

Undergraduate Medical Studies Committee Meeting		DATE	January 15, 2014
		ROOM	PDCS Room 4
CHAIR	Dr. Sean Murphy		
MEMBERS: 2013 - 2014	<i>Dr. Sean Murphy, Chair</i> <i>Dr. Donald W. McKay, Associate Dean, Undergraduate Medical Education</i> <i>Ms. Elizabeth Hillman, Registrar's Delegate</i> <i>Melody Marshall, UGME Coordinator</i> <i>Dr. Sheila Drover, Faculty Representative</i> <i>Dr. Olga Heath, Faculty Representative</i> <i>Dr. Carolyn Morris-Larkin, Faculty Representative</i> <i>John Campbell, Faculty Representative</i> <i>Ms. Lindsay Glynn, Faculty Representative</i> <i>Mr. David Bradbury-Squires, Student Representative</i> <i>Ms. Chelsea Ash, Student Representative</i>		
PARTICIPANTS	S. Murphy, D. McKay, O. Heath, S. Drover, C. Morris-Larkin, E. Hillman, M. Marshall, S. Wakeham, L. Glynn, M. Marshall, D. Bradbury-Squires		
RECORDING SECRETARY	Ms. Jane Stevens (<i>Minutes Taped</i>)		
GUESTS			
REGRETS	J. Campbell		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	Dr. Murphy (Chair) convened the meeting at 4:05 p.m.	<ul style="list-style-type: none"> • Call to order. • Quorum in attendance. • Mr. David Bradley-Squires (Phase 1) was introduced as a student representative for the Committee. 	
#1 APPROVAL OF AGENDA	<ul style="list-style-type: none"> • Item 1 Agenda Approval 	<ul style="list-style-type: none"> • The Agenda was approved with the following addition: <ul style="list-style-type: none"> ○ Business Arising: Preparatory Training Course Update 	ACTION: Agenda Adopted
#2 APPROVAL OF MINUTES	<ul style="list-style-type: none"> • Item 2 Approval of Minutes 	<ul style="list-style-type: none"> • Minutes from December 11, 2013 were adopted with revisions as follows: <ul style="list-style-type: none"> ○ Item #3.a. – Should read: “The phase 2 oversight committee has advised that the schedule is close to a final version.” ○ Item 4.a.ii. – Should read: “Revisions are being made to the 	ACTION: Revised Minutes Approved

		<p>language...”</p> <ul style="list-style-type: none"> ○ Revise S. Martin to read S. Murphy. 	
#2 BUSINESS ARISING	<ul style="list-style-type: none"> • Item 1 Preparatory Training Course Update 	<p>The Chair provided background information regarding the “shell” course for students returning from a leave of absence that was discussed at length during the last meeting. This non-credit, numbered course is intended to evaluate a student’s suitability for return to clinical studies after a leave of absence. An update of progress made on the creation of this course was provided by D. McKay and E. Hillman.</p> <ul style="list-style-type: none"> • The course will not appear in the university calendar • The course will not appear on the student’s transcript. • This course is intended to be used only once during any leave period. • Currently waiting for approval from the Deputy Registrar. • Course number and name will be assigned pending approval from the Deputy Registrar. <p>It was MOVED by D. McKay, Seconded by E. Hillman to approve, in principle, a “shell” course for the purposes of assessment after leave.</p> <p>All were in favour and the MOTION CARRIED</p>	ACTION: Motion to approve a shell course for the purposes of assessment after leave.
#3 STANDING ITEMS	<ul style="list-style-type: none"> • Item 3.a. Curriculum Revision – Phase 2 Update 	<p>The Chair informed the Committee that there was a meeting late last week to review a “close to final” draft of the Phase 2 schedule. Discussion points include:</p> <ul style="list-style-type: none"> • In the past, the schedule has been circulated separate from the stories, which may be contributing to the lack of knowledge regarding the stories. The UGMS is recommending that when the schedule is circulated, the stories should be included. Further, the stories should precede the schedule within the document. • The schedule is not a complete Phase 2 schedule at this point, and the latter part is not yet complete. • The Chair recommends that members circulate the document widely for prompt feedback. • The Chair has discussed assessment with MELT and the team leads for Phase 1 and 2. A request has been made for early submission of assessment maps to the UGMS Committee. 	
#4 NEW BUSINESS	<ul style="list-style-type: none"> • Item 4.a. Policy & 	<p>Proposals were presented for revision to three policy / procedure documents. These revisions are required to update the language / terminology for the new</p>	ACTION: Motion to accept proposed changes to the

	<p>Procedure Revisions</p>	<p>curriculum, but also consist of a general review of each document. These documents will apply to the new curriculum cohort only and the current documents will apply to the “old” curriculum.</p> <p>i. Medical Withdrawal Policy for Undergraduate Medical Students This policy deals with the withdrawal of students due to significant health challenges as well as the provision of an effective system of personal counseling for medical students. Revisions include changes to the language of the policy to reflect the new curriculum. Other changes to this policy include:</p> <ul style="list-style-type: none"> • The Overview section has been updated to better reflect the LCME Standard MS-26 wording. • The Purpose section has edited to read – “This policy outlines the circumstances under which <i>a medical student</i> may elect or be required to withdraw and the procedures that must be followed”. • The Procedure to Withdraw section has been updated to reflect the appropriate calendar regulation. • Part I has been edited to include a hyperlink to the University’s Code of Student Conduct. • Part V has been updated to reflect the appropriate calendar regulation. • Part VIII has been updated to reflect the appropriate calendar regulation. • Footnote 2 which refers to the 2009-2010 university calendar has been removed. • Footnote 3 which refers to LCME Standard MS-27A has been removed. • Footnote 4 has been renumbered (2) due to the above noted deletions. <p>It was MOVED by S. Murphy, Seconded by S. Drover, to accept the proposed changes to the Policy.</p> <p style="text-align: right;">All were in favour and the MOTION CARRIED</p>	<p>Medical Withdrawal Policy for Undergraduate Medical Students.</p>
	<ul style="list-style-type: none"> • Item 4.a. Policy & Procedure Revisions 	<p>ii. Protected Time and Duty Hours Policy. This policy deals with the student requirement to participate fully in medical education experiences that occur at various times and communities in rural areas. Revisions are being been to the language of the policy to reflect the new curriculum. Other changes to this policy include:</p> <ul style="list-style-type: none"> • The Overview section has been updated to correspond with the LCME Standard ED-38. • Section 1.4 has been updated to read: “At least one day must elapse between 	<p>ACTION: Motion to accept proposed changes to the Protected Time and Duty Hours Policy.</p>

		<p><i>the last session of a course and a summative assessment for that course”.</i></p> <p>It was MOVED by S. Murphy, Seconded by D. McKay, to accept the proposed changes to the Policy.</p> <p>All were in favour and the MOTION CARRIED</p>	
	<ul style="list-style-type: none"> Item 4.a. Policy & Procedure Revisions 	<p>iii. Site Assignment and Re-Assignment Policy.</p> <p>At the suggestion of D. McKay, this item has been tabled for further consideration at a later date.</p>	
#5 Other Business		No further business.	
#6 ADJOURNMENT		The UGMS Committee Meeting adjourned at 5:45 p.m.	ACTION: Adjournment
Next Meeting		February 19 th , 2014	



Sean W. Murphy, MD
Committee Chair