



# Undergraduate Medical Education Committee (UMEC) Minutes

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## Undergraduate Medical Education Committee (UMEC)

### APPROVED

June 19, 2020

1:00 – 2:40PM

Meeting took place via Zoom

**Attendees:** Drs. Ellen Burgess, Kevin Busche, Melinda Davis, Janeve Desy, James Fewell, Karen Fruetel, Adrian Harvey, Carol Hutchison, Martina Kelly, Kevin McLaughlin, Dan Miller, Chris Naugler (Chair), Sarah Weeks, Ms. Karen Chadbolt, Ms. Suzanne George, Ms. Teresa Killam, Ms. Shannon Leskosky, Mr. George Mulvey, Ms. Laura Palmer

**Regrets:** Drs. Adam Bass, James Fewell, Aliya Kassam, Charles Leduc, Ian Walker, Richard Walker, Ms. Tabitha Hawes, Mr. Arjun Maini, Ms. Kerri Martin, Mr. Mike Paget

**Guests:** Dr. Jocelyn Lockyer, Ms. Melissa Morrison

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### Call to Order

The UMEC meeting was called to order @ 1:00 p.m. by Dr. C. Naugler (Chair).

#### 1. Approval of Consent Agenda

The June 19, 2020 Consent Agenda and the January 31, 2020 UMEC Minutes were both approved. There was no addenda or corrections to either document.

#### 2. New Business:

##### **“Back to Program Plan for Students” – Update (Drs. Sarah Weeks and Kevin Busche)**

**Class of 2022** - Dr. Weeks reported that on March 13<sup>th</sup>, 2020, the UME was given a mandate to transfer to online learning due to the Pandemic. The second year students (class of 2022) lost one week of scheduled educational activities (Med Skills OSCE I). Dr. Weeks explained that the Class of 2022 began Course IV in early April and the delivery of this course was entirely online via Zoom (lectures, small groups, patient presentations and mid-terms). After the completion of Course IV, material that could be taught online was brought forward and material that had to be taught in person had to be pushed back. Course V, Intro to Clinical Practice (ICP) and Course VII are all conducive to online delivery and therefore will be taught in succession following Course IV. Dr. Weeks explained that this has left space in the Fall to complete the MS OSCE I, Physical Exam sessions and Clinical Correlations (online lectures and small groups will continue with very minimal hands-on learning). Dr. Weeks explained that unfortunately the Class of 2022 has lost the ability to career explore due to the fact that summer electives (originally scheduled for the summer of 2020), as well as shadowing activities are unable to happen.

**Class of 2023** - Dr. Weeks reported that the Class of 2023 will be starting on July 6, 2020. This class will also be running online from July to September (this will include Orientation, Population Health and Course I). From September onwards, class structure will be very similar to the Class of 2022.

Dr. Naugler acknowledged and thanked Dr. Weeks for all of her hard work in organizing the Classes of 2022 and 2023.

**Class of 2020** - Dr. Busche explained that the Class of 2020 was removed from clinical practice on March 16<sup>th</sup> due to the Pandemic, therefore missing the last four weeks of Clerkship. During those four weeks, Dr. Busche explained that the students took part in online learning, including academic half days, case material (that was produced by some of the Clerkships), as well, students wrote all of their knowledge-based multiple-choice exams. The class was able to complete their Clerkship OSCE before online learning was mandated. Dr. Busche explained that The Competency Committee (led by Drs. Janeve Desy, Adrian Harvey and Kevin McLaughlin) was convened bringing together people from the UME, PGME, a public representative, etc. This committee reviewed all students from the class of 2020 (anonymously) mapping the students' completed ITERS to the AFMC's 12 EPAs to ensure that the students met the criteria for graduating. Dr. Busche reported that the committee was able to make recommendations with a consensus for the vast majority of students. There were a very small number of students with more complicated situations, therefore the committee was not able to make a consensus recommendation for graduation (these students were then referred to SARC for a final decision). Dr. Busche reported that a feed forward letter was emailed to all of the receiving Program Directors for the class of the 2020 students that were starting residency in July, 2020. The letter briefly described what was done with the shortened Clerkship including a description of what each student had missed. Dr. Busche reported that when the clerks had to leave clerkship in March they kept very busy. Many students from the class of 2020 were responsible for the vast majority of contact tracing work (in Calgary) during the Pandemic. As well, many clerks provided family and child care for front line workers, as well some students signed up to monitor patients remotely through the complex care hub.

