1. Approval of Agenda

Dr. Pam Veale

The April 20th UMEC Agenda was approved (with one item added – PCC Annual Report to UMEC).

- All in approval

2. Approval of Minutes

Dr. Pam Veale

The February 23, 2018 UMEC Minutes were approved.

- Motion: Dr. C. Doig Seconded: Dr. Kevin Busche

3. Report from Students

Dr. Pam Veale

Class of 2020: Ms. K. Brockman reported that she will be one of three students attending a CBD Workshop with the Royal College. She informed members that both students and faculty have been asked if there are any questions that she could pass along while attending the workshop.

Class of 2019: Ms. N. Avitzur reported that several students in the Class of 2019 have questions regarding our recent CaRMS match. She indicated that many of her classmates were concerned with the increasing number of unmatched students this year. Both she and Ms. S. Smith suggested that formal communication from the UME would be very helpful and could alleviate student stress. Dr. P. Veale reported that there are a number of planned information sessions on the CaRMS process and that she is very interested in knowing what kind of timing the students in the Class of 2019 would prefer. Dr. Veale reported that the UME have always looked after their unmatched students (meeting with students individually, provide time off (if needs be), assistance with applying to the second iteration, process for extending clerkship, and support from SAW). Ms. Avitzur commented that the UME’s organized process for unmatched students is not known by all members of the Class of 2019. Mr. W. Kennedy suggested the possibility of a
town hall information session for students after match day. He suggested that it would be helpful for students to ask questions. Dr. P. Veale reported that protecting the privacy of our students is essential. Dr. Veale thanked Ms. Avitzur, Smith, Brockman and Mr. Kennedy for relaying their classes’ concerns. She was very appreciative of the students’ feedback and suggested that there will be more discussion around this topic at a later date.

4. **Associate Dean’s Report**

Dr. Coderre was unable to attend today’s UMEC meeting, therefore, an Associate Dean’s Report was not brought forward.

5. **New Business**

   a. **KPI Document**

   The ninth slide of the “KPI Presentation (UMEC November 2017)” entitled “Do you believe that your instruction in each of the following areas was inadequate, appropriate or excessive” [attached] was reviewed. There was a great deal of discussion regarding the areas being rated (End-of-Life, Complementary and Alternative Medicine (CAM), Law & Medicine, Health Care Systems, Health Policy, Pain Management and Long Term Health Care). Dr. Veale explained that End-of-Life, Law & Medicine and Pain Management are presently being addressed in our curriculum in some capacity. There was a great deal of discussion regarding CAM.

   b. **Pre-Clerkship Annual Report**

   It was decided to table the Pre-Clerkship Annual Report until the next UMEC meeting in June, 2018 due to the fact that it was not circulated to UMEC members prior to the meeting.

   c. **Clerkship Annual Report**

   Dr. Veale reviewed the Clerkship Annual Report (attached). She highlighted specific areas for the committee. She discussed that the Clerkship Student Handbook was revised this year and made note of the expansion of the student professionalism section, she indicated that links (such as UME Student Code of Conduct, Cumming School of Medicine Professionalism Guidelines, etc…) were added to the handbook. It was explained that the links are not new, however, they are now located in one area of the handbook. Dr. Veale also reviewed “Other Decisions/Discussions” from the report. “Rotation Specific Discussions” was also addressed. Dr. Veale discussed highlights such as Electives and that we are continuing with the electives portal. As well, balance in student workload was addressed within the different rotations. There was a great deal of discussion with regard to the Clerkship Workload Policy. Dr. Veale offered to readdress this policy at UMEC at a future meeting with additional specific information by rotation.

   d. **Well Woman Course (Dr. Kevin Busche, Guests: Drs. K. Albrecht, D. Wallace-Chau and W. Rosen)**

