

Undergraduate Medical Studies Committee Meeting		<b>DATE</b>	March 19, 2014
		<b>ROOM</b>	PDCS Room 5
<b>CHAIR</b>	Dr. Sean Murphy		
<b>MEMBERS:</b>  <b>2013 - 2014</b>	<i>Dr. Donald W. McKay, Associate Dean, Undergraduate Medical Education</i> <i>Ms. Elizabeth Hillman, Registrar's Delegate</i> <i>Ms. 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>Mr. John Campbell, Faculty Representative</i> <i>Ms. Lindsay Glynn, Faculty Representative</i> <i>Mr. Chris Harty for Mr. David Bradbury-Squires, Student Representative</i> <i>Ms. Alysha Mehta for Ms. Chelsea Ash, Student Representative</i>		
<b>PARTICIPANTS</b>	S. Murphy, D. McKay, E. Hillman, S. Drover, L. Glynn, C. Harty, A. Mehta		
<b>RECORDING SECRETARY</b>	Ms. Jane Stevens ( <i>Minutes Taped</i> )		
<b>GUESTS</b>			
<b>REGRETS</b>	M. Marshall, C. Morris-Larkin, J. Campbell, O. Heath		
<b>MINUTES</b>			
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
WELCOME		<ul style="list-style-type: none"> <li>• Call to order at 1610h.</li> <li>• Quorum in attendance.</li> </ul>	
#1 AGENDA APPROVAL		The Agenda was adopted as presented.	<b>ACTION: Agenda Adopted</b>
#2 APPROVAL OF MINUTES		Minutes from February 21, 2014, were adopted as presented.	<b>ACTION: Minutes Adopted</b>
#3 STANDING ITEMS	Item 3. a. Curriculum Revision	An update from the most recent phase oversight meeting was provided <ul style="list-style-type: none"> <li>• The UGMS Committee should expect to receive a request for review and update of the course evaluation policy in the near future. Questions have been raised regarding which staff / faculty should be receiving copies of faculty evaluations and that a possible request for</li> </ul>	

		<p>changes may be forthcoming from PESC. The Chair explained that the course evaluation policy outlines the flow of information and reports with regard to faculty evaluations.</p> <ul style="list-style-type: none"> <li>• A new process for submission of exam questions has been implemented. The Associate Dean, UGME is currently meeting with faculty members to obtain input on other options that might be available for the timely submission of exam questions.</li> </ul> <p>As follow-up from the last meeting, an email vote on assessment maps was conducted regarding the assessment maps for Phase II. The results are as follows:</p> <ol style="list-style-type: none"> <li>I. Clinical Skills – approved at last meeting.</li> <li>II. Community Engagement – conditionally approved at last meeting, pending additional information, now approved.</li> <li>III. Acute and Episodic Illness – revised to reflect a pass in 3 of 4 “blocks” at ≥75%, plus and a ≥75% average overall to result in a course pass, now approved.</li> <li>IV. Special Projects – revised to decrease the number of assessments, now approved</li> </ol> <p>It appears likely that that the Phase 2 schedule will be compressed to ensure that the course ends in June prior to the eight week break.</p>	
<p>#3 STANDING ITEMS</p>	<p>Item 3. b. Accreditation</p>	<p>The CACMS/LCME Secretariat Visit has concluded. A follow-up visit will be scheduled for spring, 2015. A meeting will be organized to discuss the response of UGMS to the accreditation findings relevant to this group. This meeting will be comprised of members of UGMS, standing committees, phase leads, PESC, iTAC, SAS, and the phase leads.</p> <p>Items to be addressed include:</p> <ul style="list-style-type: none"> <li>• Changes to the composition/terms of reference of the UGMS, PESC, and SAS Committees.</li> <li>• Improvements to the flow, quantity, and quality of information from the PESC and SAS Sub-Committees to ensure that the responsible phase leads receive timely and accurate information.</li> <li>• An action plan with regard to ED-5A - skills for lifelong learning, self-directed learning, and independent study.</li> </ul>	<p><b>ACTION: A meeting to discuss the accreditation action plan for ED-33 and recommendations will be convened. PESC, SAS, iTac, and Phase Teams will be invited.</b></p>

