

Minutes / Action Items – Undergraduate Medical Studies Committee Meeting

MEETING	UNDERGRADUATE MEDICAL STUDIES COMMITTEE MEETING MINUTES		
CHAIR	Dr. Sean Murphy		
DATE	February 20 th , 2013, PDCS,		
MEMBERS	Members: S. Murphy, Chair, D. McKay, O. Heath, S. Drover, L. Glynn, C. Morris-Larkin, J. Campbell-teleconference, E. Hillman, C. Malone, M. Marshall		
Participants	Attendees: S. Murphy, Chair, D. McKay, O. Heath, S. Drover, L. Glynn, C. Morris-Larkin, E. Hillman, C. Malone, M. Marshall Guest:		
Regrets	Dr. J. Campbell		
Agenda	ITEM	DISCUSSION	ACTION
Welcome / Meeting Start Time	S. Murphy opened meeting at 4:00 p.m.	<ul style="list-style-type: none"> • Call to Order • Quorum was in Attendance 	
#1 Additions To The Agenda	Item #1 Agenda Approval	<ul style="list-style-type: none"> • Approved with the addition of topic 'Flow of communication regarding policy' 	
#2 Review / Approval Of Minutes	Item #2 Review / Approval of Minutes	<ul style="list-style-type: none"> • Minutes approved with the correction of spelling of 'faculty' 	
#3 Standing Items	3(a) Curriculum revision update	<ul style="list-style-type: none"> • Phase 1 - Health and its Promotion - <i>(Dates and schedule are complete)</i> • Phase 2 – Disruptions to health (reversible), and Disease Prevention <i>(Development starts next Monday)</i> • Phase 3 - Diagnosis and Investigation of Illness and Disease and • Phase 4 - Integration into Practice <i>(Phases 3 & 4 to be developed following completion of Phase 2)</i> • Phase leaders and management team to be approved <p>The structure of the phase management team to be worked out by the UGMS Committee.</p>	Dr. McKay to follow-up regarding the selection of phase leaders

	3(b) Accreditation Update	<ul style="list-style-type: none"> • Mock accreditation to occur on March 21 and 22; the agenda to be provided by S. Peters. A prep meeting for Mock Accreditation to occur on March 18th at 1630-1800 hours • The onsite accreditation visit to occur May 6-8th 2013. The accreditation team consists of nine members. The UGMS committee can expect to meet with the Accreditation Team early on the first day of the visit. • An extra one half hour will be reserved for accreditation preparation for the next several meetings leading up to accreditation 	
#4 Business Arising	4(a) Professionalism Document	<ul style="list-style-type: none"> • The draft FoM 'Professionalism' document was presented and endorsed for adoption by UGME following notations for changes: <ul style="list-style-type: none"> ○ Student Code of Conduct to be considered part of the "Professionalism" document ○ The "Professionalism" document to reference all faculty and the MUN Code of Conduct in the introduction of the document <p>This document to be reviewed by PGME and Faculty Council before implementation faculty-wide</p>	Dr. Murphy to advise Dr. Moffatt of suggestions for change.
#5 New Business	5(a) Annual Learning Objectives Review policy Revision	<ul style="list-style-type: none"> • The existing policy (approved dated June 26, 2007) was reviewed and deemed satisfactory for our present educational climate with recommendation for review within two years of implementation of new curriculum. 	Approved by consensus. Dr. Murphy to advise policy analyst to update the review date and have this reflected on the on-line version.
	5(b) Global Objectives	<ul style="list-style-type: none"> • A version of the previously approved global objectives, intended for broad circulation, were reviewed. There were suggestions for minor editorial changes 	Dr. Murphy to suggest minor edits to MELT.
#6 Any other Business	6(a) Flow of Policy Communication	<ul style="list-style-type: none"> • The FoM Policy Website was reviewed with an emphasis on the cycle and process for policy development. It was noted a number of Policies that are currently identified as under review have been sent to the policy analyst. 	Dr. Murphy to meet with the new Policy Analyst to review the status of the UGME policies.
#7 Future Agenda Items		<ul style="list-style-type: none"> • Duty Hours and Protected Time Policy 	
#8 Adjournment	Adjournment / Next Meeting	<ul style="list-style-type: none"> • Meeting adjourned at 6:30 p.m. • Next Meeting: March 20th, 2013 	

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