



## UNIVERSITY OF CALGARY

### Clerkship Committee Meeting Minutes

**APPROVED**

**Tuesday, November 27<sup>th</sup>, 2018**

*Present:* Drs. Tim Ayas (teleconference), Kevin Busche, Melinda Davis, David Fu, Gary Gelfand, Jeremy LaMothe, Rithesh Ram, Pamela Veale (chair), Sonja Wicklum, Mr. Parthiv Amin, Ms. Nicolle Begert, Ms. Kate Brockman, Ms. Yuan Burton, Mr. William Kennedy, Ms. Shannon Leskosky, Mr. Mike Paget, Ms. Sarah Smith, Ms. Sibyl Tai, Jane McNeill (admin assistant)

*Regrets:* Drs. Kelly Albrecht, Laurie-Anne Baker, Susan Bannister, Sylvain Coderre, Karl Darcus, Jolene Haws, Farah Jivraj, Nicole Johnson, Rahim Kachra, Martina Kelly, Kathryn Kenny, Michael Kwan, Mike Slawnych, Irene Ma, Kevin McLaughlin, Suneina Mohan, Artan Reso, Jimmy Vantanajal, Ms. Na'ama Avitzur, Yuan Burton, Ms. Emily Macphail,

#### **1. Welcome**

Dr. Veale suggested that committee members introduce themselves as Dr. Tim Ayas joined the meeting via teleconference.

#### **2. Approval of Meeting Agenda**

The November 27<sup>th</sup>, 2018 agenda was approved.

- Motion: Dr. J. LaMothe      Seconded: Dr. M. Davis

#### **3. Approval of Minutes**

The October 30, 2018 minutes were circulated and approved.

- Motion: Dr. G. Gelfand      Seconded: Dr. M. Davis

#### **4. Arising from Minutes**

There was no further discussions with regard to the October 30, 2018 minutes.

#### **5. New Business:**

- a) Academic Technologies - Logbook Revisions** – Mr. Paget explained that the logbook is used to record clinical presentations and procedures in their rotations. The class of 2019 were excused by UMEC from not having to use the logbook with the exception of the UCLIC students as they require more specific monitoring. Mr. Paget reported that Drs. M. Davis and T. Ayas worked with him to apply a platform that could enable him to wireframe the prototype (see what the application will look like before it's built) and understand what the interactions will be rather than what they imagine. Dr. Veale explained to members that the logbook is not a choice, it's an accreditation requirement that we define what our students must see and do in the program and we monitor their completion. If not done, there must be a way to identify that, and respond appropriately. Dr. Veale explained that the format of our old logbook was cumbersome not well liked by many students or faculty. As a result, Dr. Veale approached Academic Technologies and requested that they devise a new logbook that would be easier to use, as well as build into it as many tracking jobs as possible. Mr. Paget demonstrated how the first web application of the logbook could be seen on an iphone (attached). Mr. Paget asked the committee if they would like an area in the new logbook for comments. Dr. Veale responded that there should not be a space for comments as it would allow for the possibility that students could record patient details (logbook is not a secure area for patient information). Ms. S. Smith asked if residents would be able to sign off in the new logbook. Mr. Paget said that it is possible within the components of the logbook. Dr. Veale reported that hopefully the new logbook will be ready to use for the beginning of Clerkship for the Class of 2020, going back to requiring the logbook across all rotations. Mr. Paget requested from Clerkship Directors the setting of levels of all rotations (presentations and procedures).

## 6. Standing Items:

### a) Report from Student Reps:

Class of 2019 – Mr. P. Amin stated that there was nothing new to report from the Class of 2019.

Class of 2020 – Mr. W. Kennedy and K. Brockman reported that their class will begin Clerkship within the next two months. As well clerkship references were just submitted.

