

Undergraduate Medical Studies Committee Meeting		DATE	October 17, 2018
		ROOM	M2M240
<b>CHAIR</b>	Dr. Sean Murphy		
<b>MEMBERS:</b>  <b>2017-18</b>	<p>Student Representatives (2)</p> <ul style="list-style-type: none"> <li>• Mr. Lindsay Webster, Senior Student Representative</li> <li>• Ms. Claire Skanes, 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> </ul> <p>Permanent Members (13)</p> <ul style="list-style-type: none"> <li>• Dr. Margaret Steele, Dean of Medicine</li> <li>• Dr. Tanis Adey, 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. Norah Duggan, Phase 4 Lead/Clerkship Coordinator</li> <li>• Dr. Amanda Pendergast, Phase 1 Lead</li> <li>• Dr. Lisa Kenny, Phase 2 Lead</li> <li>• Dr. Jasbir Gill, 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. Taryn Hearn, Co-Interim Review Coordinator</li> </ul>		
<b>PARTICIPANTS</b>	S. Murphy, L. Alcock, E. Hillman, C. Peddle, A. Pendergast, T. Adey, A. Haynes, V. Curran, B. Kerr, J. Gill (call in), E. Marshall (for L. Webster), N. Duggan (call in)		

<b>REGRETS</b>	C. Morris-Larkin, , L. Kenny, T. Hearn, T. Laughlin, A. Goodridge, S. Pennell, O. Heath, L. Webster, C. Skanes		
<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 1605 hours.	
#2 AGENDA APPROVAL		The Agenda was approved as presented. S. Murphy reviewed items in New Business and introductions were made for the benefit of the new Curriculum and Accreditation Advisor, B. Kerr.	
#3 APPROVAL OF MINUTES		The minutes of September 19, 2018 meeting were reviewed and approved.	
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	A. Goodridge was not present.	
	Item 4. b. SAS Report	<p>V. Curran reported on the following:</p> <ul style="list-style-type: none"> <li>- A set of timelines has been suggested for submission and approval of assessment plans. V. Curran will forward to S. Murphy for distribution to Phase Leads.</li> <li>- Issues regarding exam scheduling around White coat ceremony and Atlantic Medical Student Conference are being worked on.</li> <li>- Student report on progress testing went well but there is a need to improve communication and details (eg. on call duty hours as some students showed up the morning of exam at clinical rotation), handbook addition, breaks, and travelling to write exam. D. Deacon to attend Phase 4 meeting to report these issues.</li> <li>- Phase 4 report that EPAs are being changed by some disciplines. C. Peddle explained that because the Phase 4 Management Team found that by the time learners met the milestones for assessment data in core rotations, they were missing some EPAs. As a result, disciplines were asked to provide an assessment on any EPA achieved that is relevant and requested by the learner. Objectives are the same but the assessment tool is allowed to work in a broader scope. SAS wasn't made aware of it as the objectives weren't changed.</li> </ul>	<b>ACTION: V. Curran to forward proposed assessment plan timelines to S. Murphy for distribution to phase leads.</b>

		<ul style="list-style-type: none"> <li>- Some CDCs have cancelled formative rotation based assessments after assessment plans were approved. V. Curran to get examples and details for discussion.</li> <li>- SAS has changed the summative assessment procedure for phases 1 – 3. There was a Phase Assessment Group as well as an Exam Review Group. As the Phase group wasn't formed or meeting, the two groups will merge and be responsible for exam review and assessment. J. Reddigan is working on revision and will bring back here for approval.</li> <li>- Phase 3 Assessment Lead position is still vacant. T. Adey asked J. Gill if she could provide job description in order to put out a call for interest. J. Gill will talk to Diana and J. Kirby and put something together and send to T. Adey.</li> </ul>	<p><b>ACTION: V. Curran to gather examples and details surrounding CDCs cancelling formative rotation based assessment plans.</b></p> <p><b>ACTION: J. Gill to consult with D. Deacon and J. Kirby to create a job description for Phase 3 Assessment Lead and send it to T. Adey to request a call for interest.</b></p>
	Item 4. c. iTac Report	S. Pennell was not present.	
#5 PHASE 4- CLERKSHIP REPORT/ISSUES		N. Duggan had nothing to report.	
#6 PHASE 3 REPORT/ISSUES		J. Gill had nothing to report.	
#7 PHASE 2 REPORT/ISSUES		L. Kenny was not present to update.	
#8 PHASE 1 REPORT/ISSUES		<p>A. Pendergast updated:</p> <ul style="list-style-type: none"> <li>- Respectful Learning Environment course has no objectives in Cblue. C. Peddle to follow up with A. Warman to discuss moving it to Orientation.</li> <li>- Question regarding Academic Integrity online module from L. Alcock. All undergrad new to university are required to take this 1.5 hour course in the first semester. It's also a requirement for anyone who has been proven to have committed academic dishonesty. To save time, she suggested replacing the lecture with the course which will need another section, and E. Hillman said it carries a lot of weight as learners don't get a registration time until this is completed.</li> </ul>	<p><b>ACTION: C. Peddle to discuss Respectful Learning Environment course with A. Warman.</b></p>