**Class of 2021** – Dr. Busche explained that this class was removed from clinical rotations on March 16<sup>th</sup>. The Clerkships and Course VIII Directors came together very quickly and developed an online curriculum. As well, an online session module on the proper use of PPE was included. Dr. Jolene Haws and Ghazwan Altabbaa ran two in-person practical training sessions for the class to prepare students to return to the wards. The clerks returned to the wards on June 15<sup>th</sup>. Dr. Busche noted that there were significant changes to the clerkship schedule as they missed a total of 13 weeks. Clinical rotation time has been extended by four weeks at the end of clerkship in 2021, with five of the mandatory rotations shortened and one week of elective time removed. In total, two weeks were cut from clerkship which brings the entire program down from 132 weeks to 130 weeks (the mandated minimum). With regard to the CaRMS timeline for the class of 2021, Dr. Busche explained that the end of the application deadline has been extended to February 7<sup>th</sup>, 2021. The evaluation cut-off date (ITERS to be included in the MSPR) has been extended to December 11<sup>th</sup>, 2020. The file review period for the programs is going to be shortened and all interviews are going to be done virtually in March, 2021. As of today, the details of the CaRMS schedule for the class of 2021 is skeletal. With regard to Visiting Electives, a decision that was made nationally by UME offices around the country, mandating that the class of 2021 no longer have Visiting Electives. All Electives must be done locally. This decision was made to try and maintain some resemblance of equity for students in all locations. Dr. Busche specifically mentioned Ms. Sibyl Tai (Program Supervisor, Clerkship) who has done uncountable hours of work to hand-make every single student's clerkship schedule. As well, a shout out to all of the Clerkship Directors who worked very hard to develop a guideline about the kinds of patients that students could be involved with upon their return to the wards. Dr. Busche reported that the AHS has decided to no longer provide free PPE for community practices. AHS is still providing PPE, but it is on a cost recovery basis, therefore, Dr. Naugler and Ms. Karen Chadbolt are working on a process to try and reimburse community providers. Dr. Naugler thanked Dr. Busche for the tremendous amount of work he has done with the classes of 2020 and 2021.

### **The Reappraisal of Graded Term Work Policy – Ms. Melissa Morrison**

The Reappraisal of Graded Term Work Policy was “Carried” by UMEC via an electronic vote on May 6, 2020. Ms. Morrison reported that The Reappraisal of Graded Term Work Policy (attached) is a policy that describes a committee that meets to review a student’s case and whether, or not, it should be regraded. This policy does not include the right to a hearing, or appearance. The mention of “hearing” has been removed from this policy and pushed up to the Faculty Appeals Committee. The UME has very unique types of assessments, therefore a significant amount of work was done in categorizing those types of assessments into the category of “graded term work”, or “academic assessment”. Ms. Morrison explained that Appendix B describes a very clear process for how multiple choice exams are reappraised by the UME.

Dr. Naugler thanked Ms. Morrison for the update and all of her hard work in getting not only this policy, but other policies, in shape over the last couple of months.

### **Competency Committee – Dr. Kevin McLaughlin**

The Competency Committee Terms of Reference was “Carried” by UMEC via an electronic vote on April 16, 2020. Dr. McLaughlin gave a power point presentation entitled “Competency Committee, Class of 2020” (attached). He explained what the Competency Committee was and why it was necessary. He reported that most of the work was done by Drs. Janeve Desy and Adrian Harvey and Mr. Mike Paget. Dr. McLaughlin explained that it was necessary to “fill the gap” in order to allow the students from the class of 2020 to graduate, despite them missing four weeks of Clerkship. The members of the Competency Committee based their decisions on available data (ITERS) with the consensus that all members of the committee agree. Dr. McLaughlin stated that the strengths of the committee were the ability for Drs. Desy and Harvey to put the committee together in such a short period of time and the committee ran very smoothly. Dr. McLaughlin explained that a major weakness was the lack of assessments of competency for the class of 2020. Dr. McLaughlin explained that we have the opportunity with the class of 2021 to assess competency, this was discussed among UMEC members.

