipline that learners should no longer be able to complete the Anesthesia rotation as learners are not able to enter ORs and are not allowed to bag and mask patients. The Anesthesia CDCs have indicated that there is very low value in having learners complete the rotation at this time.
- The pros and cons of cancelling core rotations were discussed at length. It was agreed that at this time, rotations should continue to allow students as much time as possible to complete their clinical learning experiences.
- Dr. Adey reiterated that she as well as the Dean will advocate for a national approach regarding learners who have been impacted by the cancellation of clinical experiences.
- For learners completing rotations in PEI, the UGME office will try to change their schedule so they can stay in PEI for their subsequent rotation. If the learner must return to Newfoundland, the UGME office will work to change their schedule so they can remain in Newfoundland for their remaining rotations.
- Progress testing is scheduled for April 9th. This is an NBME exam. This will need to be provided an alternate format. Future consideration is required regarding how to address progress testing.

Recommendations

- **All core rotations are to continue until further notice. Learners are to continue following all safety and contact guidelines as mandated by the FoM. The UGMS committee will meet and consider whether P4 students will continue to attend clinical rotations at least weekly as the situation evolves.**
- **The UGMS requests confirmation from the Anesthesia Clinical Chief and the Anesthesia Clinical Chair indicating of their recommendation to suspend all core anesthesia rotations. If confirmed, these rotations will be suspended until further notice.**
- **All CDCs must review their rotation objectives and modify the rotation experiences appropriately to meet the rotation objectives.**
- **All half days, rounds and grand rounds will be converted to eLearning technology**
- **Protected time for academic activities is to be maintained.**
- **Leave accommodations will to made for all learners who need to self-isolate upon returning to Canada**
- **All lecturers are required to engage with eLearning technology.**

Approval of the recommendations was moved by Dr. Sean Murphy and seconded by Dr. Norah Duggan. All were in favour and the MOTION CARRIED.

Overview of Recommendations from UGMS

Phase 2

- The following action items are to be completed by the Clinical Skills Committee:
 - Conduct an in-depth review of available online resources for clinical skills teaching
 - Conduct a review of the clinical skills sessions that have been completed to date and review completed assessments to determine if some decisions can be made based on the content completed.
 - Determine a plan to move forward regarding the assessment of clinical skills
- If the Rural Community Visits are to proceed, Learners will not be permitted to leave island to complete the placement. The UGME office will work to find appropriate placements for all learners in Newfoundland.
- MUN Med Gateway experiences to be cancelled immediately.
- Physician Shadowing experiences to be cancelled immediately.

Phase 3

- If the Community Engagement placements are to proceed, Learners will not be permitted to leave island to complete the placement. The UGME office will work to find appropriate placements for all learners in Newfoundland.

Phase 4

Class of 2020

- Learners will continue with their elective experiences at the discretion of their primary elective supervisor until further notice. Learners are to continue following all safety and contact guidelines as mandated by the FoM.
- All course components of the Advanced Procedural Competencies course are cancelled with the exception of the lectures, which will be delivered via eLearning technology.
- ACLS is suspended until further notice

Class of 2021

- All core rotations are to continue until further notice. Learners are to continue following all safety and contact guidelines as mandated by the FoM.
- The UGMS requests confirmation from the Anesthesia Clinical Chief and the Anesthesia Clinical Chair of their support for canceling all core anesthesia rotations.
- All CDCs must review their rotation objectives and modify the rotation experiences appropriately to meet the rotation objectives.
- All half days, rounds and grand rounds will be converted to eLearning technology
- Protected time for academic activities is to be maintained.

General Recommendations

- Leave accommodations will to made for all learners who need to self-isolate upon returning to Canada
- All lecturers are required to engage with eLearning technology.