

UGMS Committee Minutes

DATE & TIME: Wednesday, June 8, 2011, 4:00p.m.

PLACE: Professional Development and Conferencing Services Boardroom

PRESENT: G. Beckett (Acting Chair), S. Murphy, E. Hillman, S. Pennell, S. Moffatt, L. Gillespie, T. Adey, S. Shah, H. Coombs-Thorne (guest), G. Farrell (guest)

ABSENT: P. Richards, L. Glynn, M. Hogan, B. Sussex, J. McCarthy, J. Farrell, J. Jackman

1. **Agenda** – Accepted.
2. **Minutes of May 18, 2011** – Accepted
3. **Business Arising** – S. Murphy reported that J. Farrell has joined the Phase Oversight Development Committee for the new curriculum as the third UGMS representative. G. Beckett noted that he had not yet contacted the Anatomy program but would do so shortly.
4. **New Policy Standards** – H. Coombs-Thorne gave a brief presentation on her role as policy analyst for the Faculty of Medicine. Key services that she provides for the Faculty include: standardization of look and structure of policy documents, clarification and simplification of language, checking for consistency with federal and provincial legislation and other Memorial policies. She is also involved with communication about policies. The UGMS Committee is expected to be one of her primary clients. She will forward the template she is using for all documents along with the priority list for processing UGME policy statements. There is expected to be a three year cycle for review of all policy documents. She is physically located in the Medicine purchasing office area and will be on maternity leave in September.
5. **Revised UGME Program Objectives** – S. Ackerman presented a brief document which outlined the CANMEDS objectives to be emphasized in the UGME program. This was an adaptation of the total CANMEDS document developed through the MELT group which had previously been accepted by the committee. S. Moffatt will follow up with J. Barrett about the implications of the CanMEDS-FMU document on this set of objectives. The committee agreed:
 - to accept the document for overall educational objectives for the UGME program in combination with the existing MCC objectives
 - delete item 7 in the Medical expert category and move item 1 to item 7 position in the list
 - to emphasize the need to communicate these objectives to faculty and students
 - the Chair will arrange for the revised statement to be put on the UGME website and communicated to the UGME Office for insertion in the appropriate student manuals
6. **Proposal to Teach Clinical Use of Information Technology in Pre-Clerkship** – G. Farrell briefly summarized the need for information and communications technology training in the UGME curriculum. The approach he was looking for support for would involve working

with existing course/subject modules to integrate ICT training into the modules. T. Adey noted the need to document what training was done to demonstrate that education in this area was being done. The Committee approved the proposal in principle and will welcome a more detailed proposal from G. Farrell after he has consulted with likely curriculum partners.

7. **UGME Committee Chairship** – G. Beckett spoke to the need for a permanent chair for the committee and the possibility of reorganizing the structure of the UGMS Committee. He has had discussions with the Vice-Dean about options for restructuring the committee. One suggestion for restructuring would have the Associate Dean of UGME be the automatic chair of the committee but still with no (or limited) voting rights. Points made in discussion were:

- There was general support for the need to restructure the committee
- Protected time for the person in the chair position was essential particularly if the person also was the Associate Dean for UGME
- There is a major need for ongoing administrative support for minutes, website maintenance and document handling
- A possible concern if the Associate Dean was the chair was the role of the committee to hold the Associate Dean accountable for UGME operations
- Committee members could be used as delegates on behalf of the Committee and Chair to other committees to reduce the burden on the chair

G. Beckett will discuss this topic with the Vice-Dean who will be responsible for bringing any suggested restructuring to Faculty Council. (Note- The Vice-Dean presented a notice of Motion at the June Faculty Council meeting to restructure the UGMS Committee). He will continue as Acting Chair of the Committee until a new chair is elected or appointed or the end of August, 2011.

8. **Accreditation Review Standard ED 37** – S. Ackerman briefly presented the ED 37 standard which is linked to ED 35. There was discussion about the need for a continuing and proactive review of curriculum components. T. Adey felt that much of the review called for in this standard was already in place. One option to deal with the ongoing review would be to explicitly build it into the PESC process. S. Pennell and S. Shah volunteered to work with A. Goodridge and the PESC group to develop a proposal that addresses the need for ongoing systematic review of the curriculum. Tentatively a proposal would be brought back to the committee in early Fall.

9. **Topics for Future Meetings**

- LCME Standards Review – ongoing
- Fourth Year Reorganization Proposal – September
- UGMS Committee Restructuring – September
- UGME Program Objectives – September
- Ongoing curriculum review process – Fall
- Deferred exam policy review - September

10. **Any Other Business - None**

11. **Next Meeting** - The next meeting will be in September 2011. Notification will be sent out in late summer of exact date, time and location

12. **Adjournment** – The meeting adjourned at 5:35 PM