

UGMS Committee Minutes

Wednesday, 19 February 2020
4:00 pm, Room M2M240

Attendees: L. Alcock, V. Curran, N. Duggan, J. Gill (call in), A. Haynes, T. Hearn, E. Hillman, H. Jackman, B. Kerr, T. Lambert, S. Murphy, C. Peddle, A. Pendergast, C. Skanes, L. Webster

Regrets: T. Adey, C. Campbell, A. Goodridge, S. Pennell, J. Reddigan

Topic	Details	Action Items and person responsible
Introduction and Welcome	S. Murphy called the meeting to order at 4:15 pm.	
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflict of interest expressed. No additions to Agenda.	
Review and approval of prior minutes Review of action items from previous meeting	Minutes were reviewed, and S. Murphy asked members to advise him of any additions/changes. It was MOVED by _ and SECONDED by_ to approve the minutes of the January 15, 2020 meeting as presented. All were in favour and the MOTION CARRIED . <u>Action Items from January 15 minutes:</u>	ACTION: It was moved by - and seconded by - to approve the minutes of the January 15, 2020 meeting. Motion carried.
1. Standing Committee Reports	a) PESc: b) SAS: c) iTAC: One45 in cloud. ITS single sign-on for a more secure system. Impact on preceptors should be nil. Imperial upgrade histology slides before end of summer. New scheduling system campus wide 'Infosylum,' Vivian still in discovery mode and would like to happen. TRes authorized to convert to digital ... David working with 'Resilient' software to do for free. Attempt to put pictures in faculty evaluations and numbers dropped, may not continue lots of work. AV upgrades to projectors in Theatre D (under construction till March) library A and B coming together. Facilities on power issue for accreditation (i.e., issues with power access in 102) looking for cheaper and alternative solution. d) COWG: A. Haynes circulated curriculum changes. There were 2 major changes via B. Kerr and J. Gill. Last	

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	meeting making curriculum changes, highlight accreditation issues. UCL renewal of terms new UCLs. Revising program objectives since 2012, draft to Phase Teams then here, same with course goals. Space under UGMS for minutes, and for Undergraduate Program Phase 1 to 3 contacts, the UCLs should be there too.	
2. Phase 4 Report	N. Duggan re. State of Emergency: Phase 4 students could not report to work for 8 days. Class presidents contacted classes. Class of 2020 CARMS time no clinical impact, core students emergency meeting looked at impact and reviewed all student templates to ensure they didn't miss more than 20%. Things were shuffled and went smoothly. No major exams during that time. Phase 4 hasn't met since last UGMS. Assessment plans for next UGMS. SM inconsistency with post grad about people coming in. This may have to be addressed. T. Adey letter was sent out to chair of Dean's saying to consider our State of Emergency whether some can't make their interviews, and to put into writing. Family med residents stepped up.	
3. Phase 3 Report	J. Gill major change in curriculum requesting an assessment method change session moved to Phase 2 incorporated into schedule. Add 2 MCQs unfair for students to attend an unassessed session. Agreed at phase meeting. S. Pennell seconded carried. Med 7730 course result of State of Emergency: 3 sessions cancelled. IPE session solution can't be rescheduled amendment to assessment for course taking weighting of assessment activities and distributing amongst other components. Retroactive. B. Kerr and N. Duggan seconded. E. Hillman, students being disadvantaged. Carried. We are looking for a Phase 4 lead for prep course. TA no one applied.	
4. Phase 2 Report	H. Jackman not present to report.	
5. Phase 1 Report	A. Pendergast not present to report.	
6. Report from NB	T. Lambert reported they are holding annual NB Medical Education forum April 2. The dean and associate deans,	

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	and clerkship directors going to do site visits, and have meetings in saint john. LIC group in Fredericton moving along. Dr. Rachelle Oulette site director in Fredericton announced recently. Work with N. Duggan and T. Adey for definition on rural placement and map with locations. Can't meet national definitions due to geography. Match during State of Emergency: discuss commitment NB residents clerkship in NB, accommodations in future work on before next match. Formal curriculum work pull group together and brain storm on clerkship curriculum.	
7. Accreditation	B. Kerr forming arc small project group meetings DCI completed by Easter. Can help assist. Review and ACR over summer do MSS, students with independent survey end of May early June, set up meeting with those students. Communication plan coming together, and should see current policies and procedures updates. J. Reddigan from mistreatment perspective DCI policies a lot of change by July 1. B. Kerr will meet with her to talk about that. MSS won't be completed by early Fall, can addend DCI to incorporate changes and updates. Show improvement	
7. Senate/SCUGS/University Issues	T. Adey not at last Senate meeting, M. Fowler chief risk officer, pandemic plan and SOP would have been helpful emergency operations committee to ensure what we were advising was in line with University guidelines. Met re Corona virus. He wasn't aware people were coming and going in Med school. Holding pattern now. Business continuity plan C. Peddle.	
8. Senior Management Committee / Policy	T. Adey SMC and Faculty Council were professionalism results.	
9. UGME Office Report	T. Adey said thank you to all those who kept our learners afloat during the State of Emergency, along with the cooperation students – amazing.	
10. Matters arising from the minutes		
11. New Business	<u>Protected Time and Duty policy</u> : J. Reddigan presented updates from 2016 that are being made re accreditation concerns. Changes should be reviewed and discussed at next meeting. J. Reddigan will send out with proposed changes and asked for review and feedback.	

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	Phase 3 IPE Assessment Change: discussed above.	
Next Meeting	March 18 2020 Room M2M240	Adjourned at 5:17 pm

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