   The UMEC members introduced themselves to Drs. Albrecht, Wallace-Chau and Rosen. Dr. K. Busche reviewed the proposal regarding the Well Woman Course that was brought forward to UMEC members on February 23, 2018. He explained that the proposal will change the format of how the UME teaches Well Woman, which is a sub-unit of the Physical Exam Unit of Medical Skills. Dr. Busche explained that the course is presently being taught by specialized standardized patients who are present as both standardized patients and also acting the role of a teacher (there is not a preceptor present). Dr. Busche explained that in keeping with our Accreditation Standards “any clinical teaching environment has to be led by a (preceptor with a) faculty appointment.” As well, he explained that the standardized
patients are not taught how to give feedback to students and as well, there is no process in place for the students to give feedback to the standardized patients. Dr. Busche explained that the proposal, as part of the Medical Skills course (which will still be taught in Course VI), will provide a live lecture on areas such as breast exams, internal exams, etc. followed by a medical skills session for students to have the chance to practice on task trainers in their small groups with the guidance of a preceptor. As well, the students will be able to practice as many times as they feel necessary on the task trainers. Another component of the proposal is an Obstetrics & Gynecology “boot camp” which will be taught at the beginning of each Clerkship O & G block. This boot camp will be a reorganization of classroom-based teaching that presently exists, with the addition of important skills. It will consist of 3½ days (including orientation) in the first week of the O & G Clerkship Rotation. Dr. K. Albrecht reported that presently students are beginning their clerkship O & G rotation unprepared. She explained that she met with Dr. K. McLaughlin who suggested that the strongest way to test our current curriculum with regard to clerkship’s knowledge of O & G is to administer the clerkship students entering the O & G rotation an OSCE on the first day of rotation. Dr. Albrecht reported that the findings from the first offering of that OSCE were 5 out of 18 students “might have passed with significant prompting”. As a result, she explained that an emergent lecture on the art and technical skills of a pelvic exam was given in the first week of the O & G clerkship rotation (immediately following the OSCE). Dr. D. Wallace-Chau reported that both knowledge of technical skills as well as intimate communications skills that are presently being taught in Well Woman is not being retained, she feels that it may have to do with the length of time between when skills are taught and when they are practiced. It was suggested that optimally students learn by example. Mr. W. Kennedy inquired whether the Well Man Course was going to get covered in the same way as the Well Woman course. Dr. Busche informed UMEC members that the Well Man will be a similar series, students will be told how to perform skills, the students will then practice on task trainers, with the supervision of a preceptor and the student will be able to practice their skills as often as they feel necessary. He explained that Well Man is currently being taught in Course IV and that same timeline will remain.

Motion: Accept the changes suggested for the teaching of Well Woman accompanied by the changes in teaching the Obstetrics & Gynecology Clerkship.

Motion: Dr. Kevin Busche Seconded: Ms. Sarah Smith
Motion Passed (all in favor, none opposed, none abstained)

Follow-Up Item: Further discussion to take place regarding Well Man Course.

e. Approval of new Course/Clerkship Chairs

The new members for PreClerkship and Clerkship are listed below:

Dr. Jadine Paw is the new Co-Course Chair for Course VI (Dr. D. Wallace-Chau stepped down)
Dr. Melinda Davis is the new Clerkship Director, Anesthesia (Dr. Michael Chong stepped down)
Dr. Karl Darcus is the new Evaluation Co-ordinator, Anesthesia (Dr. Melinda Davis stepped down)
Dr. Sonja Wicklum is the new Family Clerkship Director, Family Medicine (Dr. Amy Tan stepped down)

New Roles of note (information only) are listed below:

Dr. Janeve Desy is the new SEC Director
Dr. Gary Gelfand is the new Clinical Department Head

Motion: Accept the new members for PreClerkship and Clerkship that are listed above.

Motion: Dr. Martina Kelly Seconded: Dr. Chip Doig
Motion Passed (all in favor, none opposed, none abstained)
Meeting adjourned at 3:00 p.m.

Next Meeting: June 15, 2018 in Room G643 from 1:00 p.m. – 3:00 p.m.