Clerkship Committee (CC) Minutes

Clerkship Committee (CC)
APPROVED
Tuesday, November 18, 2025
12:30 pm to 2:30 pm Meeting via Zoom
Via Zoom: https://ucalgary.zoom.us/j/96410026227
Chair: Dr. Sarah Weeks

Present: S Weeks (Chair), S Bannister, N Boechler, G Botia Cortes, R Bradbury, A Bromley, K Darcus, M Davis, J Desy, S Facchini, E Godwin, S Haque, W Harris-Thompson, M Hsu, H Kim, L Leinweber, S Lopushinsky, T Lohmann, M Paget, R Ram, A Ramaliu, S Tai, S Tally, T Wong, T Wu, N Seefried

Regrets: A Adel, P Boora, D Fatima, G Gelfand, J Gill, L Harper, C Horwood, S Ivaturi, A Kalifa, K Kenny, S Leskosky, S McLeod, A Randhawa, R Sanguinetti, D Stanojevic, C Zavitz

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1. Welcome and Territorial Acknowledgement
- Dr. Sarah Weeks opened the meeting at 12:34 PM with a territorial acknowledgement and welcomed attendees.

2. Approval of the Meeting Agenda
- The agenda was reviewed and passed unanimously.

3. Approval of Minutes from October 14th, 2025
- The minutes from the previous meeting were approved unanimously.

4. Standing Updates

4.1 Student Reports
Class of 2028 – Report (Nicole Boechler)
- Class currently on their first Career Development Week.
- Unit 3 exam recently completed: general student feedback positive.
- Unit 3 exam survey closed: results pending analysis by student reps.
- A broader, non–question-specific survey will be sent out soon.

Class of 2027 – Report (Marissa Hsu)

- Clerkship Handbook: Near-final draft ready; students eager for release. Dr. Weeks confirmed it should be approved and uploaded shortly.
- Pre-clerkship is nearing completion (Week 3-12-2).
- Second-round electives scheduled for the upcoming weekend.
- AFMC Elective Portal:
  - Confusion around the 12-application limit, as the system allows more than 12 submissions.
  - AFMC clarified that >12 applications will not be considered and may raise professionalism concerns.
  - Concern raised about students contacting faculty/preceptors directly; AFMC reviewing guidance.
- Home Elective Capacity: Students concerned about securing electives locally. Dr. Weeks clarified capacity is fixed when two clerkship cohorts overlap, though historically students do secure electives (sometimes not top choices).
- Students request firm clerkship exam dates to avoid conflicts with CARMS deadlines.
  - Dr. Weeks, Dr. Desy, and Ms. Tai confirmed exam dates are finalized and have been shared.
  - Summative exam dates were moved earlier in response to student feedback.
- Clinical Skills Attendance:
  - Students on Calgary-based electives request more flexibility on attendance dates for CCS to maximize clinical exposure and reference letter opportunities.
  - Committee will review policy; options may include allowing date options similar to if on an out-of-town elective, while maintaining 80% attendance and ensuring availability of makeup sessions.
- Clerkship Exam Schedule: Complete schedule for formative and summative exam components provided.

CCS Exams Class of 2027	Date	Block
Exam #1 - Part 1 (formative)	**Fri Jun 19, 2026**	3B
Exam #1 - Part 2 (formative)	**Fri Jul 3, 2026**	4A
Exam #1 deferrals	Fri Jul 17, 2026	4B
Exam #1 deferrals	Fri Jul 24, 2026	5A
Exam #2 - Part 1 (summative)	**Fri Sept 11, 2026**	6B
Exam #2 - Part 2 (summative)	**Fri Sept 25, 2026**	7A
Exam #2 deferrals	Fri Oct 9, 2026	7B
Exam #2 deferrals	Fri Oct 23, 2026	8A

Exam #3 - Part 1 (summative)	Fri Feb 26, 2027	10B
Exam #3 - Part 2 (summative)	Fri Mar 12, 2027	11A
Exam #3 deferrals	Thur Mar 25, 2027	11B
Exam #3 deferrals	Fri Apr 16, 2027	12B
Clerkship OSCE	**Wed Feb 10 & Thurs Feb 11, 2027**	

Class of 2026 – Report (Marissa Hsu on behalf of the Class of 2026)

- Students are in a high-intensity period preparing final CARMS application components.
- Transcript Release Issues:
  - Some students may be unable to participate in Round 1 of CARMS due to outstanding fee balances which blocked transcript release.
  - Because the process is now automated, UME cannot release transcripts with unpaid balances.
  - Registrar cannot proactively flag accounts with outstanding fees due to privacy constraints.
  - Reminders of need to pay fees will be included in subsequent introduction to clerkship talks.