### b) Other UME Committees:

UMEC – Dr. Veale informed committee members that the Clerkship Work Hours Policy was discussed at UMEC. Dr. Veale reviewed the changes made to the policy (will be circulated policy with changes made) as well, reviewed the updated Pediatric component of the Work Hours Policy. She explained that the inpatient component at the PLC and AHS has been revised. It was decided to remove 24-hour call from the Pediatrics rotation with the goal to decrease work hours, increase dedicated study time, increase clinical exposure and experience. The sub-goal is to improve consistency between the PLC and the ACH clerks' schedules, with this in mind there will be two weeks of inpatients at the PLC (weekdays only, no call) and the third week of the inpatient component is an admitting shift at the ACH. Clerks at the ACH will continue with two weeks of days and one week of nights (with modifications). The night shift will be shortened by two hours (2100 to 0700). Weekend call will be changed from 24 hours to 12 hours. The evening float is 1700 to 2000 (during "day" weeks) remains but more as dedicated study time. Admissions prioritized to the "admitting clerk" so the "float clerk" may be dismissed early if not working on an admission at that time.

PCC – Dr. Busche reported that there will be a Brown Bag session (B2D2) on November 30<sup>th</sup> for the class of 2021 with the Class of 2020 VP Education Representatives and a few management members from the UME in attendance. He explained that the B2D2 meetings are held approximately every six weeks with usually five to ten students attending these meetings. Students are welcome to talk about whatever topic they would like. As well, Dr. Busche explained to committee members that a letter was recently sent out to all of our Faculty. The purpose of the letter was to remind preceptors what reasonable supervision is for students who are early in their preclerkship training. As well, the letter reminds preceptors of their responsibilities.

SEC – Dr. Veale wanted to inform committee members of the revised Reappraisal Policy. Dr. Veale explained that there is a university-wide reorganization of the appeal process. There is an elimination of multiple levels of appeals within faculty. The process is being streamlined. Dr. Veale wanted Committee members to be aware that the first level for students is to request SEC to do a reappraisal (no longer defined as an appeal). The specific difference in structure at this level is that there are no lawyers involved. Dr. Veale requested that members familiarize themselves with the revised reappraisal document and if members should have any questions to kindly contact Dr. Kevin McLaughlin.

## 6. Clerkship Report (attached)

**Anesthesia Program:** Dr. Melinda Davis presented an Annual Anesthesia Clerkship report for the Class of 2018.

Highlights included:

- Two week rotation. Four adult sites – FMC, PLC, RGH, SHC. One full day of classroom-based teaching (residents and pain nurses). Nine clinical days. Currently all clinical teaching done by faculty. Two-half days (Course 8 and exam). Daytime work only (no evenings, weekends or call).
- Yellow Card. Provided with a binder and textbook (Ottawa Anesthesia Primer) that includes practical information, Pharmacology workbook, Pre-op assessment workbook, core document, and "A Medical Student's Anesthesia Primer or How to Look Like a Star on Your First Day.", Orientation by Clerkship Admin on first day.
- Educational Objectives – Cardiopulmonary physiology, pharmacology, preoperative assessment, fluid management, procedural skills (airway and IV access), emergencies. Of note – rotation objectives emailed to faculty yearly and rotation objectives are due for review.
- The yellow card is formative, guides bedside teaching, aligns with core document objectives, lists the must sees and do's. Observed history and physical included for class of 2018, reminder to ask for feedback added for class of 2018.

