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## Undergraduate Medical Education Committee (UMEC)

### Approved

May 31<sup>st</sup>, 2024

1:00 – 3:00 PM

Meeting took place via Zoom

**Attendees:** Amy Bromley (Chair), Adam Bass, Alam Randhawa, Kevin Busche, Janeve Desy, Carol Hutchison, Naminder Sandhu, Donna Slater, Shiva Ivaturi, Kim Meyers, Rabiya Jalil, Marcy Mintz, Kevin McLaughlin, Jane McNeill (Admin)

**Regrets:** James Fewell, Taj Jadavji, Jason Kreutz, Clark Svrcek, Shannon Leskosky, Mike Paget, Sarah Weeks, Kerri Martin, Allison Brown, Dan Miller, Kim Meyers

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### 1. Call to Order

The UMEC meeting took place via Zoom and was called to order @ 1:00pm by Dr. Amy Bromley.

### 2. Consent Agenda – No Quorum

Approval of Minutes from March 1, 2024 (No Quorum)

**\*Electronic vote – approved June 10, 2024**

### New Business

- **Annual Reports: Clerkship (K. Busche) (attached)**

Kevin started the annual report by thanking all the members of the clerkship committee and their dedicated time at the meetings. Highlighted items from the report included the challenges with booking home electives using the AFMC's portal. After the unsuccessful attempts to use the portal, the old email system was implemented, and this worked fine. The email system will be used again for this year's class. The second highlight was the challenge in the larger class size for the 2025s of approx. 190 students. Accreditation has also been in the forefront and final highlight was the ending of the combination of Interpersonal Education/Community Engaged Learning block, as it is now well represented in the RIME curriculum. There are some components that have moved into Course 8. The membership change was mentioned and is attached in the report. Kevin made the motion to accept the report including the membership changes. Janeve second it. Voting was done via private chat to Jane, but as there was not quorum the report was not officially approved. **\*NOTE:** Electronic vote on June 10<sup>th</sup>, 2024 – quorum was met, and the Clerkship Annual Report was approved.

- **SEC (Janeve Desy) (attached)**

Janeve presented the SEC annual report that included a summary of the six meetings they held over the last year. The membership changes were highlighted and included in the attached report. Updated Competency based assessment tools included new pre-clerkship EPA form (developmentally appropriate language), and a new EPA 0 form (professionalism/accountability). The written examination portion of Pre-clerkship was reviewed and Janeve highlighted that a completely new question bank and new examination system from the legacy curriculum was developed. The full details are attached in the report. The reappraisals and appeals were brought to the committees attention: 23 reappraisals were forwarded and dealt with through the Reappraisal committee and of those five went on to an additional appeal with the Faculty appeals committee. Janeve had a huge thank you to all the members and to everyone that has worked so hard on the new assessment strategies for RIME.

Janeve provided an update on the plan for clerkship summative MCQ exam redesigning. This will include a centralized blueprint and MCQ examination system with progress testing three times throughout clerkship (approved in principle through SEC and CC this week). This will be introduced with the Class of 2026 if all is approved. Janeve fielded questions regarding cards, and unit exams/blocks. Naminder Sandhu made the motion to accept the report, Kevin Busche second and voting was done via private chat to Jane. The report was not approved as there was not quorum. **\*NOTE:** Electronic vote on June 10<sup>th</sup>, 2024 – quorum was met, and the SEC Annual Report was approved.

- **Research Committee TOR (Kevin McLaughlin):** Kevin McLaughlin reviewed the TOR by explaining the two main responsibilities for the committee. The first being to promote and oversee research, and the second is to coordinate research opportunities for UME medical students, which is particularly important for accreditation purposes. Alam Randhawa asked if the research portal where research opportunities/projects or supervisors that are looking for medical students is still a plan. Kevin McLaughlin and Janeve Desy commented that this is the plan and any opportunities so far have been posted on OSLER and a defined approach to letting the RIME students know is still being ironed out. Kevin made the motion to have the TOR approved. Janeve second it. Voting was done via private chat to Jane, but as there was not quorum the TOR was not officially approved. **\*NOTE:** Electronic vote on June 10<sup>th</sup>, 2024 – quorum was met, and TOR approved.

