

UGMS Committee

CONFIDENTIAL

Minutes

DATE & TIME: Tuesday, September 12, 2006 at 2 pm

PLACE: Undergraduate Medical Education Boardroom

PRESENT: Dr. V. Curran (Chair), Drs. M. Wells, B. Sussex, D. Boone, J. Harris, Ms. S. Ackerman, Ms. E. Hillman, Ms. C. Walsh, Ms. M. Hayes (Student Representative) and Mr. N. Cheeseman (Student Representative)

Review of Minutes of May 9, 2006

HARRIS/HILLMAN

That the minutes be approved as circulated.

CARRIED

Introduction of New Committee Members

Members of the committee were introduced and in particular Ms. Sally Ackerman, Educational Specialist and Ms. Elizabeth Hillman, representative of the Registrar's Office.

Report from Clerkship Chair

Dr. Boone advised that class of 2008 has now begun clerkship and there have been no problems thus far. He noted that the clinical curriculum will be reviewed and discussed at the Clerkship Committee meeting later in the week.

It was also noted that T-clerk has been tested by some of the current fourth year students but there has been very minimal feedback so far. Focus groups will be used to obtain the desired feedback. Additionally it was felt that the menus on T-clerk may not reflect the clinical curriculum as newly described. Dr. Boone is hoping to achieve the changes and updates by later in the fall.

Concerns were expressed with regards to the mechanism that would be used for filling in the gaps and Dr. Boone advised that this would be a discipline specific matter and may include seminars, simulated cases, patient simulators such as the trauma simulator and he felt that would evolve depending on the problems that arose.

Report from Assistant Dean

Dr. Wells summarized the concept of themes and how this is an attempt to improve integration throughout the curriculum. She advised that the theme leaders will begin with their reports to the Clerkship and Pre-clerkship Committees in the near future. The first one is Pathology which will be presented by Dr. Dan Fontaine at September's Clerkship Committee meeting.

There was an inquiry with regards to why pathology was identified as a theme and Dr. Wells advised that the chosen themes were noted to be deficiencies by either the faculty or the students. Also included were complimentary and alternative medicine, pharmacology and pathology.

Dr. Wells also discussed the new management team which consists of herself as Assistant Dean for UGME, Dr. D. Boone as Clerkship Coordinator, Dr. G. Farrell as Pre-clerkship Coordinator, Ms. M. Kent who is the UGME Office Coordinator and the new educational specialist, Ms. S. Ackerman. This Committee is a day-to-day working group and will deal with smaller changes rather than things that need policy changes or calendar changes.

Policy on Formative Assessment in Undergraduate Medical Education Curriculum

Dr. Curran introduced the issue of not having a curriculum policy on formative assessment. The faculty had been alerted to this fact during accreditation and in particular that there were inconsistencies throughout the curriculum with regards to who was or was not carrying out formative assessment. He provided a definition of formative assessment which included evaluation throughout studies with feedback applied and an evaluation that would not be a form of summative assessment. Guidelines were read through an article in *The Lancet* entitled *Guidelines for Formative Assessment* and are as follows:

- The assessment instrument should be identical to, or closely resemble, the summative instrument.
- The assessment should broadly sample the understanding, knowledge, and skills that will be tested at summative assessment.
- The required performance standard should be made clear and be readily available to students.
- The assessment should not be compulsory.
- Assessment opportunities should be provided as frequently as appropriate.
- The assessment environment should be open, supportive and non-judgmental.
- Feedback should be as complete and as rapid as possible and where appropriate involve student discussion with their peers and teachers.
- Remediation should be readily available to students once deficiencies have been identified.

Dr. Boone provided input regarding the use of formative assessment in clerkship and how it is quite different from that used in pre-clerkship. After a great deal of discussion regarding what constitutes formative assessment and whether it should be mandatory, the following motion was made:

HAYES/SUSSEX

THAT all courses must have formative assessment which is supported by documentation with reference to the guidelines as stated.

CARRIED

It was also agreed that the clerkship and pre-clerkship chairs would provide a summary of all the formative assessment that is currently in place or is planned for the future.

Adjournment

There being no further business, the meeting was adjourned.

V. Curran, Ph.D
Chair

VC/mjm