4.2 Undergraduate Medical Education Committee (Dr. Amy Bromley)

- New automated CaRMS transcript release resulted in some students being blocked due to unpaid fees. Privacy rules limit UME's ability to intervene.
- "Big Ten" approved by Strategic Education Council; new signage forthcoming.
- SARC process paused pending redesign for legal clarity; new model expected in 6-12 months.

4.3 RIME Pre-Clerkship Committee (Dr. Teresa Wu)

- Pre-clerkship curriculum map nearing completion; integration with clerkship to follow.
- Launchpad nearing implementation; committee actively accepting content suggestions.

4.4 Student Evaluation & Competency Committee (Dr. Janeve Desy)

- SEC confirmed that once an exam is submitted, it cannot be returned for corrections.
- New exam blueprint focuses on clinical presentations.

- Recent clerkship summative exam performance showed an improvement from the formative, fewer deferrals under new policy.
- Students must pass one full summative exam set (Set 2 or Set 3).
- SEC can provide customized performance data to teaching leads.
- Exam review meetings planned for the new year to update question banks.

4.5 Continuous Quality Improvement & Curricular Management
Cohort Performance Comparison (Mike Paget)
- Comparison of Class of 2025 (legacy) vs Class of 2026 (RIME) shows no meaningful performance differences across thousands of ITERs and EPAs.
- Narrative analysis consistent across cohorts; no evidence of decreased readiness.
- Future monitoring will include career outcomes, exam performance, and match results.

4.6 PGME Update (Dr. Melinda Davis)
- PGME is in a relatively calm period as programs prepare to review CARMS applications.
- Residency programs are working toward more holistic, context-specific applicant reviews, led by Dr. Steve Mintsioulis (Family Medicine).
- Transfer applications (internal and external) will be reviewed early in the new year; however, transfers are rare and not a reliable strategy.
- Students were strongly advised not to rank programs they would not be satisfied matching into, as transfers are difficult and rarely approved.

5. Arising from the Minutes

5.1 Student Elective Portal
- National AFMC data for Aug–Nov 2025 shows improved fill rates, especially in programs that increased capacity.
- Some Calgary surgery programs report improved outcomes after centralizing applications.
- Class of 2027 is the first Calgary cohort to book home electives via portal. Data will be reviewed after a couple months.

5.2 ITER Completion Process
- A new **28-day standardized ITER retrieval process** begins Nov 27:

- o **Day 0:** Clerk reminded to send ITER in the final week of the rotation. Day 0 is the final day of the rotation.
- o **Day 7:** Missing ITER→ EPA0 completed on the student.
- o **Day 14:** Clerkship Coordinator reminder to preceptor and copy Evaluation Coordinator.
- o **Day 21:** Program coordinator provides list to Evaluation Coordinator so they can contact the preceptor directly.
- o **Day 28:** Evaluation Coordinator finalizes ITER with available information.
- Process ensures timely completion, reduces administrative burden, and prevents students from repeatedly chasing preceptors.
- Most ITERs are completed on time; August data showed strong compliance. Faculty who frequently fail to complete evaluations may receive follow-up from Evaluation Coordinators; evaluation completion is tied to faculty responsibility and reimbursement.
- Committee agreed students should not bear responsibility for securing missing ITERs.
- Process will continue to be monitored and adjusted if needed.

MedSIS Reporting & Faculty Engagement at PGME
- EPA completion data will be reported by site, rotation, and individual faculty; anonymous peer comparison may be added. Program directors will have access to data and can follow up with faculty as required.
- Ongoing work aims to ensure evaluations route correctly to the appropriate faculty member.

