



Clerkship Committee Meeting Minutes

APPROVED

Tuesday, September 17th, 2019

Present: Drs: Kelly Albrecht, Susan Bannister, Ms. Kate Brockman, Ms. Yuan Burton, Kevin Busche, Ms. Karen Chadbolt, Melinda Davis, Janeve Desy, Gary Gelfand, Jolene Haws (teleconference), Ms. Tabitha Hawes, Mr. Arjun Maini, Suneina Mohan, Christopher Naugler, Ms. Lily Oakenfold (Admin), Caroline O'Shaughnessy, Mr. Mike Paget, Kelsey Ragan, Rithesh Ram (teleconference), Ms. Sibyl Tai, Ms. Alexandra Thomas.

Guest: Ms. Gillian Treacy

Regrets: Drs. Tim Ayas, Laurie-Ann Baker, Karl Darcus, David Fu, Gavin Greenfield, Farah Jivraj, Nicole Johnson, Rahim Kachra, Martina Kelly, Mr. William Kennedy, Kathryn Kenny, Michael Kwan, Jeremy Lamothe, Ms. Shannon Leskosky, Irene Ma, Artan Reso, Mike Slawnych, Jimmy Vantanajal, Sonja Wicklum, Ian Wishart.

1. Welcome: Dr. Busche, (new) Chair, welcomed everyone and they each introduced themselves. He gave a brief overview of his experience in UME, i.e. Course V, Faculty Development, PreClerkship Assistant Dean, among other experiences. He acknowledged that he has never run a Clerkship before (which may bring both positives and negatives). As this was the first Clerkship meeting of the academic year, Dr. Naugler (new UME Associate Dean) has attended, he also gave a brief overview of his experience (PGME, Dept. Head of Pathology, heavily involved in planning and administration, etc.).

2. Approval of Meeting Agenda

The September 17th, 2019 agenda was approved as circulated.

Moved by Dr. M. Davis, seconded by Dr. S. Bannister. Unanimously approved.

3. Approval of April 23rd Minutes

The April 23rd, 2019 minutes were approved as circulated.

Moved by Mr. M. Paget, seconded by Dr. G. Gelfand. Unanimously approved.

4. Arising from Minutes: Nothing to note.

5. Standing Updates

a) Report from Students: Class of 2020 reported they are nearing the end of Block 4. There is much discussion on CaRMS, with students finalizing reference letters, etc. Dr. Busche noted two upcoming CaRMS Workshop meetings for students to attend (Sept 20th and Oct. 4th), represented by UME and the SAW office. Class of 2021 noted the Clerkship Orientation meeting last week, which helped students know what to expect. Although UCLIC students also attended this Orientation, only three of the rotations pertained to them. There is a mini-introduction/information session for UCLIC students next week. Dr. Busche suggested that perhaps we could present the Orientation a little differently next year, including the rotations that are pertinent to UCLIC first and then excusing any UCLIC students who wish to leave. Students are currently filling in site choices for rotations.

b) Other UME Committees: UMEC will be meeting next week. **PreClerkship:** Dr. Busche reported they met last Friday. They discussed changing the order of the 2nd year of preclerkship, to promote wellness more effectively and shifting the time when students are choosing clerkship rotations and electives until after the time of the pre-clerkship electives. There is no solution to date. Dr. Busche reported that they are in the midst of interviewing candidates for the PreClerkship Assistant Dean position. **SEC:** They will be meeting on September 27th.

6. Clerkship Reports

a) Obstetrics and Gynecology: Dr. Albrecht presented the Class of 2019 report as pre-circulated. Highlights included:

- Student clerkship rating is good, stable (ratings as pre-circulated).
- Strengths/Weaknesses as noted. Dr. Albrecht noted they have mastered how students are spread out, which has helped with better time for preceptors.
- It was noted that there are many learners, however, there is limited clinical capacity
- Qualitative data was collected on student OSCE performance now that the new block week of teaching has been introduced and a marked improvement has been seen. Qualitative evaluation from staff and students has also been very supportive of the changes that have been made.

- Well woman content was changed in the pre-clerkship in conjunction with the development of the block week in clerkship
- Blocks are currently being run every 6 weeks, but this will change to every 4 weeks for the class of 2021.
- There is a pink book that students must complete and it was noted that it may have similarities to the log book. This can be reviewed.

Discussion ensued and it was noted that pending on the budget, the plan is to run block week every 4 weeks. Hours will have to be decreased if the budget is lower. Students enjoy the change and the staff are happier. Dr. Albrecht described the new Block week teaching (Simulation and Hands-on Teaching). She noted that Ms. Treacy and Ms. Tai provided much assistance and there was intensive work provided by ATSSL and UME to run this for two days. It was noted it took eight hours to set it up with four UME staff. It was noted that preceptors have invested in it so they come back and really enjoy it. Dr. Albrecht noted that the 2 weeks block will be separate from the 4 week block for the class of 2021. Dr. Busche thanked Dr. Albrecht and her committee for all the hard work and report.

