



Clerkship Committee Meeting Minutes

APPROVED

Tuesday, October 29th, 2019

Present: Drs. Kelly Albrecht, Susan Bannister, Ms. Kate Brockman, Kevin Busche, Melinda Davis, Gary Gelfand, Gavin Greenfield, Joelene Haws, Ms. Tabitha Haws, Meira Louis, Mr. Arjun Maini, Ms. Emily Macphail, Christopher Naugler, (Ms. Lily Oakenfold, Admin), Caroline. O'Shaughnessy, Mr. Mike Paget, Artan. Reso, Ms. Sibyl Tai, Sarah Weeks, Sonja Wicklum, Ian Wishart

Regrets: Drs. Tim Ayas, Karl Darcus, Janeve Desy, Alex Di Ninno, David Fu, Farah Jivraj, Nicole Johnson, Rahim Kachra, Martina Kelly, Mr. William Kennedy, Kathryn Kenny, Michael Kwan, Jeremy Lamothe, Ms. Shannon Leskosky, Irene Ma, Suneina Mohan, Kelsey Ragan, Rithesh Ram, Mike Slawynch, Sibyl Tai, Jimmy Vantanajal.

Welcome: Dr. Busche, Chair, called the meeting to order @ 12:35 p.m. He welcomed everyone and they each introduced themselves.

2. Approval of Meeting Agenda

Today's Agenda was approved as circulated.

Moved by Dr. K. Albrecht, Seconded by Dr. M. Louis. Unanimously approved.

3. Approval of September 17th Minutes

The September 17th, 2019 minutes were approved as circulated.

Moved by Ms. Tabitha Haws, Seconded by Ms. K. Brockman. Unanimously approved.

4. Arising from Minutes:

a) **Clerkship Handbook:** Dr. Busche noted that he has made some edits so that the handbook accurately represents the new clerkship (beginning in January) for the Class of 2021. A question/suggestion document from Ms. S. Tai was pre-distributed to the members for input, and each item was discussed. Decisions/suggestions to date are:

- **Three Personal Days:** It was recommended that the Personal Days wording be changed to Flex Days to match that in Pre-Clerkship. Currently, students are permitted to have three flex days/per year. After some discussion, it was agreed that should students want a flex day, they should be encouraged to take it during a 4 week component. For flex day requests for the 2 week component, it could be at the discretion of the Clerkship. The members want to limit the impact to the student's education. It was generally agreed that requests for flex days will be at the discretion of the Clerkship. Dr. Albrecht indicated she would pass this through the O&G Committee and email Dr. Busche with the outcome. Internal Medicine and Psychiatry should provide input to this as well, as they are absent for this discussion. Students should not take flex days for sick days, they are separate. There was some discussion based on a suggestion from the students, to have 6 half flex days/year, as is currently at the U of Manitoba. After some discussion, this would be difficult as the members felt the students would miss important education information and it would be difficult to process. It was noted that appointments are an excusable absence. It was agreed to let this remain as three flex days/year. It was noted that if a student is in a 2 week component, and they take a flex day plus additional sick day(s), it would be difficult to catch up on the missed time and they would subsequently have to make-up the time. Dr. Bannister noted that currently Peds has a standard mandatory, no more than 3 days missed in their 6 weeks block, whether it is flex, sick, conference leave, CaRMS, etc. This is qualified by their exam data, as those who missed more than 3 days, did worse on the exams. If it is more than 3 days' absence, the students have to make up the time. Absence requests by students are input to OSLER. Dr. O'Shaughnessy noted the PARA Resident agreement on their flex days, which indicates that they are not permitted to take a day within a 2 week rotation. It was noted that the current time off reflects the accreditation requirement for amount of time off. **Action: Dr. Busche will develop a proposal and send it out to the members for input; each clerkship may make their own decisions with respect to how flex days may/may not be scheduled.**
- **Flex day during the last week prior to the Fall break and Winter break:** This was generally agreed upon, but with approval from the individual clerkships, with the exception of the last week of a rotation, or during the week of an exam.
- **Evaluation Strategies (Page 18 of the Clerkship Handbook) – Must Pass and Must Complete:** Dr. Busche noted that he had not received all the information required from all the clerkships to date yet. Dr. Albrecht (O&G) reported she would like to discuss this further with Dr. Busche. **Action: Dr. Busche will request input from the clerkships as this must be completed within 2 weeks.**