6. New Business

6.1 Residents Teaching in UME
- Residents must complete an approved teaching program to participate in UME teaching; PGME provides UME with verification of completion.
- PGY1 residents are not eligible for formal UME teaching due to the transition demands of first-year training.
- Eligibility criteria for formal UME teaching:
- PGY2 or higher
- Completed Resident as Teacher (RAT) or equivalent
- Program director approval

- Formal teaching includes tutorials, clinical skills, anatomy sessions, and academic half-days; informal ward/clinic teaching by PGY1s continues but is not part of formal UME roles.
- Committee discussed possible program-specific flexibility (e.g., "core phase of training" instead of strict PGY2), but current criteria remain for simplicity.

6.2 Clerkship Handbook Approval

- New clerkship handbook prepared for Class of 2027.
- Consolidated from 42 pages to 16 pages; includes updated Big Ten.
- Minor edits incorporated from Student Advising & Wellness Hub.
- Draft circulated ~10–12 days prior; no major concerns raised.
- Handbook intended as an overall student resource, complementing core rotation documents.
- Annual updates planned; future revisions expected to be smaller.
- Motion to approve The Clerkship Handbook for Class of 2027 carried (moved by Dr. Anilla Ramaliu, seconded by Dr. Landon Leinweber). Motion passed unanimously.

7. Clerkship Reports

7.1 Family Medicine (Dr. Anila Ramaliu)

- Rotation consists of two 4-week blocks (Urban and Rural) with updated objectives and new formative question banks.

•Placements:

- Urban: 27 clinics, ~30 preceptors, operating at full capacity.
- Rural: 32 clinics, 36 preceptors, ~79% capacity with DLRI support for housing and travel.
- No failures reported; some EPA 0 concerns. Several placement changes and pre-rotation requests were accommodated.
- Preceptor recruitment continues; three new preceptors added. Supports include manuals, DFME website, CME events, and Clerkship Café.
- **Student feedback (4.47/5):** strong preceptor support, diverse clinical exposure, positive rural housing. Students request better balance of academic sessions, more structured teaching, and additional EM/OB-GYN/inpatient opportunities.
- **Challenges:** high learner density, limited preceptor availability, need for clearer communication regarding rural placements; students who required makeup time.
- **Priorities:** expand preceptor pool, standardize handling of preceptor concerns, refine academic sessions and question bank, and improve rural placement communication.
- Rebecca Bradbury (DLRI) recognized with a nomination for a behind-the-scenes award.

- Approval: Report approved unanimously (moved by Dr. Elaine Iris Godwin, seconded by Dr. Landon Leinweber). Motion passed unanimously.

7.2 Anesthesia (Dr. Karl Darcus)
- **Reporting:** January-August-based report; moving to annualized model.
- **Acknowledgements:** Chronic Pain NPs recognized; NP Teaching Award (Damandeep Gill); Coordinator Niza Pacheco Espinosa praised.

Staff Changes:
- **Evaluation Coordinator:** Dr. Hardcastle has been replaced by Dr. Rotstein.
- **UME Coordinator:** Jing Wang has been replaced by Tanaaz Lakhani.
- New Department Head (Jan 1, 2025): Dr. Kerryn Carter.
- Structure & Curriculum: Two-week rotation; orientation day; exposure to OR, Acute/Chronic Pain, Obstetrical Anesthesia; focus on pharmacology, physiology, procedural skills, emergencies; "yellow card" used for tasks/logbook/feedback.
- **Evaluation:** Ratings consistent; strong supervision noted; lowest domain ("teaching met needs") still ≥4/5.
- Student Feedback: Praised one-on-one teaching, hands-on practice, Chronic Pain Day; noted variable preceptor engagement.
- Challenges: Preceptor shortages, burnout, summer OR slowdowns.
- New Developments: Expanding electives, aligning objectives with new MCQ exam; Citywide Rounds (Feb) to address clerkship challenges and faculty development.
- Approval: Report approved unanimously (moved by Dr. Anila Ramaliu, seconded by Dr. Rithesh Ram). Motion passed unanimously.

8. Next Meeting
- **Date**: December 9th, 2025
- **Location**: **Zoom (**In Person Retreat, no reports**) 12-4pm room TBD**
- **Presenting Departments**: no reports

Adjournment
- The meeting was adjourned at **2:34 PM**.