

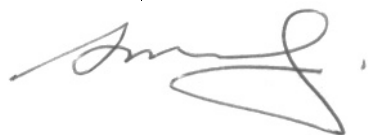
Undergraduate Medical Studies Committee Meeting		DATE	April 27, 2017
		ROOM	PDCS #4
<b>CHAIR</b>	Dr. Sean Murphy		
<b>MEMBERS:</b>  <b>2016-17</b>	<p>Student Representatives (2)</p> <ul style="list-style-type: none"> <li>• Ms. Kylie Goodyear, Junior Student Representative</li> <li>• Ms. Heather Perry, Junior Student Representative</li> </ul> <p>Academic/Administrative Representatives (5)</p> <ul style="list-style-type: none"> <li>• Dr. Olga Heath, Faculty Representative</li> <li>• Dr. Carolyn Morris-Larkin, Faculty Representative</li> <li>• Ms. Lindsay Alcock, Faculty Representative</li> <li>• Dr. John Campbell, Faculty Representative</li> </ul> <p>Permanent Members (13)</p> <ul style="list-style-type: none"> <li>• Dr. Margaret Steele, Dean of Medicine</li> <li>• Dr. Donald W. McKay, Associate Dean, Undergraduate Medical Education</li> <li>• Ms. Elizabeth Hillman, Registrar's Delegate</li> <li>• Ms. Carla Peddle, UGME Coordinator</li> <li>• Dr. Alan Goodridge, Chair - Program Evaluation Sub-Committee</li> <li>• Dr. Vernon Curran, Chair – Student Assessment Sub-Committee</li> <li>• Mr. Stephen Pennell, Chair – Information Technology Advisory Committee</li> <li>• Dr. Jason McCarthy, Phase 4 Lead/Clerkship Coordinator</li> <li>• Dr. Amanda Pendergast, Phase 1 Lead</li> <li>• Dr. Lisa Kenny, Phase 2 Lead</li> <li>• Dr. Joanne Hickey, Phase 3 Lead</li> </ul> <p>Corresponding Members (5) (Absence does not affect quorum)</p> <ul style="list-style-type: none"> <li>• Dr. Tom Laughlin, Assistant Dean – New Brunswick</li> <li>• Dr. Mohamed Ravalia, Assistant Dean – Rural Medical Education Network</li> <li>• <i>Vacant</i>, Assistant Dean – Prince Edward Island</li> <li>• <i>Vacant</i>, Assistant Dean – Yukon</li> <li>• Dr. Tanis Adey or Dr. Taryn Hearn, Co-Interim Review Coordinators</li> </ul>		
<b>PARTICIPANTS</b>	S. Murphy, E. Hillman, C. Peddle, S. Pennell, J. McCarthy, A. Pendergast, L. Kenny, J. Hickey, H. Perry (dial-in), T. Laughlin (dial-in)		

<b>REGRETS</b>	O. Heath, C. Morris-Larkin, L. Alcock, D. McKay, A. Goodridge, V. Curran, K. Goodyear, T. Hearn, T. Adey		
<b>RECORDING SECRETARY</b>	<i>Minutes Recorded and Transcribed by Ms. Carol Vokey</i>		
<b>GUESTS</b>			
<b>MINUTES</b>			
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
#1 WELCOME		The meeting was called to order at 1610 hours.	
#2 AGENDA APPROVAL		Agenda was approved.	
#3 APPROVAL OF MINUTES		The minutes of March 15, 2017 meeting were approved with the following change:  T. Laughlin requested a change to the March 15, 2017 minutes under the item #9 Report from NB. Change will be made by C. Vokey.	<b>ACTION: Minutes approved with revision.</b>  <b>ACTION: C. Vokey to make change requested by T. Laughlin.</b>
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	A. Goodridge was not present to report.	
	Item 4. b. SAS Report	V. Curran not present to report.	
	Item 4. c. iTac Report	S. Pennell reported on the following: <ul style="list-style-type: none"> <li>• <u>TRez 2</u>: pilot project has been completed, and he will meet with D. McKay to look at survey as there are some themes to be worked out.</li> <li>• <u>Lecture capture</u>: draft policy is being edited and is well underway. Policy will come to UGMS when complete.</li> <li>• <u>NLCHI informatics group</u>: gone through postgrad and undergrad hoping students can soon use the Health NL undergrad curriculum. Not many other schools in the country doing that.</li> <li>• <u>D2L to Cloud</u>: change happening this weekend.</li> <li>• <u>Blackboard Collaborate</u>: replacement with a less expensive program, "YouSeeYou", is happening now and will be finalized by the end of June.</li> </ul>	