- **Discussion of Extended Clerkship Policy (Amy Bromley/Kevin Busche)**

Kevin led the discussion by first explaining what the policy consists of, which is to outline when students can have an extended clerkship. The main reason for bringing this to the committee is for the issue of students who are unsuccessful in the CaRMS Match. Kevin explained the criteria the students have to meet regarding disciplines and applying in CaRMS for the first and second iteration. Discussion was then centered on the rules that may not be right for the students. The main discussion focused on the criteria for the 1<sup>st</sup> iteration and if these policies should be changed to benefit the students. The extended clerkship consists of 6 months of electives so is not a strain on resources, as the average is four to six students per year.

The decision was to table the policy until the next meeting in order to gather feedback from the students and create an official proposal of changes.

- **UME EDI Committee update (Amy Bromley):** Amy updated the committee on the past activity of the UME EDI Committee, which only involved one official meeting. Amy Gausvik and Tito Daodu were going to revive the committee and become co-chairs, but after meeting with Amy B. it was decided to propose this committee be dissolved. The reasoning behind this is because the members are already a huge part of RIME and the Preclerkship equity groups and this would be added time commitment and overlap. Please see the attached letter – UME EDI Committee Update.
- Motion to dissolve the UME EDI Committee was put forward by Amy B. and Kevin Busche second. The vote was sent via private chat to Jane, but as there was not quorum, it was not approved. **\*NOTE:** Electronic vote on June 10<sup>th</sup>, 2024 – quorum was met, and the motion to dissolve was approved.
- **Proposed modifications to tutorial groups & anatomy (Amy Bromley):** Amy reported on the challenges of recruiting tutorial group facilitators and anatomy preceptors and clinical skills preceptors, as well as the budget constraints and the additional 6% cut that need to happen within the department. The proposal is in the 1<sup>st</sup> week of every 6 week block there would be a non-mandatory or optional anatomy time, which would free up more resources for preceptors to do clinical skills and decrease the utilization of our presenters for anatomy. The potential to decrease the number of tutorial group facilitators for the 3<sup>rd</sup> block is also being looked at, in order for the students to take what they are learning throughout the tutorial groups in leadership and teamwork and practice before clerkship. The group facilitators would be dropping in and out, but the idea would be to empower the students to lead those groups independently. Amy made the motion to plan to have anatomy optional, and the asynchronous weeks and then decrease the number of tutorial group facilitators in block 3 where necessary. These changes would be in place for the Class of 2027. Second was by Kevin Busche. Votes were done via chat to Jane but as there was not quorum this was not approved. **\*NOTE:** Electronic vote on June 10<sup>th</sup>, 2024 – quorum was met, and the motion to make the above curriculum changes were approved.

### 3. Standing Items:

**3.1 Pre-Clerkship Committee:** Sarah Weeks could be in attendance therefore emailed her report to Amy Bromley. In summary, the PreClerkship Class of 2026 is in their last week of Unit 7. Unit 8 is unique in that it is a two week tutorial group, which has a synthesis week where the students will be working through cases to apply the knowledge that they've gained up until now. Then they will have the block 2 multiple choice exam and the OSCE. The next 4 weeks after that will be 2 weeks of Career Development and 2 weeks of vacation. The last RPCC meeting approved a motion that the 1<sup>st</sup> Friday week in review of each unit in the

block three will be optional. There are 14 new tutorial group facilitators and there have been two onboarding sessions done by Dr. S. Coderre. A new Communications Lead is currently being recruited for a mid-July start. The Class of 2027 is starting July 3<sup>rd</sup> with a week of orientation after a couple days of logistics is done.

**3.2 Clerkship Committee:** Kevin reported the Class of 2024 have moved on except for a few remediations and exams. The Match rate was 92.5 compared to the national rate of 94 and the second iteration was 60%, which is higher than before. The Class of 2025 report that everything is going well and no concerns. Kevin has completed the first of two introductory clerkship sections to the Class of 2026. As mentioned by Janeve, the Class of 2026 will hopefully have a new evaluation structure in place and also a new rotation in place called Selectives. The Clerkship Committee have been busy working on accreditation and a few membership changes upcoming. Internal Medicine is losing the director and evaluation coordinator and the Psychiatry clerkship director is also leaving.

**3.3 Student Evaluation Committee:** Janeve discussed items in the Annual report time slot. No further information to add at this time.

**3.4 Student Reports: Class of 2024** – no representation

**3.5 Student Reports: Class of 2025-** no representation

**3.6 Student Reports: Class of 2026** – Alam Randhawa reported the they just wrote a unit exam that morning. Block two is wrapping up and everyone is done their CEL placements for this block and then they will start again in the summer.

