1. Welcome and Thanks
   The meeting was conducted through Zoom and was called to order at 12:35 p.m. by Dr. K. Busche (Chair).
   Welcome to members and a brief overview of what the meeting would entail.

2. Approval of Meeting Agenda – Passed unanimously.

3. Approval of Minutes from December 7, 2021 – Passed unanimously.

4. Standing Updates
   4.1 Student Reports
   Nothing to report, as students were unable to attend.

   4.2 Undergraduate Medical Education Committee
   Dr. Naugler informed the committee of the upcoming changes to the SARC (Student Academic Review Committee) Terms of Reference including aligning the UME practices with the Main Campus Policies and Procedures, including input from the legal resources and CPSA. The goals with the changes are to have a streamlined process, remove ambiguity, reduce misalignment with main campus policies, and to align with other faculties where it makes sense to do so. Dr. Naugler also presented the findings for the 2021 MCCQE Part 1, the presentation included the performance of our students, compared to other Canadian graduates on different parts of the exams and that the University of Calgary ranks just below the national average of first time takers. He included that the result documents will be circulated to the committee.

   4.3 Pre-Clerkship Committee Update
   Dr. Busche updated the committee, in Dr. Weeks’ absence, that small groups and lectures will remain online until February 11th. In person events will continue for physical exam and clinical core as well as exams at this time.
4.4 Student Evaluation Committee Update
Dr. Desy updated the committee that the evaluation team have been meeting with all the clerkship directors and evaluation coordinators to review the statistics from all the exams, awaiting any further questions or changes to be requested before they will be updated and implemented for the incoming class. Dr. Desy gave a reminder to the committee to remind students and to support them as they look to finish up getting all required EPA’s for graduation. Dr. Desy followed up about the research committee she had first discussed in a previous meeting, stating they now meet every Monday afternoon to discuss different research opportunities that have been presented. She reminded the committee that if there are ideas about research projects that people would like to complete they are always welcome to attend a meeting and get feedback and suggestions.

4.5 PGME Update
Dr. Mineyko updated the committee that the PGME committee presented the residency in training position selection operating standard that the PGME has been working on. She noted that it has not been finalized yet but it is an operating standard to help residency programs standardize the way they interview and review applicants to ensure there’s equity and diversity in the way the selection process is made. Looking forward to having that finalized and distributed to this committee.

5. Arising from the Minutes

5.1 Class 2023 Update
Dr. Busche informed the committee that the Class of 2023 has just recently started Clerkship, some COVID-related time loss for some individual students at the beginning of January, but those numbers are improving. Dr. Busche also stated that the National Deans’ Meeting in early January, made the decision that there will be no visiting electives for the Class of 2023 nationwide.

6. New Business

6.1 Clerkship Algorithm Review
Dr. Busche informed the committee that there has been questions about minimum and maximum numbers of students within blocks and how the clerkship algorithm works, he noted that Mr. Paget has prepared a presentation to discuss some of the questions that have come up.
Mr. Paget presented his clerkship lottery and algorithm results for the Class of 2023. Mr. Paget discussed how the lottery worked, that the students rank their choices based on preference on what they would prefer to have on their MSPR before the cut off, this an algorithm is used to place the students in their rotations. Mr. Paget then went over the placement numbers regarding how many students are in each block and how the numbers fluctuate from block to block. He emphasized the components of the lottery that include the number of students including leaves, repeats, and rural students, the maximum and minimum capacities for each block rotation, and the focus of interests for the class. Mr. Paget noted the struggles with the minimums include reducing the student agency in generating pre-MSPR rotations, the minimums in mandatory rotations reduce general schedule liquidity which will result in being able to push more electives deeper into the clerkship schedule. The advantages of low numbers of students will be able to offer career exploration and shadowing opportunities for the University of Calgary students and for visiting electives students when those return. There was discussion around how the minimums and maximums affect specific clerkships including the blocks where no students are in an area at a time and the things that can be done going forward to review numbers and different lottery options. Dr. Busche wrapped up the discussion points and noted that this will be something that will be looked into more, and discussed in another meeting going forward with some possible changes to meet departments’ requests.
7. **Clerkship Reports**

7.1 **Emergency Medicine**

Dr. Greenfield presented the Emergency Medicine Report to the committee. He went over the breakdown of the clerkship structure and all the components and people that make up the rotation. Dr. Greenfield noted that the Emergency Medicine rotation is two weeks with seven shifts, two shifts being at the Foothills Medical Centre for every student and five shifts at one of the other sites. The shifts include minor treatment and fast track shifts, observed history and physicals and a nursing block, with two academic days. He noted that the feedback spans over three classes with a low response rate. Student feedback given had overall good results noting the strengths which include supportive and enthusiastic preceptors, excellent teaching opportunities, the variety of case presentations, procedures, and overall good area to learn. The weaknesses Dr. Greenfield noted include some preceptor issues including feedback, and having multiple preceptors, some teaching struggles from the nursing block, and the shortness of the rotation was deemed a big weakness. The things that work well in Emergency Medicine include a nearly 100% daily ITER completion rate, grand rounds, education hub, formative MCQ in the ‘Cards’ platform, four-site engagement, the core document, and the pre-rotation email that is sent to students. The areas of improvement identified include the nursing block, the final MCQ Summative exam, key concepts in teaching documents, and the time consumption for chasing ITERs that aren’t being received. Dr. Greenfield included some changes that have been made, and that this will be his last presentation as the Director for Emergency Medicine.

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<tr>
<th>Proposal:</th>
<th>Dr. Busche proposed to accept the Emergency Medicine Clerkship Report as it was presented today.</th>
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<tbody>
<tr>
<td>First:</td>
<td>Dr. W. Harris-Thompson</td>
</tr>
<tr>
<td>Second:</td>
<td>Dr. B. Meatherall</td>
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<td>All in favour.</td>
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Dr. Busche thanked everyone for attending and for their discussion. He reminded the committee that the next meeting will be held on Tuesday March 1st and Electives and UCLIC will be presenting.

Meeting adjourned @ 1:57 p.m.

**Minutes by: Danielle Jean**

**Edited by: Dr. Kevin Busche**