



Undergraduate Medical Education Committee

APPROVED

Friday, September 20, 2019

Room G750

Health Sciences Centre

Attendees: Drs. Adam Bass, Ellen Burgess, Kevin Busche, Melinda Davis, James Fewell, Karen Fruetel, Martina Kelly, Chris Naugler (Chair), Ian Walker, Richard Walker, Ms. Karen Chadbolt, Ms. Suzanne George, Ms. Tabitha Hawes, Ms. Johanna Holm (for Dr. Carol Hutchison), Mr. Arjun Maini, Mr. Mike Paget, Ms. Jane McNeill (minutes)

Regrets: Drs. Janeve Desy, Carol Hutchison, Aliya Kassam, Charles Leduc, Dan Miller, Chris Mody, Richard Walker, Ms. Kate Brockman, Ms. Shannon Leskosky, Mr. William Kennedy, Ms. Kerri Martin, Laura Palmer

Guests: Drs. Jocelyn Lockyer, Marcia Clark

1. Introductions

Dr. Chris Naugler

Dr. Naugler welcomed all UMEC members and guests and in turn asked all UMEC members and guests to introduce themselves.

2. Approval of Agenda and Minutes

Dr. Chris Naugler

The June 14, 2019 UMEC Minutes and the September 20, 2019 UMEC Agenda were circulated to members prior to today's UMEC meeting. There was no addenda or corrections to either document. Both the June 14, 2019 Minutes and the September 20, 2019 Agenda were approved.

3. Discussion Item (Add Membership – ATSSL Medical Director – Dr. Marcia Clark)

Dr. Naugler reported that he had recently met with Drs. Bev Adams and Marcia Clark (ATSSL Medical Director and Manager) regarding the operational involvement of the ATSSL with ongoing and new programs within the UME. In particular, Drs. Adams and Clark felt that at times, curricular changes were made in the UME (ex. additional SIM) without them being informed with adequate fore-knowledge. Drs. Adams and Clark inquired about a formal mechanism for becoming more involved in the UMEC Committee. Therefore, Dr. Naugler explained that the first item of discussion is a mechanism to more formally integrate ATSSL within the UMEC Committee. He suggested three options: 1) have a representative appointed by ATSSL as an observing non-voting member for one year, 2) have an ATSSL representative as a non-voting corresponding member, or 3) rely on a new operational sign-off process (see below).

Dr. Naugler discussed a formal process for wanting operational approval and sign off for curricular changes. Dr. Naugler explained that if there is a change that arises through the Clerkship or Preclerkship Committees (or through another area) that there should be a way to look at the impact of that change with

regard to finance, operations, teaching loads and the ATSSL to ensure that the proper participants are there considering the changes and ensure that resources are in place. Dr. Naugler explained that we are going to move forward with the operational sign-off. He has spoken with the UME Managers regarding the creation of an operational sign-off process. A draft of this process will be circulated to UMEC members for discussion at the next meeting.

Dr. Naugler introduced Dr. Clark. She informed members that there are certain decisions made at the UMEC Committee level that leverage heavily on ATSSL, an example being that the O & G Clerkship Curriculum developed a very heavy SIM process rotation. Dr. Clark explained that originally this O & G SIM process was on a six-week roll out, however, UMEC recently passed a motion to change that to a four-week roll out. Dr. Clark informed members that the ATSSL was not involved in this decision and that they do not have the capacity for the new change. Dr. Busche reported that he will speak with the O & G Clerkship Directors about how they can move forward. Dr. Clark excused herself from the meeting. Discussion ensued with regard to how the UMEC Committee could include a member from the ATSSL.

Motion: (Dr. Naugler) Invite ATSSL Medical Director, or alternate if unavailable, as a standing guest for one year and re-evaluate at the end of that year.

Motion: Dr. A. Bass

Seconded: Dr. M. Davis

Motion Passed (all in favor, none opposed, none abstained)

4. Report from Students:

Class of 2022: Ms. Suzanne George, VP of Education for the Class of 2022, reported that the Class of 2022 just wrote their first midterm in Course 1. As well, the peripatetic exam is on Friday, Sept 27th.