		<p>It was <b>MOVED</b> by A. Pendergast to introduce Integrity 100 A/B as a required component of the Medical School curriculum in Phase 1 to replace the Academic Integrity lecture. It was <b>SECONDED</b> by T. Adey.</p> <p style="text-align: center;">All were in favor and the <b>MOTION CARRIED</b>.</p>	<p><b>ACTION: It was moved by A. Pendergast and seconded by T. Adey to introduce Integrity 100 A/B as a required component of the Medical School curriculum in Phase 1 to replace the Academic Integrity lecture. Motion carried.</b></p> <p><b>ACTION: S. Murphy to forward to SCUGS.</b></p>
#9 REPORT FROM NB		T. Laughlin was not present.	
#10 SENATE, SCUGS, AND UNIVERSITY ISSUES		<p>- Last meeting, S. Murphy had encouraged the Committee to read the Unit Assessment. T. Adey said they have had 2 meetings where they have gone through the 39 recommendations, and subcommittees will be created to address them. A Professionalism Working Group has been formed to develop a survey for faculty and learners but was put on hold during the Unit Assessment. They will reconvene now to revisit the survey, and they will be meeting at the end of the month in collaboration with V. Curran. The Dean has to report back to President in the Spring. The group meets again in November.</p> <p>T. Adey reported on the following:</p> <p>- The Accreditation Oversight Committee has sent an email looking for committee members. T. Hearn will be in touch with class presidents to encourage getting learner representatives from each year. They will take the Interim Review report and look at standards and elements and address any red areas to prepare for accreditation. S. Murphy said UGMS hasn't heard the full results of the Interim Review report, and he will invite T. Hearn to a future meeting to present.</p> <p>- L. Alcock asked about a Medical Student policy around cannabis. S. Murphy said Eastern Health sent something out today as the University policy doesn't cover the time period from intake to patient interaction. T. Adey</p>	<p><b>ACTION: S. Murphy to invite T. Hearn to a future UGMS Committee meeting to present the Interim Accreditation report.</b></p> <p><b>ACTION: T. Adey to email the Dean with questions surrounding the use of</b></p>

		<p>wondered how that applies to Phase 1 – 3 students and email the Dean regarding an announcement to address questions that arose.</p> <p>- E. Hillman said there is a new WHIMIS portion to be updated regarding the lab safety course and asked how medical students meet that requirement.</p> <p>C. Peddle nothing related to UGME now, but she will check with Student Affairs.</p>	<p><b>cannabis by Medical Students and request an announcement be made.</b></p> <p><b>ACTION: C. Peddle to check with Student Affairs regarding how medical students meet the lab safety requirement.</b></p>
#11 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		S. Murphy said a GFT working group has been formed, initiated by the Provost office, and the first meeting will be Monday.	
#12 ACCREDITATION ISSUES		T. Adey nothing to report.	
#13 UGME OFFICE REPORT AND ISSUES		C. Peddle to check to ensure calendar changes have been made.	<b>ACTION: C. Peddle to check to ensure calendar changes have been made.</b>
#14 MATTERS ARISING FROM THE MINUTES		<p><u>Non-promotion of Phase 2 students:</u> T. Adey asked the question of if a learner who, for example isn't successful in Phase 1 or withdraws from Phase 4 or partway through Phase 3, are they being less advantaged than other learners. Are there options to catch up in Clinical Skills and shadowing? E. Hillman suggested talking to Nursing as they have some procedure for this.</p> <p><u>Student concern around lack of information in handbook regarding consequences of failing a phase:</u> E. Marshall brought forward concern from L. Webster regarding lack of information in the handbook regarding consequences of failing a phase. C. Peddle said they are working on addressing this in the assessment plans now. T. Adey said a recommendation came from the Appeals Committee that phase leads meet with learners at the beginning of each phase to explain the assessment plans and what happens if they do not meet the requirements. They will also ensure the language in assessment plans is transparent and in line with that</p>	

		of the university calendar.	
#15 NEW BUSINESS		No new business.	
#16 ADJOURNMENT		Meeting adjourned at 1700 hours.	
NEXT MEETING		November 21, 2018 in Room M2M240.	