

Undergraduate Medical Studies Committee Meeting		DATE	March 20, 2019
		ROOM	M2M240
CHAIR	Dr. Sean Murphy		
MEMBERS: 2018-19	<p>Student Representatives (2)</p> <ul style="list-style-type: none"> • Mr. Lindsay Webster, Senior Student Representative • Ms. Claire Skanes, Junior Student Representative <p>Academic/Administrative Representatives (5)</p> <ul style="list-style-type: none"> • Dr. Olga Heath, Faculty Representative • Ms. Lindsay Alcock, Faculty Representative <p>Permanent Members (13)</p> <ul style="list-style-type: none"> • Dr. Margaret Steele, Dean of Medicine • Dr. Tanis Adey, Associate Dean, Undergraduate Medical Education • Ms. Elizabeth Hillman, Registrar's Delegate • Ms. Carla Peddle, UGME Coordinator • Dr. Alan Goodridge, Chair - Program Evaluation Sub-Committee • Dr. Vernon Curran, Chair - Student Assessment Sub-Committee • Mr. Stephen Pennell, Chair - Information Technology Advisory Committee • Dr. Norah Duggan, Phase 4 Lead/Clerkship Coordinator • Dr. Amanda Pendergast, Phase 1 Lead • Dr. Heather Jackman, Phase 2 Lead • Dr. Jasbir Gill, Phase 3 Lead <p>Corresponding Members (5) (Absence does not affect quorum)</p> <ul style="list-style-type: none"> • Dr. Tom Laughlin, Assistant Dean – New Brunswick • <i>Vacant</i>, Assistant Dean – Rural Medical Education Network • <i>Vacant</i>, Assistant Dean – Prince Edward Island • <i>Vacant</i>, Assistant Dean – Yukon • Dr. Taryn Hearn, Co-Interim Review Coordinator • Dr. Alison Haynes, Faculty Content Lead • Mr. Brian Kerr, UGME Curriculum & Accreditation Advisor 		
PARTICIPANTS	S. Murphy, L. Alcock, T. Adey, E. Hillman, C. Peddle, A. Goodridge, V. Curran, A. Pendergast, H. Jackman, J. Gill, N. Duggan, L.		

	Webster, C. Skanes, T. Laughlin (on line), T. Hearn, A. Haynes		
REGRETS	O. Heath, S. Pennell, B. Kerr		
RECORDING SECRETARY	<i>Minutes Recorded and Transcribed by Ms. Carol Vokey</i>		
GUESTS	J. Reddigan		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME		The meeting was called to order at 1604 hours.	
AGENDA APPROVAL		The Agenda was approved as presented.	
APPROVAL OF MINUTES		The minutes of February 20, 2019 meeting were reviewed and approved.	
STANDING COMMITTEE REPORTS	PESC Report	A. Goodridge updated that a meeting took place with S. Murphy, A. Hynes, G. McGrath, B. Kerr, and T. Hearn to determine the next steps of the curriculum review. Most recommendations are easily delegated to respective groups, and they are exploring governance issues. A. Goodridge presented to DEIST last week, recommendations were favorably received including one for additional support for UGMS, and the Dean's office has asked for further details on this ½ time position. The new Curriculum Oversight Working Group will need support and the new person could probably be used there, too.	
	SAS Report	V. Curran organized a special Phase 4 meeting regarding assessment to share the feedback SAS has received on clinic cards and the app with T. Adey and N. Duggan along with suggestions for improvement. This will be brought back to next Phase 4 meeting as well as the SAS meeting next week. T. Adey added they have just had the first meeting of the MSPR Working Group and this feedback is very important as the clinic card information is included on the MSPR. V. Curran said students are very concerned about the process of completing clinic cards.	
	iTac Report	S. Pennell was not present, but sent a report to S. Murphy to share as follows: <ul style="list-style-type: none"> • Question Mark is now cloud based meaning exams can be run outside the University if necessary • One45 will also be moving to the Cloud. He met with CIO officer of Privacy and they will meet again along with University lawyer at the end of April. This move will save money and maintain timely system updates. • Project underway to evaluate all audio/video systems within in MEC small group 	