**3.7 Accreditation Update:** Marcy Mintz updated the committee with a short summary that included a Class of 2026 survey, a mini-independent student analysis survey. The data collected will be integrated into the DCI (Data collection instrument). There are a few elements being revised that were brought forward from the mock accreditation in January. All the documents need to be submitted by late June or early July as the formal review is October 21-23<sup>rd</sup>, 2024. This is part one and part two in-person review is December 2-3<sup>rd</sup>.

**3.8 Associate Dean's Report:** Amy Bromley reported on the budget constraints, which is all departments have been asked to cut 6%. The UME is doing okay at the moment, as two DND students registered as well as one international student, which bring in their own funding for us. There are currently education sessions throughout CSM with Islamophobia and anti-semitism.

Meeting was adjourned at 2:58pm and the next meeting will be September 27<sup>th</sup>, 2024.



## TERMS OF REFERENCE

## CUMMING SCHOOL OF MEDICINE UNDERGRADUATE MEDICAL EDUCATION RESEARCH COMMITTEE (UMERC)

Reports to Undergraduate Medical Education Committee (UMEC)

**Chair:** Director of UME Research

### **Responsibilities:**

1. To promote and oversee research in and for the Undergraduate Medical Education (UME) program.
2. To coordinate research opportunities for medical students.

### **Duties:**

1. Oversee, support, and meet the research needs of UME at the Cumming School of Medicine:
2. Ensure the research in UME is conducted appropriately:
  - a. Supporting the Associate Dean UME in overseeing/adjudicating CHREB sign-off on UME-related project proposals.
  - b. Track complaints and problems in conducting research in Calgary UME
3. Support UME students interested in becoming involved in research in any domain, including:
  - a. Identify research projects that UME students could become involved in and help match students with appropriate supervisors
  - b. Maintain a catalogue of research contacts from all areas for students interested in participating in research
4. Act as an adjudication panel for Calgary UME student research projects (as requested).
5. Adjudicate on requests for UME support in facilitating research:
  - a. Discuss/adjudicate support for internal projects requesting support in contacting learners and faculty
  - b. Discuss/adjudicate support for internal projects requesting UME data
  - c. Discuss/adjudicate support for projects originating outside the University of Calgary
6. Reporting:
  - a. Annual report to UMEC
  - b. Other reporting as necessary
7. Communication and dissemination
  - a. Regular communication with UME community regarding research opportunities, activities etc.
  - b. Engage with CSM communication in support of the above.

### **Annual report to UMEC:**

1. Number of research proposals reviewed, number approved
2. Number of UME projects published/disseminated by members of the committee
3. Number of projects that included students in the research team
4. Decisions significantly altering curricular plan or affecting other subcommittees

## **Membership**

*Chair:* Director of UME Research who votes only as a tie-breaker

### *Voting members:*

Assistant Dean, UME Evaluation & Research  
Assistant Dean Program Evaluation  
Director of Assessment, Preclerkship  
Manager, Academic Technologies  
UME Research Technician  
Student representative from each year  
Director of Professional Role  
Faculty member involved in medical education research  
SAWH representative  
PGME representative, Manager, UME  
OHMES representative

### *Non-voting members:*

UME Associate Dean  
UME Administrative Assistant

### *Attendance by others:*

Non-members, such as other Assistant Deans, Course Leaders, students, investigators, etc., may be invited to meetings as needed.

### *Terms of membership:*

Consistent with UME policy on membership

*Meetings:* 5 times per year at 1-3 pm on the first working Monday of September, November, January, March, and May.

*Quorum:* Five (5) of the voting membership AND the number of voting faculty must exceed the number of non-voting faculty.

*Voting:* The students will have one vote and collaborate on casting this single vote. Decisions both in meeting and between meetings (electronic votes) are reached by majority vote.

*Conflicts of Interest:* Members must declare any conflict of interest and will recuse themselves from voting where there is a real or perceived conflict of interest (e.g., if they are PI on a research project being considered).

*Minutes:* Minutes are taken and approved by consensus at the following meeting.

