

RECORD OF DISCUSSION, ACTIONS AND DECISIONS

MEETING	UGMS MEETING MINUTES	
DATE	October 19, 2011	
PARTICIPANTS/ REGRETS	<p>Attending: S. Murphy (Chair), L. Gillespie, J. Farrell, T. Adey, J. McCarthy, L. Barnett, S. Ackerman, A. Goodridge, E. Hillman, S. Pennell, S. Winsor (minutes)</p> <p>Regrets: S. Moffat</p>	
AGENDA ITEM	DISCUSSION	ACTION/ RESPONSIBLE
WELCOME	<ul style="list-style-type: none"> S. Murphy opened the meeting at 4:05 p.m. 	
ADDITIONS TO THE AGENDA	<ul style="list-style-type: none"> S. Murphy inquired of the committee re: any additions/objections to the agenda. 	<ul style="list-style-type: none"> No additions/objections to the agenda.
REVIEW OF MINUTES (SEPTEMBER 14, 2011)	<ul style="list-style-type: none"> S. Murphy suggested that if all the committee had, previously, reviewed the minutes and there were no questions/concerns that the minutes be accepted. 	<ul style="list-style-type: none"> Minutes were approved as circulated.

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<p>UGMS RESTRUCTURING</p>	<ul style="list-style-type: none"> • The restructuring of the UGMS was discussed. • This has been approved by faculty council as proposed by Dr. Peters at the September UGMS meeting. • The new UGMS committee is expected to be operational as of January, 2012 	<ul style="list-style-type: none"> • Committee members to be appointed before January 2012
<p>CLERKSHIP REVISION PROPOSAL</p>	<ul style="list-style-type: none"> • J. McCarthy delivered a presentation of plans for the creation of a new course for the MD Program. This course would be an optional alternative to the three, one-month selective blocks currently used during clerkship. This new selective will consist of one three- month block designed to provide longitudinal patient care experience, i.e. the student will follow the patient as they move through the health care system. • This is intended to be offered immediately after the 3rd year and will have a rural medicine focus • This may be offered as a pilot project first, but formal changes to ensure that students receive credit must occur first, e.g. assignment of a course number. • The goal is for the course to be in place by the next academic year. • J. McCarthy further discussed plans to propose amalgamation of the 3rd and 4th years of clerkship. • This proposal will be presented at the November UGMS meeting. 	<ul style="list-style-type: none"> • The proposal will be forwarded for feedback from MSS, Promotions Committee, Clerkship Committee, & Associate Dean of UGME. • The committee is in general agreement to proceed with both proposals.
<p>PRE-CLERKSHIP SUMMATIVE ASSESSMENT POLICY</p>	<ul style="list-style-type: none"> • A revised pre-clerkship summative assessment procedure document was presented by S. Murphy. This was approved as a policy in the April, 2011 meeting but has undergone significant restructuring and editing by the FOM policy analyst. A number of appendices were added for clarification. • S. Murphy stated that the intent and content of the document were preserved. • A. Goodridge stated that the P/ O grade criteria were too strict • T. Adey suggested that a “Lunch & Learn” for students regarding this procedure might be helpful. 	<ul style="list-style-type: none"> • APPROVED as a REVISION of the current policy.

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<p>POLICY REVIEW</p>	<ul style="list-style-type: none"> • S. Murphy led a general discussion of how existing and new policy / procedures should be reviewed and updated by the committee • There was agreement that policy / procedure documents should be approved by the committee even in situations where the document must be reviewed by the FOM policy analyst. In general, the revised policy / procedure will be approved as a “revision” at a later date. • There was agreement that the oldest existing policies /procedures should be reviewed by UGMS systematically and updates requested if necessary. 	<ul style="list-style-type: none"> • Chair to bring forward policies for review at future meetings.
<p>ACCREDITATION CHECKLIST</p>	<ul style="list-style-type: none"> • S. Murphy led a brief review on standard EB38. A discussion followed. • The protected time policy was noted as being adequate for pre-clerkship but less clear for clerkship • The clerkship manual has only general guidelines for call expectations • The current policy specifies 2 hours protected “personal time” per week for clerks • Ongoing changes in call requirements / regulations for postgraduate trainees were noted. • Results of the CGQ were discussed 	<ul style="list-style-type: none"> • The chair will meet with S. Ackerman to further discuss this policy • J. McCarthy to review the clerkship protected time / call expectations
<p>TOPICS FOR FUTURE MEETINGS</p>	<ul style="list-style-type: none"> • Deferred Exam Policy Review (November) • Proposed calendar wording changes re. description of pre-clerkship courses (November) 	
<p>ANY OTHER BUSINESS</p>	<ul style="list-style-type: none"> • With no other business the meeting was adjourned at 5:35 	
<p>NEXT MEETING</p>	<ul style="list-style-type: none"> • NOVEMBER 16, 2011 	

APPROVED NOV 16, 2011