

DATE & TIME: Friday, April 29, 2011 (3:00 p.m. - 4:10 p.m.)

LOCATION: G701H (UME Boardroom)

COMMITTEE MEMBERS: Dr. L. A. Baker (Chair); Dr. H. Baxter; Ms. P. Burgess; Dr. C. Carey; Ms. C. Eales; Ms. T. Gordon; Mr. T. Harrison; Dr. A. Harvey; Dr. J. Ho; Dr. E. Magi, Ms. S. Marsh;; Dr. D. Myhre; Dr. D. Patry; Ms. S. Tai; Dr. K. Trpkov.

REGRETS: Dr. C. Card; Ms. A. Di Ninno; Ms. A. Jenkins; Dr. J. Midgley; Dr. D. Myhre. **Guest:** Dr. R. Spice replacing Dr. Myhre.

AGENDA:

1. Approval of agenda
2. New Members Update
3. New Business:
 - a. Cancellation of electives: proposed change from 6 to 8 weeks
 - b. Change of criteria for international visiting students: implications
 - c. Registration requirements: immunization, criminal records check
 - d. Providing malpractice insurance for visiting international students:
Risk Management, Pending
 - e. Program approval for General Pediatrics
 - f. Pre-clerkship Electives and Med 440
 - g. Housing
4. Adjournment

Minutes

Topic	Details	Follow up	Due
Approval of Agenda	<ul style="list-style-type: none">The agenda was approved with the addition of item 3g by Ms. Marsh, Housing.		
New Members Update	<ul style="list-style-type: none">Dr. Baker welcomed the new members and gave a brief overview of the Electives Committee functions and operations. It was stated that this committee meets on an <i>ad hoc</i> basis to consider issues that have arisen, generally once a year. This meeting was called mainly to announce and discuss mandated changes to the Visiting Electives criteria and process.		
New Business Cancellation deadline to change from 6 weeks to 8 weeks	<ul style="list-style-type: none">Dr. Baker reviewed the background of the policy to cancel a confirmed elective from 4 weeks in the past to the current 6 weeks. Feedback from departments indicates that 6 weeks is not enough lead time to accommodate the effects from a cancellation. After a brief discussion, Dr. Baker made a motion to change the deadline to 8 weeks. It was carried unanimously.	Web page information will be edited to reflect new policy.	July 1, 2011

Topic	Details	Follow up	Due
Change of eligibility criteria for international visiting clerks	<ul style="list-style-type: none"> A change in our present eligibility criteria has been mandated to allow applications from all international schools, including non-accredited ones. Dr. Baker outlined some of the implications in our process which would result from this. There is expected to be an increase in demand from previously ineligible schools, in the Caribbean, among others. Applicants from non-English speaking countries would need to provide a certificate of language proficiency. They will need to provide immunization records, evidence of malpractice insurance and a criminal records check. Discussion centered around a department's discretion to accept visiting students, based on capacity. The priority given should be U of C students, followed by other Canadian schools, then by Canadian citizens studying abroad, and finally by international students, It was suggested that departments develop a "quota" system of how many visiting clerks they can accommodate at any time. In response to questions, Dr. Baker stressed that the final decision rests with the department as to how many and which visiting students they will accept as long as the outlined priority be followed. Dr. Patry raised the question of possibly pre-screening the international applicants before a department will confirm an elective, but this was deemed to be too time-consuming in view of the high volume of visiting students. 	<p>The Visiting Electives webpage and Catalogue will be updated to reflect the new criteria.</p> <p>Various documents which are sent out with the registration package will be edited or added to accommodate a new category of applicants.</p> <p>Each department will contact / inform Tamara in regard to their estimated capacity for international students</p>	<p>July 1, 2011 and upon approval by UMEC</p> <p>July 1, 2011</p>
Registration requirements all visiting clerks	<ul style="list-style-type: none"> In line with current practices in other Canadian medical schools, all visiting clerks will now be asked for immunization forms and criminal records check from their place of residence, dated within 12 months of the elective 	<p>Criminal Records Check request was started on April 01, 2011.</p> <p>Immunization forms request pending finalization of currently established requirements by the UME and AHS</p>	<p>July 1, 2011 and approval by UMEC</p>

Topic	Details	Follow up	Due
Malpractice Insurance for visiting international students	<ul style="list-style-type: none"> As a point of information, Shirley Marsh informed the committee that there is an initiative by Risk Management to make malpractice insurance available for purchase by those international students who are not covered by their own school. 	Pending	
Program Approval for General Pediatrics	<ul style="list-style-type: none"> Shirley Marsh raised the issue that occasionally there is no designated program director to sign off on those Pediatric electives which do not appear in the catalogue. Dr. Ho undertook to provide a name to the UME office. 	Contact Dr. Ho regarding the name and enter in the Catalogue.	
Pre-Clerkship Electives and Med 440	<ul style="list-style-type: none"> Dr. Patry raised some concerns regarding the number and naming of the various electives that students undertake over the three years. There appears to be some confusion over identifying selectives, electives, shadowing, summer electives, clerkship electives and Med 440. He expressed a need to have a clear outline and definition of what all the various electives represent. After some general discussion, it was suggested that a department identify a go-to-person for all electives and student attendance within the framework of the Education function of that department. This suggestion led to a general discussion about shadowing and observership, as it is a responsibility of the department to keep track of every learner who is in their department at any given time. Dr. Baker mentioned the importance of this in relation to pandemic situations, in particular. 		
Housing	<ul style="list-style-type: none"> Shirley Marsh informed the members that representatives from Student Housing on the Main Campus had met with UME staff recently. They are investigating the idea of offering short-term housing for visiting students in the residences. They will put together a plan and get back to us. 	Pending	
Adjournment	<ul style="list-style-type: none"> The meeting was adjourned at 4:10 p.m. 		
Next meeting	<ul style="list-style-type: none"> As needed. 		