- **Logbook:** Members noted this is an ongoing problem with students completing the logbook in time. It was noted that the logbook process is a check-off of procedures/presentations they must complete for accreditation standards. Members noted that reminding students in different ways to complete their logbooks is a large workload for them. Dr. O'Shaughnessy noted that this logbook is like competency-based education and it is where the residency is heading. For the logbooks that are not provided online, they can be scanned and/or faxed in. It was noted that there are cases where the students does not see a patient, i.e. for a lumbar puncture, but if it is discussed with the preceptor, it is seen as completed. Members encouraged students to read the core documents as many of the prerequisites to completing specifics in clerkships are there. It was suggested that the following motion be reflected in the core document for each clerkship as well, with the same wording.
 - **It was moved that for all clerkships, Logbooks must be completed two days before the final exam. If the Logbooks are not completed by this time, students will not be permitted to write their final exam in that clerkship. The only exception is Emergency, which will provide their own deadline. Moved by Dr. M. Davis. Seconded by Dr. S. Wicklum. Unanimously approved.**
- **Formative MCQ:**
 - **A motion was proposed that for Internal Medicine and Family Medicine, students have to submit the formative by end of the 1st – 4 week component. For rotations that are 4 week components plus 2 week components, students will submit the 2nd week of the 4 week component. Moved by Dr. S. Wicklum, Seconded by Dr. S. Bannister. Unanimously approved.** It was noted that formative exams are available all year as a study guide for students.
- **Make-up Time:** Dr. Albrecht noted that O & G are two separate rotations.
 - **A motion was proposed that where feasible, students can make up missed clinical time within the clerkship rotation time, where capacity allows, as long as it does not exceed the work hour rules or call limits. It has to be feasible as defined by the Clerkship. Where the students cannot make up the time, they will have to do it at the end of Clerkship. Moved by Dr. J. Haws, Seconded by Dr. M. Louis. Unanimously approved.**
- **Make-up Time During Fall Break, Winter Break, and CaRMS Interview time:**
 - **A motion was made that students may request make-up time during the Fall and Winter breaks or during the CaRMS Interview time. It will be at the discretion of the Clerkship's approval as it will be dependent on capacity. Moved by Dr. M. Louis, Seconded by Dr. S. Wicklum. Unanimously approved.**
- **No Calls on last weekend prior to CaRMS and Electives?** It was agreed that students can submit an absence request to the individual clerkships to ask not to be on call on the Friday prior to CaRMS or Elective. This will be at the discretion of each clerkship for their approval. There will not be a blanket ban on clerk call on those nights as it would not often be required.
- **Can UCLIC clerks write both the O&G exams on the same day?** Drs. Albrecht (O&G) and Desy concurred, as long as they write on the same day.
- **How many total days are permitted that students can miss prior to make-up time is required.** Dr. Busche noted that most have 2, but Peds and Internal have 3 days. **Action: Dr. Busche will send out another request to the members for their input.**

b) **Clerkship Template Presentation to Committee:** Deferred.

5. Standing Updates

a) **Report from Students:** Ms. Brockman noted that students have provided feedback that Surgery, MTU, and Pediatrics are exceeding the 55 hour work policy and are being expected to stay. Dr. Bannister asked for detailed concrete feedback. Ms. Brockman asked whether it could be explored further if doing evening call vs 24 hour call on surgery would be beneficial and what the pros and cons would be. **This is deferred when Surgery will be present.** Ms. Brockman requested that shadowing in clerkship be discussed again. **Action: Dr. Busche indicated this will be discussed at a future meeting.**

b) **Other UME Committees:** Deferred.

6. New Business

a) **IM OSCE:** This is deferred to the next meeting as Drs. Kachra and Slawnych sent regrets.

b) **IPE:** Dr. Wishart introduced himself (Director Inter-professional Education) and explained he is trying to continue to improve inter-professional education sessions for the students, with many different allied health professionals, e.g. nurses, RT's, PT's, OT's, Pharmacists, etc. These sessions would be best served in simulation labs, such as the ATSSL. He noted each hospital has their own sim lab, and noted that these hospitals have the infrastructure already in place to support these sessions. He noted that O&G currently has a sim education session in place. He reported that in order to set this up, it should be a collaborative approach by the inter-disciplinary team, and not steered by physicians only. Dr. Busche clarified that these sessions could replace lectures. Dr. Haws, noted

that they do run inter-professional sessions for students in Course 8 with respirologists. Dr. Busche noted that there is a process in place, a check-off, for new education sessions or ideas, to ensure that it does not impact the infrastructure or finances. It was agreed that this could be explored further with the SIMS already in place with Course 8, and Family Medicine and O&G.

c) **End of Rotations Feedback Forms:** Deferred.

d) **TOR:** Deferred.

e) **Awards Night – January 9th, 2020:** Deferred.

f) **Setting up Meetings with Students in Clerkship:** Deferred.

Dr. Busche thanked members for their participation and input.

Meeting adjourned at 2:45 p.m.

Next meeting is Tuesday, November 26th @ 12:30 – 2:30 p.m. in G750, HSC Bldg. Reports due: Surgery, UCLIC and Anesthesia.

lt/edits by KB