The O&G Report was accepted.

Moved by Dr. M. Davis, seconded by Dr. S. Bannister

b) Pediatrics: Dr. Bannister presented the Class of 2018 report, as attached. Highlights included:

- A mission statement as noted, beginning with 'Deliver an integrated, generalist paediatric curriculum across the entire 3 years of the MD program.' The mission assists the Paediatric sub-committee in making changes or brainstorming ideas.
- Ratings are as noted. Dr. Bannister noted that Paeds used to provide their own ratings (from student paper form) to the preceptors, however, this had to cease as UME provides the surveys for the students.
- This year, a one week of NICU was introduced, and a weekly Academic half-day, where Dr. Bannister asks questions and students are able to provide input.
- Passports are provided to guide and drive learning. However, some do not like it and some do. They are to hand this in before the final exam.
- It was noted that the pediatric handbooks were helpful in Course VI, therefore, it was handed out in Year 2.
- Students are well supported if in distress or have questions/concerns
- It was noted that students indicate they are not being observed in doing physical exams in all cases, however, the Passports must be completed, which shows that this is actually happening.
- Strengths and weakness are as noted in the report and presentation
- For Class of 2019, Cards were developed, a new rotation for UCLIC (3 weeks ACH, CTU) was developed. Others as noted.
- For Class of 2020 there was a major overall of the main exam, Cards for 29 clinical presentations, shortened hours for ACH CTU, no 24 hour call, shorter nights, new admitting week at ACH as part of the PLC rotation, enhancing paed portal, community paed site visits.
- The Paeds portal was developed and Dr. Theresa Wu works on keeping this up-to-date. Some of the information is also available in Course VI.

Dr. Busche noted that he will develop a power-point clerkship presentation template for clerkships to utilize and thanked Dr. Bannister for her presentation, and work. Ms. Brockman suggested that perhaps students can be reminded to utilize the Cards prior to exam. Many questions come from the Cards. Dr. Bannister indicated that course 8 begins at noon on Friday, therefore, students must leave earlier pending on which hospital they are in, which is difficult in the one week parts of the rotation. Ms. Hawes suggested that there be a link in OSLER across courses. Ms. Bannister noted that much of the information is in the core document which was encouraged to be read by students. It was agreed that next year's Paeds presentation include both the Classes of 2019 and 2020 in order to get 'caught up'. Dr. Busche recommended that feedback be provided to faculty with appropriate context from course or clerkship leaders.

The Paeds report was accepted.

Moved by Dr. K. Albrecht, seconded by Ms. K. Brockman

7. New Business

a) The New Clerkship: Dr. Busche noted the new organization format may be challenging for clerkships.

i) IM OSCE: This is deferred to the next meeting as Drs. Kachra and Slawnych sent regrets.

b) Clerkship Handbook: Dr. Busche noted there are more changes/edits needed to finalize the Clerkship Handbook which was pre-circulated to the members. He asked members to review it carefully, especially the edits and questions that was sent out separately from Ms. Sibyl Tai. He asked members to provide feedback prior to the next meeting, as it will be brought forth to the October 29th Clerkship Committee meeting for final approval. It will be sent out again requesting feedback.

c) ATSSL/UME: Dr. Naugler reported that there was a meeting with the ATSSL physician and operation leads, to discuss the process in introducing new projects that utilize ATSSL. There appears to be gap for an overall formal planning process for any curriculum changes that may affect ATSSL (specifically this year O&G). The larger issue relates to the resource planning and administrative planning with curriculum changes. Dr. Naugler has proposed a creation of an operational sign-off sheet, in creating any curriculum

planning, so it moves through the AT and managers, to identify if there will be resource needs. As well, there will be an ATSSL membership on the UMEC. He noted there shouldn't be a critical gap in administering due to lack of resources and these must be reviewed first. This should show that any proposed changes may affect financial/administrative/supports. Ms. Leskosky is working on a form to include this and as a result, this should be a better process. It will ensure that everyone's needs are reviewed at the beginning. ATSSL has indicated that they require a 6 to 9 month lead to any change(s) to the curriculum, as ATSSL support both AHS and UME support.

d) Formative Exams: Dr. Busche noted that students must complete the formative exams for each rotation by a pre-specified time point in each rotation. They are open to all clerks for learning and review at any point in clerkship

e) Budget Impact on UME: Ms. Chadbolt reported that in early June, meetings were held with the Dean's office regarding possible budget cuts. The meetings were attended by Dr. Naugler and UME Managers. The UME Finance Manager was instructed to develop different savings scenarios to address these budget challenges, and the UME was further instructed to pause the course/clerkship leadership and teaching payments until a review had been completed by senior leadership. A decision was recently made to move forward on payments to Course and Clerkship leaders, and agreement letters have been sent. There are no changes to either the teaching payments or leadership agreements for preclerkship for this fiscal year.

