
Electives Committee Meeting Minutes - Unapproved

DATE & TIME: Tuesday, June 11, 2013 (3:30 p.m. - 4:40 p.m.)

LOCATION: G701H (UME Boardroom)

COMMITTEE MEMBERS: *Dr. L. A. Baker (Chair & Chair of Western Rep on Canadian Elective Comm.); Dr. H. Baxter (Family Medicine), P. Burgess (PGME Rep of Psychiatry), S. Cayer (Summer Electives), Mr. Mark Elliott, (Course Rep for Electives, cl of 2015), Dr. M. Erskine, Emerg. Med), Mr. I. Frankish (Class of 2014), Dr. J. Ho (Peds Endocrinology), A. Jenkins (Surgery), S. Leskosky (Program Supervisor of Year 1 & 2), Dr. E. Magi (Plastic Surgery), Dr. J. Midgley (Pediatrics), Dr. D. Myhre (RPAP), Dr. R. Spice (for D. Mhyre), Ms. Ratika Srivastava (International Elective Rep & Cl. Of 2015), Ms. V. Sugrue (Visiting and Clerkship Electives), Ms. S. Tai (Clerkship Supervisor), Ms. L. Theriault (Admin. Support), Dr. V. Tam, Medical Oncology*

REGRETS: *Dr. D. Mhyre (DLRI), Ms. L. Tsang (Class of 2013) T. Harrison (Class of 2013), Dr. C. Card (Medical Oncology), Dr. A. Harvey (Surgery), S. Marsh (Clerkship), Dr. David Patry, Neurology, Dr. Kiril Trpkov, Dr. C. Card*

AGENDA:

1. Approval of Agenda
2. Approval of Minutes of April 18, 2012
3. New Members Update
4. Business Arising from Minutes
5. New Business:
 - a. Elective Portal Update - Baker/Ms. Sugrue
 - b. Police Checks – Dr. Baker
 - c. Professional Standards for Preceptors – Dr. Baker (attach.)
 - d. International Electives Update – Dr. Baker
 - e. Immunization Update – Dr. Baker
 - f. Elective Evaluation Report – Dr. Baker
 - g. Student Feedback
 - h. Additions to Agenda
6. Adjournment
7. Next Meeting – As required

Topic	Details	Follow up	Due
Approval of Agenda	The agenda was approved.		
Approval of Minutes	The Minutes of April 18, 2012, were approved as circulated.		
New Members Update	Dr. Baker welcomed the new members and each member indicated who they were and whom they represent (as noted in Attendance).		
Business Arising from Minutes	As per the last minutes, Item: Policy for International Students – Liability; previously it was noted that “.a letter to the Clinical Dept. heads outlining responsibility should be developed and sent, with a link to the College of Physicians and Surgeons of Alberta (CPSA).” A letter was not utilized. The UME indicates to the international students that they can apply for Observership directly through the Clinical Departments. As such the Clinical Departments follow the guidelines outlined by the Royal College of Physicians and Surgeons (RCPS) and AHS. However, we, the UME, do not oversee observerships; international students are directed to contact the individual departments directly to try to organize their experience. The UME does not have any method for keeping records of observerships.	Web page information will be edited to reflect current policies.	July 30, 2013
New Business 5a) Elective Portal Update	Dr. Baker indicated that she is the Western Representative for the New Portal System. She explained that this system is basically a secure web based service, Canadian-wide, which is being sponsored by AFMC. It will facilitate all of the Elective Applications for Canadian medical student visiting electives. This will not affect our home school electives. This system will offer every elective available at all facilities, with an online application service. Therefore, instead of students applying to all 17 universities for electives, it will be in a central application area. As a result of this, a student does not have to provide 17 police checks and immunization records, they will be able to upload each item once. This will improve the work flow from a placement aspect. The entire process will be streamlined for both students and university users.		