***Updated Membership: June, 2024***

***Updated & Approved by UMEC: June 2024***

**Clerkship Committee Report to UMEC  
April 2023 – March 2024**

Meeting Dates and Reports from Clerkships

May 2, 2023	Obs/Gyne
June 20, 2023	Pediatrics, Course 8
September 12, 2023	Surgery
October 17, 2023	Internal Medicine, Anesthesia
November 28, 2023	Family Medicine
January 16, 2024	Emergency Medicine, UCLIC (rescheduled due to conflict)
March 5, 2024	Electives, Psychiatry (rescheduled due to conflict)

Decisions

- All clerkship reports accepted – passed
- Clerkship Feedback Policy (edited by UMEC) – passed
- Match Day work hours change – passed

Other Topics

- Clerkship capacity issues
- Research plans to include discussions with Research Committee
- Accreditation Planning
- Followup from Mock Accreditation
- Red Deer as a site for core rotations
- Discussion of 'Request for a Different Assignment' Policy (small edit, approved at Management Committee)
- Workplace/exam accommodations in Clerkship
- Exam question overlap
- Challenges x 2 with AFMC portal for local elective booking
- Southern Alberta Medical Program (SAMP) – Lethbridge Expansion
- Removal of IPE/CEL weeks
- Development of Selectives rotation for class of 2026
- RIME updates
- Planetary Health
- ITER completion times
- Work Hours data collection
- Description of Curriculum Oversight and Implementation Committee
- Big 10 Exit Objectives
- Provision of objectives/feedback process to all preceptors – increased frequency

Clerkship-Specific Issues

*Psychiatry*

Scheduled to present March 2024; had to be deferred to later date

*Internal Medicine*

Capacity concerns with reduction in number of MTUs  
Exam review  
Change in requirements for performance of procedures

#### *Course 8*

Mapping RIME to C8 content to look for gaps/redundancies  
Review of C8 content with EDI lens  
Reformatting SIM cases to be EPA based for evaluation

#### *Obstetrics and Gynecology*

Concerns regarding preceptor burnout  
Plan to reduce rotation from six to four weeks (class 2025)  
Faculty development on completion of the ITER

#### *Anesthesia*

Concern re preceptor burnout – more learners in clinical environments/shortage of anesthesiologists  
Resident-led in-person orientation  
Review of goals and objectives

#### *Surgery*

Mid-rotation 'skills day' developed and implemented  
Stress and fatigue among surgeons  
Continuing to work on removing pre-rounding  
Workflow issues affecting OR exposures

#### *Family Medicine*

Process for new preceptors  
Challenges with maintaining adequate numbers of preceptors  
Planetary Health workshop/new objective

#### *Emergency Medicine*

Formal teaching sessions on trauma  
Review of rotation objectives

#### *Pediatrics*

Rewriting of MCQ exams  
New half-day educational format  
Incorporating more residents as teachers

#### *Electives*

Electives Scheduling  
Use of collected feedback from electives

#### *UCLIC*

To be presented May 2024

Leadership Update -- requires UMEC approval

Electives Director: Dr. Scott McLeod replacing Dr. Jonathan Lubin



Resident Reps: Dr. Mary Thompson replacing Dr. C. Taheri; TBD replacing Dr. Rhiannon Brett  
Emergency Medicine Evaluation Coordinator: Dr. Emmeline Ruka replacing Dr. David Fu  
Surgery Clerkship Director: Dr. Caleb Zavitz replacing Dr. Jeremy Lamothe

**SEC (Student Evaluation Committee) Report to UME**  
**April 2023 to March 2024**

**Meeting Dates**

**2023: May 29<sup>th</sup>, September 25<sup>th</sup>, November 27<sup>th</sup>**

**2023: January 15<sup>th</sup>, March 18<sup>th</sup>**

**Membership**

Dr. Amy Bromley, Associate Dean, UME, Chair Undergraduate Medical Education Committee (UMEC)  
Dr. Janeve Desy, Chair, UME Evaluation and Research  
Dr. Glenda Bendiak, Director of Evaluations  
Dr. Adrian Harvey, Chair, Curriculum Innovation & Oversight Committee (CIOC)  
Dr. Kevin McLaughlin, Chair, Research Committee  
Student VP Academics – Two from each Class  
Student Evaluation Representatives – One from each Class (ongoing)  
Dr. Sarah Weeks, Chair RIME Pre-Clerkship Committee  
Dr. Kevin Busche, Chair Clerkship Committee  
Dr. Carol Hutchison, SAW Representative  
Dr. Kent Hecker (sabbatical), Faculty Evaluation Advisor  
Dr. Zahra Goodarzi, Leaders in Medicine  
Dr. Rabiya Jalil, Health Equity Representative  
Dr. Taylor Wong, Faculty Representative  
Dr. Dan Miller, Faculty Representative  
Dr. Melinda Davis, Faculty Representation  
Dr. Marcy Mintz, Accreditation Lead  
Dr. Sarah McQuillan, Member at Large  
Dr. Maria Powell, Resident Representative  
Drs. Theresa Wu, Jolene Haws, Edwin Cheng, Kayla Nelson, Victoria David, Sarah Anderson, Seven Pre-Clerkship/Clerkship Reps  
Mr. Mike Paget, Ms. Shannon Leskosky, Sue-Ann Facchini, UME Managers  
Mr. Matthew Sobczak, Ms. Sibyl Tai, UME Supervisors  
Ms. Kerri Martin, Mr. Yuan Burton, Kelsey O'Donnell UME Evaluation Team