- Evaluation – 1. Daily One45 evaluation: seven daily evaluations must be sent, no formal midpoint evaluation but should be receiving daily feedback. There were two students SPD based on ITERS. 2. Logbook and 3. MCQ Exam (5 unsatisfactory on exam (3 UCLIC, 2 rotation) – all successful on rewrite.
- Anesthesia Clerkship Committee members reviewed.
- Anesthesia Clerkship Committee met in person on Oct 3<sup>rd</sup> and April 12<sup>th</sup>, 2018. Communication via Basecamp (online project management tool). Core document and teaching materials stored on basecamp for access by site coordinators.
- Class of 2018 – 3.8; Class of 2017 – 4.1; Class of 2016 – 3.8.
- Strengths – Organization (Lynda Pederson), structure, expectations were clear, materials provided, a lot of time for teaching, a lot of opportunities for practicing skills, preceptors
- Weaknesses – Different preceptors each day (no continuity, limits meaningful feedback, hard to gauge expectations), variable preceptor interest in teaching, unrealistic preceptor expectations, rotation is too short, a lot of new content to absorb, “should have been more procedure driven”, delay in completion of One45 daily evaluations (no midpoint evaluation).
- Challenges – learner numbers (especially in the summer), preceptor burnout, incongruence between preceptor and learner expectations
- Anticipated changes for the Class of 2019 – Lynda Pedersen retiring. PGY5’s to begin a medical education rotation. Pain nurses unable to support the academic day any longer (redesign the academic day and teaching materials). Exploration of online learning modules (cards). Creation of an orientation video to introduce basics of Anesthesia. Explore outstanding IV experience.

**UCLIC Program:** Dr. Rithesh Ram presented an Annual UCLIC Clerkship report for the Class of 2018. As well, showed an excellent UCLIC video.

Highlights included:

- Clinical Sites used for rotation: Pincher Creek, Drumheller, Sundre, Taber, High River, Canmore, Crowsnest Pass, Rocky Mountain House, Yellowknife (NWT), Brooks, Lethbridge, Carston).
- Orientation – April 2017, Teleconferences – December 2017 and February 9, 2018 and In-Person Meeting – February 9, 2018.
- The written materials are: UCLIC preceptor handbook, core documents, as well as many teaching aids.
- Each site is visited at least one per year by UCLIC director and UME Program Coordinator and/or Evaluation Coordinator. Each site is also visited approximately twice per year by the PaSS members.
- Clerkship Committee Meetings – approx. 6 per year, UFMEC meetings about 4 per year and FM Clerkship committee meetings approximately 4 per year.
- Building resilience to operate efficiently in complex health systems – independence and flexibility in scheduling, personalized learning. One-on-One teaching, Combination of teaching/supervision plus responsibility
- Student feedback – 2018 – 4/5 (only 12 students out of 23 responded to survey. 2017 – 4.8/5 and 2016 4.2/5
- Changes made – Nicholle provided a full list of academic half-days, focused on ITERS
- 

Dr. Veale thanked Drs. M. Davis and R. Ram for their Clerkship Reports and hard work.

### **Follow-Up Items:**

Dr. Veale made three requests from the Clerkship Committee. She informed members that there will not be a Clerkship Committee meeting in December. The next Clerkship Committee meeting will take place on January 22, 2019.

1. Dr. Veale has requested that each Clerkship Director of each rotation review the current handbook (website – <https://ucalgary.ca/mdprogram/files/mdprogram/clerkship-student-handbook-class-2019-sep-11.pdf>), if there are any revisions that you would like made, please contact either Ms. Sibyl Tai ([stai@ucalgary.ca](mailto:stai@ucalgary.ca)) or Dr. Veale ([pmveale@ucalgary.ca](mailto:pmveale@ucalgary.ca)) no later than **December 14, 2018**.
2. Dr. Veale reported that while working through the steps for planning the Class of 2021 with the extended clerkship time, SEC did not go with a single combined exam. Therefore, Dr. Veale has requested that with the exception of Emergency Medicine

and Anesthesia, the remaining six mandatory rotations think about the organization of the blocks and where the exams might fall and how might that be blueprinted. Please send your ideas to Dr. Veale by January 11<sup>th</sup>, 2019.

3. Dr. Veale informed members that we have an accreditation response required in August, 2019 with only three monitored items. One is the Clerkship and it relates to students receiving feedback. In the next couple of months, survey data and any tracking mechanisms will be reviewed. Dr. Veale requested that if any rotations are making any changes in the process of compiling feedback in the coming year to kindly let her know.

Meeting adjourned at 2:05 p.m.

**Next meeting is Tuesday, January 22<sup>nd</sup>, 2018 @ 12:30 – 2:30 p.m. in G750, HSC Bldg.**

/jm