Topic	Details	Follow up	Due
5a) Elective Portal Update Cont'd	<p>The website will automate the student's application(s) first to the UME and then to the individual department(s) keeping a two-part approval process. Some schools require more documentation, such as HIV testing of all their students and residents. Each school will be able to tailor their individual prerequisites. As well, this system will show a data interchange, so each school will show what sort of electives are offered, what is being utilized and underutilized. This will be available for all universities. The hardware is already in place, however, they are searching for the appropriate software at present. AFMC predicts that the portal may be ready for April, 2014. There will be a 6 month period of an overlap, with both the on-line portal and cross-utilization of the old process.</p> <p>They anticipate there will be 'growing pains' along the way, until the system is fine-tuned, but the outlook is very positive.</p> <p>The funding for this new program will be AFMC, and the UME budget will not be affected. However, the students' will be charged a one-time fee when they create their portal account.</p> <p>Initially, this system is only open for Clerks, but after time, it's hoped that it will also include Pre-clerkship, then subsequently, International students.</p> <p>Dr. Baker asked the Programs to ascertain exactly how many openings each has for Electives. This will add transparency and show the students and departments what is available. Rural Electives will be 'advertised' as well and the portal will provide them more exposure. Eventually it is hoped that this will be integrated into our One45 program.</p>		
5b) Police Checks and 5e) Immunization Update	<p>Dr. Baker indicated that at present, when students apply to the U of C Medical School, they must provide a Police Check and Immunization records. However, in other schools in Canada, they have utilized the same process as the College of Physicians and Surgeons. This process is the same initially, but subsequently, the students must sign an affidavit each year to indicate that their police check status remains unchanged. Therefore, if a student has a police check at the University of Ottawa, for example, the U of O will require them to sign an affidavit that nothing has changed since then.</p> <p>It was proposed that the University of Calgary adapt this system of annual affidavits. Students will sign an affidavit that nothing has changed in relation to their status since the last police check.</p> <p>All approved.</p>	Passed	

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5c) Professional Standards for Preceptors	<p>Dr. Baker reported that the UME Department had indicated in the previous Accreditation that all members who teach students must have Faculty Appointment within the U of C. It was noted that not all elective preceptors have a Faculty Appointment, therefore, it was proposed to continue to encourage all members to apply for a Faculty appointment when possible (particularly the rural elective preceptors). Dr. Baker indicated that should a preceptor not have a Faculty Appointment, they should sign the Professional Standards for Faculty Members and Learners form, in the interim, until they become a Faculty member. Dr. Baker will discuss this further with Dr. Veale.</p> <p>It was recommended and agreed that each Department submit a list of 'non-Faculty' teaching members to Ms. Sugrue who will subsequently compile a non-Faculty membership list.</p> <p>It was noted that some preceptors need to be checked to ensure they are in good standing with the Royal College of Physicians and Surgeons.</p>	Each Dept should submit to Ms. Sugrue, a list of 'non-Faculty' members who teach students.	
5d) International Electives Update	<p>Dr. Baker reminded members that the U of C has not moved away from accepting students only from LCME approved schools. There have been some complaints raised by Canadian students studying abroad, however, this policy cannot be changed, as it was passed by Faculty Council.</p> <p>Ms. Sugrue reminded members that the one exception to this policy is for international elective exchange students, who are approved by the Canadian Federation of Medical Students, International Federation of Medical Students Association exchange program. The annual contract allows for a maximum of two students to be accepted per year for electives in Calgary. The list of LCME approved schools is available on the Visiting Electives webpage.</p>		
5e) Immunization Update	As noted in 5b)		
5f) Electives Evaluation Report	<p>Dr. Baker reported that evaluation surveys were conducted at the end of 2011, and the result is that elective experiences are rated quite highly. This includes quality of teaching, supportive environment, treated respectfully, length of elective and overall rating of electives. These results are for U of C students only.</p> <p>Next year, Dr. Veale is developing preceptor evaluations, which will be anonymous as well. Both of these are part of the Accreditation process. The preceptor evaluations will be a universal preceptor evaluation. This will result in improved teaching adding to the workshops that are already in process.</p>		
5g) Student Feedback	Ms. Srivastava reported that a student can receive up to \$2,000 for international elective experiences. This funding comes via main campus as there is no funding from the U of C UME.		

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5h) Summer Electives	Ms. Leskosky reported that the Preclerkship Electives will move from 6 weeks to 4 weeks. The remaining 2 weeks will shift to the Clerkship period. Therefore, the Clerkship Electives will run for a total of 12 weeks in Year 3 (from 10 weeks previously). This came about due to the feedback from the students. Dr. Baker reported that the summer elective students are encouraged to choose a rotation that is not a core, as they have to choose their clerkship track right after summer electives. This will begin with the Class of 2016.		
5i) Observership	It was noted that Observerships are processed through Clinical Departments, not through the UME. There was a discussion in regards to possibly formalizing a process for Observers. It was reported that information on contacts for Observerships is on CPSA website. Dr. Baker reminded members to advise their Departments not to accept Canadian and LCME students who request experiences in their Departments if they have not been registered through the U of C UME's Elective program, as we are liable if students are accepted outside of our mandate.		
5j) Retirement	Dr. Baker thanked and congratulated Dr. Magi on his upcoming retirement.		
Adjourned	The meeting was adjourned at 4:35 p.m.		
Next meeting	As needed.		

Respectfully submitted,

Dr. Laurie-Ann Baker
Chair, Elective Committee

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