#4 BUSINESS ARISING	Item 4. a. Site Assignment & Re-Assignment Policy	Item tabled pending receipt of additional information.	<b>ACTION: D. McKay to investigate possible calendar changes to clarify Regulation 5 – “communities outside of the St. John’s metropolitan area”.</b>
#5 NEW BUSINESS	Item 5. a. SAS Terms of Reference	<p>Additional changes were made to the proposed SAS terms of reference, as follows:</p> <p>Under Purpose:</p> <ul style="list-style-type: none"> <li>The medical school’s policy analyst should be made aware of changes to language to reflect the new curriculum as well as a change from “LCME standards” to CACMS standards during the coming months.</li> </ul> <p>Under Membership:</p> <ul style="list-style-type: none"> <li>The sentence “<i>Members cannot be selected from the voting members of the UGMS committee.</i>” has been deleted.</li> <li>Revision to sentence to read “One PGY1 or PGY2 resident (<b><i>normally a graduate of Memorial University.</i></b>)”</li> <li>Revised to read “Support staff, <b><i>as deemed necessary by the SAS Chair.</i></b>”</li> </ul> <p>Operations:</p> <ul style="list-style-type: none"> <li>Revised to read “Quorum for meetings is <b><i>50% of</i></b> voting members, including one learner (either a medical student or resident).”</li> <li>Revised to read “The Chair will serve for <b><i>three</i></b> years”.</li> </ul> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>Revised to read “<b><i>Review and develop</i></b> an overall strategy for student assessment for the curriculum leading to the M.D. degree”.</li> <li>Revised to read “<b><i>Advise</i></b> the UGMS Committee on student assessment policy and its implementation.”</li> </ul> <p>Specific Areas:</p> <ul style="list-style-type: none"> <li>Revise to read “foster self-<b><i>directed</i></b> learning in students.”</li> </ul> <p>It was <b>MOVED</b> by D.W. McKay, <b>Seconded</b> by S. Drover to adopt the Student Assessment Subcommittee Terms of Reference as revised.</p>	<b>ACTION: Motion to adopt the revised Student Assessment Subcommittee Terms of Reference.</b>

		<b>All were in favour and the MOTION CARRIED</b>	
	Item 5. b. PESC Terms of Reference	<p>Additional changes were made to the proposed PESC terms of reference, as follows:</p> <p>Under Purpose:</p> <ul style="list-style-type: none"> <li>The Medical School's policy analyst should be made aware of changes to language to reflect the new curriculum as well as a change from "LCME standards" to CACMS standards during the coming months.</li> <li>Add the ED-35 standard.</li> </ul> <p>Under Membership:</p> <ul style="list-style-type: none"> <li>The sentence "<i>Members cannot be selected from the voting members of the UGMS committee.</i>" has been deleted.</li> </ul> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>Revised to read "Design and validate course <b><i>tools for the undergraduate medical education program</i></b>".</li> </ul> <p>It was <b>MOVED</b> by S. Drover, <b>Seconded</b> by O. Heath to adopt the PESC Terms of Reference as revised.</p> <p style="text-align: center;"><b>All were in favour and the MOTION CARRIED</b></p>	
	Item 5. c. MCC Blueprint Project	Item tabled	
	Item 5. d. Immunization, blood, and body fluid precautions.	Item tabled	
	Item 5. e. CGQ Results	Item tabled	
	Item 5. f. Rescheduling of April Meeting	The next meeting of the UGMS Committee will be rescheduled to Wednesday, April 30 <sup>th</sup> , 2014.	
#6 OTHER BUSINESS		No other business	
#7 ADJOURNMENT		The meeting adjourned at 5:45 p.m.	

Next Meeting		April 30 <sup>th</sup> , 2014	
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Sean W. Murphy, MD  
Committee Chair