**Approvals/Decisions:**

- SEC accepted a new Pre-Clerkship EPA form that assesses the students' ability to perform a task semi-independently preparing for the next stage of training (Clerkship).
- SEC accepted the EPA 0 form (Learner Demonstrated Accountability to Self, Peers, and Profession Form) that allows comments on specific instances in which the learner demonstrates exceptional accountability to their peers, their profession or themselves, or areas in which there could be some coaching and improvement.
- SEC members accepted the percentages (5%, 5%, 5%, 85%) of the waiting of an exam (RIME curriculum) found in the Curriculum Outline on the U of C UME Website.
- SEC members accepted the RIME Exam Blueprint, giving students additional information about the structure of an exam.
- SEC members accepted revisions made to the Student Evaluations Development and Maintenance Policy detailing rules and regulations as well as changes that were made to update the terminology to reflect the RIME program.
- SEC members accepted revisions made to the Reappraisal Policy (specific to adjusting the terminology to reflect the RIME program).
- SEC members accepted revisions made to the SEC TOR: New positions added - Health Equity Representative, Dr. Rabiya Jalil, Director of Evaluations, Dr. Glenda Bendiak, Member at Large, Dr. Sarah McQuillan. Dr. Kent Hecker's position changed to Faculty Evaluation Advisor. A new title added - Seven Pre-Clerkship/Clerkship Representatives

with the addition of Drs. Theresa Wu, Edwin Cheng, Kayla Nelson and Victoria David. Sue-Ann Facchini added as a UME Manager. The UME Evaluation Team added a third member, Yuan Burton.

**Reappraisals and Appeals**

Reappraisals to UME Reappraisal Committee: 23

Appeals to UME Faculty Appeals Committee: 5

**Terms of Reference** (attached)

# UME EDI Committee Update

May 8, 2024

Notes pertaining to a meeting on the above date, between:

- Dr. Amy Bromley, Associate Dean, UME
- Dr. Amy Gausvik, Co-chair, UME EDI Committee
- Dr. Tito Daodu, Co-chain, UME EDI Committee

In the discussion today the role of the EDI committee within UME and the nature of the work it would accomplish was revisited. With a recognition that the proposed membership is already considerably taxed with meetings, and that the work that needs to be done to embed EDI into UME is working well within preclerkship, we have chosen to not pursue the revitalization of the EDI committee as it is currently outlined. Instead, we will take the following approach to ensure EDI is embedded within all aspects of UME:

1. Focus on using the Health Equity Structural Competency (HESC) model in pre-clerkship for other aspects of the curriculum. Given that the HESC team are all physicians and have an understanding of medical education, as well as a relatively even power differential with the leadership of the committees, the HESC team representatives can functionally participate in these discussions at various levels to ensure adherence to principles of EDIA. Consideration will be given to having a HESC representative for clerkship, to work with the clerkship directors to continue the HESC curriculum throughout clerkship. This may also include the need to devote more resources to the team, whether that is by expanding the team or increasing FTE where appropriate.
2. For specific projects, such as the implementation of the new core competencies in medical school which replace the previous "Technical Standards", focused working groups will be utilized to accomplish a specific task.
3. Increase awareness of resources available at the CSM level, specifically with respect to PESJO and HEST, to ensure that work is not being done to recreate resources that are already available
4. Focus on recruiting new leaders with EDIA experience into academic leadership roles, so the academic decisions can be made with an EDIA lens organically, without a need for an additional EDIA review.

With this, a motion will be made to divest this committee (formally rescinding the motion of creation of the committee in accordance with Robert's rules).