**MOTION: Moved by Dr. Ellen Burgess. Seconded by Dr. Martina Kelly**

UMEC supports in principal the adoption of competency-based learning for the class of 2021.

**CARRIED**

### **CaRMS Timelines – Dr. Kevin Busche**

Dr. Busche stated that the CaRMS timeline was covered earlier in the meeting (“The Back to Program Plan, Class of 2021”). He stated that the timeline for the class of 2021 is skeletal at this time. He reported that presently there is no timeline data for the class of 2022.

### **MSPR Comments – Dr. Kevin Busche**

Dr. Naugler suggested that this agenda item be deferred until September, 2020. He informed members that he will be reaching out to other Associate Deans in Canada to get an “environmental scan” in terms of what they will be doing with their Dean’s Letters and plan change. He will discuss with UMEC at a future date whether we are pleased with the current structure and content of our Dean’s Letter or if we want to modify it to be more aligned with the other schools in Canada. In preparation for today’s meeting, Dr. Busche had put together some notes regarding MSPR comments. He will forward those notes to Dr. Naugler who will then circulate them to UMEC members once he has the data from other schools.

### **3. Standing Items:**

- a. **Pre-Clerkship Committee:** Dr. Weeks reported that there has been a lot of time spent on rescheduling for Pre-Clerkship. She also reported that it is business as usual regarding course reports and usual presentations. A change regarding the Class of 2023 is the Pre-Clerkship Elective. The first Pre-Clerkship Elective will take place in the first week after Course III. The second and third weeks of Pre-Clerkship Electives will take place after Course IV.
- b. **Clerkship Committee:** Dr. Busche reported that the Clerkship Committee is largely focused on being reactive with the Pandemic. The committee has started to resume a usual schedule (presentation of annual clerkship reports).
- c. **Student Evaluation Committee:** Dr. McLaughlin reported that SEC had recently met on June 16<sup>th</sup>. The committee is doing a lot of work regarding exam security and cleaning up exams for the changes in Clerkship while maintaining exam quality. The committee has made changes based upon the Pandemic to make a contingency plan in case we do have issues with the exam if there is a second wave (exams go online again).
- d. **Student Reports: (Class of 2022)** – Ms. Suzanne George reported that her class is doing online learning and looking forward to some hands-on activities in the Fall. As well, the Class of 2022 is prepping for exams as well as understanding the Clerkship process. Ms. George reported that the Class of 2022 is prepping the Class of 2023 for online learning. Dr. Weeks acknowledged the amazing work that the Student Reps have been doing in these challenging times. The Student Reps are helping Faculty as well as their classmates. The Class of 2021 have been helping the Class of 2022, and the Class of 2022 are developing some amazing support structures for the Class of 2023. Dr. Naugler also acknowledged the incredible professionalism and commitment that the students have shown.
- e. **Associate Dean’s Report:** Dr. Naugler reported that we have had extraordinary times this year.
- f. **Accreditation Report:** Dr. Lockyer gave a brief background regarding accreditation. She reported that medical schools are reviewed externally every eight years with an interim review at about year four. Our next big accreditation is scheduled for 2024. The interim accreditation is scheduled for 2020/2021 and it is to ensure that all of our materials are together including our curriculum. Dr. Lockyer reviewed the 2020 Element Review Progress – March 2020 document (attached). Dr. Naugler wanted to reiterate how happy he is to have Dr. Lockyer involved in this project and thanked her for her tremendous efforts.

**Meeting was adjourned @ 2:40 p.m. by Dr. Naugler (Chair).**

**Electronic Vote following UMEC Meeting:**

On June 23<sup>rd</sup>, 2020 the following Electronic vote was emailed to UMEC committee members: **“Be it resolved that UMEC approve the temporary curricular changes presented by Dr. Busche and Dr. Weeks in response to the COVID19 Pandemic”.**

**The Motion was carried on June 23, 2020.**

**Minutes by Jane McNeill**