		<p>learning rooms and lecture theatres. All education technology is now beyond 6 years old.</p> <ul style="list-style-type: none"> • MCC Prometric testing center is ongoing, and MCCQE exam will run on April 23 and 24. • Any update on PERG faculty rep from UGME? 	
PHASE 4-CLERKSHIP REPORT/ISSUES		N. Duggan presented the Proposal for a new Phase 4 elective (see item in New Business).	
PHASE 3 REPORT/ISSUES		<p>J. Gill reported on the following:</p> <p>1. The 2 hour lecture on Sexual Disorders and Gender Dysphoria has been divided into 2 separate lectures in response to student feedback. Dr. Sinnott will be teaching the Gender Dysphoria lecture and would like an extra 30 minutes as it's a very large subject to cover, the topic isn't covered anywhere else, and they would like to invite in a panel. This time addition can be accommodated in the schedule, has been approved in the last Phase meeting, and no new objectives have been added (objectives were fine-tuned for each segment). S. Murphy had no objection but was concerned that adding 30 minute may be in conflict with the Protected Time and Duty Hours policy. He suggested a one-time approval on the condition that the change follows procedure and does not go against the policy. S. Murphy said the gap that has been identified should be addressed for next iteration.</p> <p>It was MOVED by J. Gill and SECONDED by A. Pendergast to approve the one-time addition of 30 minutes to the Gender Dysphoria lecture with Dr. Sinnott on the condition that it does not interfere with the Protected Time and Duty Hours Policy.</p> <p style="text-align: center;">All were in favour and the MOTION CARRIED.</p> <p>2. Issue brought forward by A. Goodridge suggesting the Phase 3 lecture on the Cerebellum and Basal Ganglia whose objectives are covered in Phase 4 lectures be removed. This lecture hasn't been taught as there is no one to teach it, and A. Goodridge said this lecture has more information than needed in Phase 3. E. Hillman asked if any student could say they were disadvantaged by the removal, and A. Goodridge said he was confident that wouldn't be the case.</p>	<p>ACTION: It was moved by J. Gill and seconded by A. Pendergast to approve the one-time addition of 30 minutes to the Gender Dysphoria lecture with Dr. Sinnott on the condition that it does not interfere with the Protected Time and Duty Hours Policy. Motion carried.</p> <p>ACTION: It was moved by J. Gill and seconded by A. Goodridge to remove the Phase 3 lecture on the Cerebellum and Basal Ganglia as per discussion.</p>

	<p>It was MOVED by J. Gill and SECONDED by A. Goodridge to remove the Phase 3 lecture on the Cerebellum and Basal Ganglia as per discussion.</p> <p style="text-align: center;">All were in favour and the MOTION CARRIED.</p> <p>3. They may have a SAS representative and will keep us updated. V. Curran said they are still looking for a Phase 4 Assessment Lead, and T. Adey said they will put out a call for this. She asked if anyone knows of people considering these positions to please encourage them to express their interest.</p>	Motion carried.
PHASE 2 REPORT/ISSUES	<p>H. Jackman updated:</p> <ul style="list-style-type: none"> • <u>P2 immunology objectives</u>: L. Kenny is still working on it and she doesn't have all the information. As she understands it, objectives have been edited. S. Murphy explained he met with the Chair of Pathology regarding the issue of transporting of cultures between Eastern Health and Memorial. In the end, it was decided the lab wasn't worth it and a digital slide could be shown instead. He understood that no objectives are being lost by taking it out. • <u>Medical Microbiology</u>: A. Haynes said changes have been implemented for this year and that B. Kerr is working to formalize a proposal to present at next UGMS. Apparently, there are a lot of changes in how the lecture is delivered, but objectives are not changed only streamlined. A. Goodridge said PESC saw a lot of criticism re where the subject being taught in the curriculum, and C. Skanes agreed that students think the teaching order is wrong. H. Jackman to email B. Kerr to let him know that without a proposal nothing has been changed. 	ACTION: H. Jackman to email B. Kerr to let him know that the UGMS Committee needs a proposal regarding changes to Microbiology before anything can be changed.
PHASE 1 REPORT/ISSUES	A. Pendergast updated that D. Deacon just sent her assessment reports and they will be presented next week at SAS and discussed at next Phase 1 meeting.	
REPORT FROM NB	<p>T. Laughlin updated:</p> <ul style="list-style-type: none"> • He is still waiting on LIC in Fredericton, and they promised response by end of April. • LIC in Moncton, looking at student feedback now and they will gather more information in the summer for the Committee's review. • Extended invitation to Med Ed Forum May 2 and 3 in Fredericton. 	
SENATE, SCUGS, AND UNIVERSITY ISSUES	T. Adey said there had been no Senate meeting this month.	ACTION: Committee