Class of 2021: Mr. Maini informed members that the Class of 2021 just completed Course 5. As well, the deadline for the Clerkship Site Preference Lottery is on February 24th. The class will start Course 6 on September 23rd. Ms. Hawes reported that the class is trying to prepare for Clerkship choosing electives, selectives and exploring career options.

Class of 2020: The class of 2020 was not represented at today's UMEC meeting.

5. **Associate Dean's Report:** Dr. Naugler informed members that the UME Assistant Dean interviews finished today. He noted that the selection committee was in discussion and deliberation and that an announcement should be made early next week. Dr. Naugler also reported that there were concerns with the UME budget. He commented that the provincial budget will be released on October 22nd. Dr. Naugler noted that Ms. Chadbolt, UME Finance Manager, is presently compiling different budget scenarios as there could be significant budget cuts.

6. New Business:

- a) **Accreditation Update (Dr. Jocelyn Lockyer)** – Dr. Lockyer informed members that accreditation is a continuous quality improvement (quality assurance) that answers the question, “are we where we should be at the four-year point, preparing towards the 2024 Accreditation”. She reported that the UME Accreditation reviews the entire faculty to ensure that we have a strategic plan, a mission and affiliation agreements. Dr. Lockyer reported that the Committee consists of 12 people and that there are 12 standards to focus on, such as, are we managing our student health services. Dr. Lockyer explained that there were some essential and helpful elements, such as independent student analysis (student input),

main questionnaire, medical studies and the Graduate Questionnaire. Dr. Lockyer distributed three handouts: 1) I2020 Committee, 2) I2020 UME Interim Accreditation Timeline, and 3) Short Titles – CACMS Standards and Elements AY 2020-2021 (attached). Dr. Busche thanked Dr. Lockyer for leading this project and stated how incredibly lucky we are to have her experience and expertise and that she is an incredible benefit for the national level accreditors.

- b. Update on Shadowing (Dr. Kevin Busche)** – With regard to Preclerkship, Dr. Busche informed members that shadowing is not part of the formal curriculum. In the past, it was understood that as long as the preclerkship students registered with the UME to shadow that they had liability coverage and WCB coverage for limited hands-on patient care. After an incident with a preclerkship student in the Spring of last year, it was discovered that shadowing was strictly an observational role. However, Dr. Busche informed members that Ms. S. Leskosky, UME Manager, is working closely with Risk Management (from our Main Campus) to negotiate a new policy which will allow students to do some very well supervised, hands-on work when they are shadowing. Dr. Busche also stated that it is imperative that students register their shadowing experiences to ensure that they are protected in the insurance process.
- c. Update of Terms of Reference (Dr. Chris Naugler)** – Dr. Naugler suggested that all committees review their Terms of Reference (TOR) on an annual basis. He informed members that Ms. S. Leskosky is creating a database for all UME TORs and Standard Operating Procedures (SOPs). As well, the TORs will be locked under a secure document control process. All recent UME TORs may be found on the website. Dr. Naugler asked that the most recent UMEC TOR be distributed to members and will be reviewed at the next UMEC meeting (November, 2019).

7. Standing Items:

- a) **Preclerkship Committee:** Dr. Busche reported that Preclerkship had a meeting on September 13th, 2019. He informed members that the PCC committee is trying to reorganize the order of courses and the student break, primarily in the students' second year. After trying to reorganize the schedule several times without resolution it was decided to have further discussions at future meetings.
- b) **Clerkship Committee:** Dr. Busche reported that Clerkship had a meeting on September 17th, 2019. He informed members that the leaders of Clerkship did a lot of work to implement the New Clerkship brought in by UMEC last year for the Class of 2021 (extra four weeks).
- c) **Student Evaluation Committee:** No report.

Meeting adjourned at 2:00 p.m.

Next Meeting: November 22, 2019 in Room G750 from 1:00 p.m. – 3:00 p.m.