<p>#5 PHASE 4- CLERKSHIP REPORT/ISSUES</p>		<p>J. McCarthy said things are going well. Class of 2017 has been promoted. The Class of 2018 6-month comprehensive review has been completed and discussions with relevant students have taken place.</p> <ul style="list-style-type: none"> <li>• <u>MED 8750</u>: There were questions about the wording of this document, as it applies to two class cohorts, one of which has completed the course at this time. After some discussion, it was decided to bring this back to the Clerkship Committee to be clarified and then it will be brought back to UGMS. J. McCarthy to talk to K. Zipperlen (UGME) to clarify which assessment plan is in the student handbook.</li> <li>• <u>Mandatory procedures</u>: J. McCarthy said they are tracking which mandatory procedures are not being completed and that he feels the Emergency Medicine rotation is the best place for it as it can be continuously monitored there.</li> </ul>	<p><b>ACTION: MED 8750 Assessment Plan tabled for next meeting after Phase 4 Team makes revisions.</b></p> <p><b>ACTION: J. McCarthy to check with K. Zipperlen regarding which assessment plan is in student handbook.</b></p>
<p>#6 PHASE 3 REPORT/ISSUES</p>		<p>J. Hickey reported on:</p> <ul style="list-style-type: none"> <li>• <u>Changes to Applied Anatomy objectives</u>: pilot project involving using ultrasound to supplement teaching in lieu of cadavers. The previous session on Thoracic anatomy went well and now second session is coming up which involves a radiologist conducting small sessions showing scans. The Committee agreed with change as proposed and accepted it as information.</li> <li>• <u>Minor change in assessment plan for Phase 4 Preparation Course</u>: in the mandatory sessions portion of the course, changes are proposed to align it more with the Advance Practice Continuum course. C. Peddle wondered if the BCLS course, which is a requirement of Eastern Health, should be included in the assessment plan. She said the cost is \$60 to \$70 per student, and UGME cannot pay this cost this year due to budget constraints. It was decided it was appropriate to leave it in at this time.</li> </ul> <p>It was <b>MOVED</b> by J. Hickey and <b>SECONDED</b> by L. Kenny to approve changes to the assessment plans as presented.</p>	<p><b>ACTION: It was moved by J. Hickey and seconded by L. Kenny to approve changes to assessment plans as presented. Motion carried.</b></p>

		<p style="text-align: center;">All were in favor and the <b>MOTION CARRIED.</b></p> <ul style="list-style-type: none"> <li><u>P3 Research curriculum</u>: J. Hickey explained issues with some students not receiving ethics approval to enable them to continue with their projects, and she proposed an alternative rubric and deliverable to accommodate these students. The Phase 3 Committee as well as Phase Lead, L. Gillespie, are confident they can help these students to complete their projects. J. McCarthy said as this may cause issues in Phase 4, they have appointed T. Hierlihy to assist. It was decided that the Committee agrees with this in principle as it is a reasonable approach to rectify this problem. Processes are in place to ensure this doesn't happen again, and S. Murphy asked that the committee be kept updated.</li> </ul>	
#7 PHASE 2 REPORT/ISSUES		L. Kenny said there were no major updates. Students are doing community visits now as well as working on their ethics approvals.	
#8 PHASE 1 REPORT/ISSUES		A. Pendergast said things were quiet now as they are planning next year's schedule.	
#9 Report from NB		T. Laughlin reported they have completed interviews for site director in Moncton and will be hiring within the next 2 – 3 weeks. They have also spoken with J. Hall regarding combining some of the responsibilities of the site directors and admins for Dal and MUN to see if things could be run efficiently and still keep identities. A workshop at the recent MedEd Forum looked at the two curriculums in the two schools and how they assess, and the TRez app will be central to this. He and D. McKay will be working on CACMS submission during CCME, and will submit before they leave.	
#10 SENATE, SCUGS, AND UNIVERSITY ISSUES		D. McKay was not present to report.	
#11 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		D. McKay was not present to report.	
#12		D. McKay was not present to report.	

ACCREDITATION ISSUES			
#13 UGME OFFICE REPORT AND ISSUES		C. Peddle said there were no issues to report.	
#14 MATTERS ARISING FROM THE MINUTES	<ul style="list-style-type: none"> <li>Proposed changes to Public/Population Health (PPH) Teaching</li> <li>MED 8750 (P4) Assessment Plan Revision</li> <li>Applied Anatomy Objectives</li> <li>P3 Research Curriculum</li> </ul>	<ul style="list-style-type: none"> <li><u>Proposed changes to Public/Population Health Teaching</u>: at the last UGMS Committee meeting, M. Mathews proposed a resequencing and possibly a move of some content within the Community Engagement courses and the Physician Competencies course.</li> <li>The affected Phase Leads confirm that the resequencing a material has generally been agreed to at the Phase level, but the transfer of teaching objectives between the courses has been deferred.</li> <li>L. Kenny to discuss this further at the next Phase 2 meeting in a two weeks.</li> <li>It was decided to table the Item. C. Vokey to set up meeting between D. McKay, L. Kenny and S. Murphy to discuss further.</li> <li><u>MED 8750 (P4) Assessment Plan Revision</u>: covered above.</li> <li><u>Applied Anatomy Objectives</u>: covered above.</li> <li><u>P3 Research Curriculum</u>: covered above.</li> </ul>	<b>ACTION: C. Vokey to set up meeting between D. McKay, L. Kenny and S. Murphy.</b>
#15 NEW BUSINESS		No new business.	
#16 ADJOURNMENT		Meeting adjourned at 1713 hours.	
Next Meeting		May 17, 2017 at 4:00 pm in Room M2M240.	



Sean W. Murphy, MD, Committee Chair