The necessary budget cuts will come out of the mandatory clerkship budget. For non-AMHSP departments (Anesthesia, Emergency Medicine, Family Medicine, Obstetrics & Gynecology and Surgery), payments will be status quo for the period of April 1 to September 30, 2019. From October 1, 2019 to March 31, 2020, these weekly teaching payments will be reduced to \$300 per week. For the AMHSP departments (Internal Medicine, Pediatrics and Psychiatry), their budgets will be based on the \$325 per week until September 30, 2019, with no further payment for the remainder of the fiscal year. A further clarification was given regarding the fee-for-service percentage used in the calculation of the individual budgets: a three-year analysis of payments and teaching contribution resulted in each department's calculation being adjusted slightly. There will be no change in payments to summer elective and clerkship electives.

Dr. Naugler thanked Ms. Chadbolt for her work and noted it has been challenging with developing different scenarios. He noted that the UME will not know its own departmental budget until after October 22, 2019 (when the federal election takes place), and that plans may be reviewed and the impact assessed if more reductions to the budget are requested. Dr. Naugler reported that further communication regarding the budget, once handed down from the Dean's office, will be conveyed to those it affects. He stated that there is a deficit from last year of more than \$400,000, however, UME will not implement any further budget changes without being part of the overall CSM plan. He further stated that UME has been proactive and developed communication plans, and should there be further mandated cuts, communication will move forth with support from the Dean's office.

f) Provision of Clerkship Feedback Documents –End of Rotation Survey: Dr. Busche has just begin reviewing the midpoint feedback and noted that the way they are written for the end of rotation appears to emphasize the collection of negative comments about the rotations and teachers. He suggested that instead of just asking what is wrong with clerkships, it is also important to flag what is positive and working well within clerkships. It would be minor revisions with the wording. Dr. Busche indicated that Dr. Woloschuk is looking at several student feedback documents for review and shortening the surveys. He will be working on this with Mr. Paget.

g) Shadowing: Dr. Busche reported that there was a long discussion at the last UMEC meeting. UMEC has decided that the shadowing policy will not change: students are not permitted to shadow during clerkship. The only thing similar would be a student who wanted to spend extra time *during* that rotation, *in that discipline*. They are not permitted to do extra work in another discipline because of insurance for the students (possible liability). There are also rules in how much time can be utilized, in the work hours rule.

h) Career Exploration Program: Dr. Davis appealed to the Clerkship membership and evaluation coordinators, and to bring back to their clerkships, the invitation to become a career coach to an individual first year student. Recruitment for preceptors for career exploration clinical exposure is in process. This is to help them make informed decisions on their careers, so they can be confident proceeding into CaRMS. She noted there are 4 half day career exploration days, and noted this not shadowing. Dr. Davis reported that they are asking the first year students to choose 4 medical disciplines they would like to go to, to enable them to go out into the clinical settings. Dr. Davis indicated that preceptors from many different disciplines would be ideal. She noted there is a Sign-Up for preceptors which has been disseminated far and wide. There are some disciplines missing, i.e. surgery, dermatology, cardiac surgery, gynecology. Dr. Davis will provide the link to the members and she asked that they distribute it far and wide. It was suggested that perhaps preceptors could provide open spots that they have on certain days and Ms. Davis indicated that would be helpful. Ms. Davis will be speaking to PGME this week to garner support. Mr. Maini asked whether the document showing the data of CaRMS matching,

and other data that was presented in Toronto, has it been validated or is it to be taken as face-value? Dr. Busche indicated that the authors are submitting it for publication but it has not been published yet. Mr. Paget indicated that the base data is freely available from CaRMS. Dr. Davis noted that the Career Exploration program is a pilot project which will help the students in early planning, not necessarily early decision-making. Dr. Busche noted this is as a result from student feedback, to begin to start talking about career planning earlier in medical school.

i) Clerkship Presentation at the Committee: Dr. Busche suggested that perhaps a power point template could be utilized for the Clerkships to present their reports at this committee and will present this at another clerkship meeting.

j) Student Evaluations Information Doc – Clinical Presentations/Procedures: Dr. Busche indicated Dr. Desy would like this to be up-to-date, and he'll have her contact you directly.

k) UME Program Coordinators' Portfolios: Dr. Busche reported there are some minor changes to the portfolios of the Coordinators, which has been circulated. He noted that a balance must be maintained in regards to workload. That is why there are changes from time-to-time, as well as new staff.

l) Certificate: Deferred.

m) Clerkship Committee Schedule: Dr. Busche proposed that Tuesdays for the Clerkship Committee meetings may change next year to another day (possibly back to Friday, pending members' input) in order to accommodate adequate access for student meetings. He will provide ample notice if so.

Dr. Busche thanked members for their participation and reports.

Meeting adjourned at 2:30 p.m.

Next meeting is Tuesday, October 29th @ 12:30 – 2:30 p.m. in G750, HSC Bldg. Reports due: Surgery (Dr. J. Lamothe) and Internal Medicine (Dr. R. Kachra).

It/edits by KB