	<p>T. Adey brought forward information on the Professional Suitability Process. Dr. Heather Haire, Associate Dean of Social Work, sent the information to Memorial UG Deans and is looking for feedback regarding adding professionalism aspect to the Academic Misconduct Policy as this would involve a calendar change. T. Adey asked the Committee to read and provide feedback. E. Hillman said this was discussed in 2016 when it was proposed that a separate panel be created in each faculty and school to deal with issues of professional suitability and misconduct. This wasn't done, and now it's back again. She said there needs to be care taken with the review here to ensure it meets Medicine's needs, requirements, outcomes, etc. as there are more implications for Medicine than the other schools. E. Hillman asked how adopting and implementing the professional suitability process impacts on accreditation and the CPSNL. V. Curran commented that digital professionalism isn't addressed in the document, and J. Reddigan said it's timely to deal with this now when things are being reworked. After discussion, it was decided Committee members would review for further discussion next meeting. L. Webster and C. Skanes will bring it up at their next executive committee meeting for discussion.</p>	<p>members to review proposal to add professionalism component to the Academic Misconduct Policy for discussion at next meeting.</p> <p>ACTION: L. Webster and C. Skanes to bring professionalism component to their next executive committee meetings for discussion.</p>
SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES	No issues reported.	
UGME OFFICE REPORT AND ISSUES	<p>T. Adey brought up issue relating to the Protected Time and Duty Hours Policy that was raised at the last PESC meeting. As stated in the Faculty Handbook, lecturers have 50 minutes per lecture however, many are going over. Should this be included in the Protected Time and Duty Hours Policy? C. Peddle has posted signs in the lecture rooms, and T. Adey has asked HSIMS if an alarm from IT would be an option. L. Webster and C. Skanes said lectures extend past 50 minutes quite often and the sign should help. C. Peddle suggested revising the schedule to reflect the 50 minute block. S. Murphy would like more information from HSIMS for discussion at next meeting, and T. Adey will forward answer from HSIMS on alarm to S. Murphy when she gets it.</p>	<p>ACTION: T. Adey will forward HSIMS' answer to S. Murphy regarding an alarm to inform lecturers when 50 minutes have elapsed.</p>
MATTERS ARISING FROM THE MINUTES	<p><u>Proposal for theme-based curriculum:</u> A. Haynes has met with UCLs as a result of the curriculum review recommendation that we explore alternate curriculum models, and they are proposing a theme-based curriculum. This could potentially be done for the upcoming Phase 1 if this is something we should move forward on. If there is agreement in principle to move forward, they would discuss with Phase leads and</p>	<p>ACTION: A. Haynes to resend information on the theme based curriculum that was distributed at last meeting for the</p>

	<p>UCLs and bring it back to next meeting. A. Haynes will resend information on the theme-based curriculum that was distributed at last meeting for the Committee's review. There was a general consensus to move forward.</p> <p><u>Proposal for Curriculum Oversight Working Group</u>: S. Murphy presented this proposal he prepared as a result of the curriculum review. This would be a small group with a mandate to monitor and re-evaluate the curriculum yearly and develop a formal process for changes needing UGMS approval. Recommended members would include Faculty Curriculum Lead as Chair (A. Haynes), UGME Curriculum & Accreditation Advisor (B. Kerr), HSIMS (D. Stokes), UGME Office Staff member (familiar with schedule), and support person. C. Peddle said admin support should be on an as-needed basis and not prescribed as the person doing scheduling in the UGME Office has a very heavy workload now. S. Pennell had submitted a comment to S. Murphy regarding approved UGMS curriculum changes needing to be formally submitted to the HSIMS e-learning team to ensure curriculum blueprinting and mapping occur properly. It was agreed that this Group can start working on the theme-based curriculum before formal approval of Terms of Reference at next meeting. S. Murphy suggested the Committee review and discuss at next meeting.</p> <p><u>P2 objectives (immunology)</u>: covered above in Phase 2 report.</p>	<p>Committee's review.</p> <p>ACTION: Committee members are asked to review the proposal for the Curriculum Oversight Working Group for discussion at next meeting.</p>
<p>NEW BUSINESS</p>	<p><u>Draft professional suitability process – calendar change</u>: addressed above.</p> <p><u>Protected time policy</u>: covered above.</p> <p><u>Health provider conflict of interest policy</u>: J. Reddigan presented this policy stating if your assessor provided you with health services they can't assess you. This policy was put into place to address an accreditation standard, and it has been reviewed and approved by the COI Committee. T. Adey said it all looks good, but we need to think of how faculty will be reminded of this every year. N. Duggan provided an urban perspective on the policy as it says our students can't go back to their hometown to work which goes completely against the principles our medical school is built upon. V. Curran would like to bring it to academic director, and J. Reddigan will look into the wording further and see what other schools are doing and bring back.</p>	<p>ACTION: V. Curran to bring Health Provider Conflict of Interest Policy to academic director for review and comment for next meeting. J. Reddigan will review wording further and see what other schools are doing to bring back to next meeting.</p>

	<p><u>Proposed new elective in Phase 4:</u> N. Duggan presented Emergency Medicine proposal brought forward by two residents who wanted to establish a new EM elective “Focus on PoCUS” as it does exist in other schools. They had previously trialed students in 2-week session, and feel it needs to be a 4-week elective offered in limited numbers. There was some discussion and questions about the student responsibilities. N. Duggan will clarify student responsibilities and bring back to Committee.</p> <p><u>Choosing Wisely:</u> T. Adey and S. Murphy met with B. Barrett and R. Wilson regarding Choosing Wisely to discuss strategies which will probably meet a number of needs such as knowledge translation and incorporation of solutions to local issues into the curriculum. B. Barrett and R. Wilson will now meet with A. Haynes and B. Kerr. This is good from an accreditation point of view as well.</p>	<p>ACTION: N. Duggan to clarify student responsibilities outlined in the proposed elective “Focus on PoCUS” and report back to the Committee.</p>
ADJOURNMENT	Meeting adjourned at 17:50 hours.	
NEXT MEETING	April 17, 2019 in Room M2M240. S. Murphy will send email to see if people are available to meet; if not this meeting will be cancelled.	<p>ACTION: S. Murphy to email members of the Committee regarding their availability for the April 17th meeting.</p>