

Minutes / Action Items – Undergraduate Medical Studies Committee Meeting

MEETING	UNDERGRADUATE MEDICAL STUDIES COMMITTEE MEETING MINUTES		
CHAIR	SEAN MURPHY		
DATE	January 16, 2013, Room H2990-PDCS, 4:00pm -5:30pm		
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, B. Furey (Secretary – (Minutes taped)		
PARTICIPANTS	Attendees: S. Murphy, O. Heath, S. Drover, E. Hillman, C. Morris –Larkin, C. Malone, M. Marshall, B. Furey & (Minutes taped) Guest: S. Moffatt		
REGRETS	D. McKay, J. Campbell, L. Glynn		
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	<ul style="list-style-type: none"> S. Murphy opened meeting at 4:00 pm 	<ul style="list-style-type: none"> Call to Order Quorum was in Attendance 	
ADDITIONS TO THE AGENDA #1	<ul style="list-style-type: none"> Item #1 Agenda Approval 	<ul style="list-style-type: none"> No additions were made to the Agenda 	
REVIEW / APPROVAL OF MINUTES #2	<ul style="list-style-type: none"> Item #2 Review / Approval of Minutes 	<ul style="list-style-type: none"> Minutes from December 5th's meeting were approved without corrections or additions. 	ACTION: Minutes approved.
#5 New Business	<ul style="list-style-type: none"> Item #5. a. Professionalism document & Breach in professionalism procedure (Guest, S. Moffatt) 	<ul style="list-style-type: none"> S. Moffatt spoke on several topics related to medical student Professionalism A document titled “Faculty of Medicine Professionalism Document, Memorial University, November, 2012” was presented & discussed. <ul style="list-style-type: none"> There was general support for the content of this document, but several members of the committee pointed out that if this is intended to be a faculty-wide document, PGMS and Faculty Council will have to approve the document as well Also, a document currently in place, approved by UGMS in 2007, titled “Medical Student Code of Conduct” has 	ACTION: <ul style="list-style-type: none"> S. Moffatt will revise document and review previous procedure Revised documents to be considered at February’s meeting. Motion: To support, in principle, The FOM

		<p>substantial overlap with the document presented; it is not clear if the new document is intended to replace this or compliment it.</p> <ul style="list-style-type: none"> ○ The committee suggested supporting this document in principle, but the above issues need to be clarified and the final document brought back to UGMS approval ○ S. Moffatt agreed to discuss further and make appropriate changes. <ul style="list-style-type: none"> ● A Second document titled “Process for Addressing Breaches of Professionalism by Undergraduate medical students” was presented by S. Moffat & discussed. ● There was general support for the content of the document and procedure with the following suggestions: <ul style="list-style-type: none"> ○ Given the discussion above, it would be appropriate to remove the first line stating that “ The Faculty of Medicine...has endorsed a document...” , as the Faculty as a whole has not yet done this. ○ Following the last paragraph of the document (referring to disciplinary procedures, failure, and expulsion), it would be appropriate to directly reference the relevant entries in the University Calendar. ○ As to the actual procedure, the committee suggested that in circumstances when the alleged breach in professionalism was <u>not</u> observed by a teacher / assessor of that student, the proposal that this be addressed first by the AD UGME seems premature, at least for clerks. It was suggested that the supervisor or site clerk coordinator (in the case of students working outside of the main campus) investigate such allegations and advise and / or report to the AD as to the outcome. For pre-clerkship students, it was agreed that the AD should remain the person responsible for initial investigation. This change will need to be made in the text of the document and the chart. ○ A draft “Professionalism Concern Form” was presented. The Committee felt that this was problematic in that the confidentiality (or lack thereof) of a ‘complaint’ is not clear 	<p style="text-align: center;">Professionalism document and the Process for Addressing Breaches of Professionalism.</p> <p>Motion: S. Murphy Moved: S. Drover Seconded: E. Hillman</p> <p>CARRIED.</p>
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		<p>from this. There are many situations in which peers, nurses, and patients may need to know more in this regard. It was suggested that this be considered further and more information be placed on the form.</p> <ul style="list-style-type: none"> ○ S. Moffatt will make consider changes and forward revised documents for final approval. ● The committee believed that these documents should be approved in principle. 	
#3 Standing Items	<ul style="list-style-type: none"> ● Item #3.a. Curriculum revision update (S. Murphy) 	<ul style="list-style-type: none"> ● S. Murphy updated the Committee on Curriculum revision. ● Calendar revisions have been approved by Faculty Council and SCUGS. 	<ul style="list-style-type: none"> ●
	<ul style="list-style-type: none"> ● Item #3.b. Accreditation update 	<ul style="list-style-type: none"> ● S. Murphy updated the Committee on accreditation preparation ctivities. 	<p>ACTION:</p> <ul style="list-style-type: none"> ● Accreditation documents will continue to be reviewed at this committee level as required.
#4 Business Arising	<ul style="list-style-type: none"> ● Item # 4 	<ul style="list-style-type: none"> ● No topics under Business Arising. 	
NEW BUSINESS #5	<ul style="list-style-type: none"> ● Item #5. b. Clerkship Summative Assessment Policy / Procedure (S. Murphy) 	<ul style="list-style-type: none"> ● S. Murphy presented the new Clerkship Summative Assessment Policy / Procedure, prepared by SAS. ● After a brief discussion, no changes were suggested. 	<p>ACTION:</p> <ul style="list-style-type: none"> ● Motion: To approve the Clerkship Summative Assessment Policy <p>Motion: S. Murphy Moved: O. Heath Seconded: S. Drover</p> <p>CARRIED.</p>
#6 Any other Business	Any other Business	<ul style="list-style-type: none"> ● There was no new business. 	

<p>#7 Dates for 2013 UGMS Meetings</p>	<p>Item # 7 Dates for 2013 UGMS Meetings (S. Murphy)</p>	<ul style="list-style-type: none"> • The 2013 Meetings will again be held on the third Wednesday of each month. • The next meeting will be on Wednesday, February 20th, 2013. • 2013 dates: January 16, February 20, March 20, April 17, May 15, June 19, September 18, October 16, November 20, December 18, 2013. 	
<p>#9 ADJOURNMENT</p>	<p>Adjournment / Next Meeting</p>	<ul style="list-style-type: none"> • Meeting adjourned at 5:30pm • <u>Next (regular) Meeting date is Wednesday, February 20, 2013.</u> 	

Typed: B. Furey on Saturday, January 26, 2013.

Edited: S. Murphy edited on February 19, 2013.

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