

**Faculty of Health Sciences**  
**School of Medicine Academic Council (SOMAC)**  
**Minutes of Meeting, Tuesday, May 15, 2012**

**School of Medicine Building, Room 132A @ 4:30 p.m.**

**1. Call to Order**

On behalf of R. Reznick who sends his regrets, I. Young called the meeting to order at 4:30 p.m. with approximately 20 people present.

**2. Approval of Agenda**

It was moved by R. Walker and seconded by R. Deeley that the agenda be approved as circulated. CARRIED

**3. Approval of the Minutes of January 17, 2012 and April 11, 2012**

It was moved by B. Bennett and seconded by R. Deeley that the minutes of January 17, 2012 and April 11, 2012 be approved as circulated. CARRIED

**4. Announcements**

• **SOMAC meeting Dates for 2012/13**

Meeting dates for the 2012/13 are now posted on the SOMAC website at <http://meds.queensu.ca/somac/>

**5. Dean's Report**

• **Strategic Planning (status report)**

I. Young reported that the Strategic Planning process for the School of Medicine and the Faculty of Health Sciences is now complete. Final document has now gone to printing and will be issued imminently.

**6. Undergraduate Medical Education**

• **UGME May Accreditation Visit (feedback)**

I. Young thanked all contributors for all their hard work and congratulated them for a successful accreditation.

T. Sanfilippo updated SOMAC members on the recent accreditation visit. It took place over a three-day period and 50 faculty and students participated in the review. It was a thorough review of all the remaining standards and then the committee reported to the Dean and the UG office that they felt we had met all the outstanding compliance issues. The Committee will now make a final report to CACAMs and the American counterpart and we will receive the final report this coming fall. Then we will be back into the regular cycle in 2 to 3 years.

• **Other Business**

There was no other business.

**7. Bracken Library**

• **Library Information**

S. Maranda reported that there are new resources available and that she could attend departmental meetings, if necessary, to demonstrate these new resources. Bracken Library will also be having an open house on June 1<sup>st</sup> so come and check out their many resources.

S. Maranda presented the following two new resources:

**1. OVID-MD**

This is a search interface that looks at all their OVID resources and pulls the information into one set of results. This includes electronic books, Med-line searching, Journal clubs etc. One feature of this resource is that you can pull images from e-books and e-journals as separate entities to manipulate into power point presentations. If you have your own subscription to up-to-date you can also log into it from this site.

**2. New resource for Anatomy and Physiology**

This is a tool to help students who may be behind in certain areas of learning. Several topics listed with text, objectives, images, quizzes, case studies etc.

During discussion:

You can access these sites through off-site proxy as well. All images from the Anatomy and Physiology resource are accessible with a **special faculty password** so you have to contact the Library for this information. All images are available for use in presentations only, and cannot be published on websites unless they are password protected. The principle is that we have paid for this software, which accesses the images, and that gives us the right to use them and copy them into our presentations.

**8. MD/PhD-MD/Master's Program**

• **Update**

B. Bennett reported that this is the inaugural year of this combined program. The Committee decided to follow the same selection process as the MD program in addition to panel interviews with the MD/PhD-MD/Master's Program Committee members. This all occurred on the 2<sup>nd</sup> interview day of the medical interviews. There were 42 applications for the combined program by December 1, 2011. After the GPA and MCAT cuts there were 14 applications left for the combined program. After the file review the number dropped to 11 applicants. Three of the eleven accepted offers elsewhere so 8 applicants were interviewed for our combined program. Four of the eight were accepted into the MD program and all four were sent offers for the combined program. In the end only 1 exceptional student accepted.

It will be discussed over the summer further ways to improve our entry process. We will need to lengthen the list to enable a larger pool of students. Possibly look at MCAT scores. Utilize the early interview day. We now have Biomedical Engineering and Biomedical Computing programs integrated into our Combined program that may entice students in these areas. Arrange for students to meet the researchers and visit laboratories. With only one student this year, our goal next year is to capture 5 students for the combined program.

During discussion:

Congratulations went out to B. Bennett for all his hard work. There was discussion on how to improve the size of the pool for the combined program.

**9. Postgraduate Medical Education**

• **Postgraduate Medical Education Committee Revised Terms of Reference**

R. Walker on behalf of the Postgraduate Medical Education Committee has brought forward revised terms of reference for review and possible approval. These terms were revised in 2005 and again in 2011.

However, R. Walker asked for an amendment to the document that was distributed dated December 15, 2011. Under membership it should read *Program Directors of all RCPSC* next line *Program Director of Family Medicine and all Category 1 CFPC programs* and next line

*Program Director of Enhanced Skills (Category 2 CFPC program)* and should be dated March 21, 2012.

Other revisions were

- The former Terms of Reference referred to several subcommittees that are no longer used
- They have simplified the wording and responsibilities
- The biggest change is that **all** Royal College members' specialty and subspecialty have a vote.
- The Family College perceives us as having one Program Director but within the Family College programs there are enhanced programs that being 3<sup>rd</sup> year programs. There are two types of 3<sup>rd</sup> year programs (category 1, viewed independently and category 2 reviewed together). It was felt that all Program Directors in category 1 should have a vote and one representative representing category 2 should have a vote.
- Standing Sub-committees listed on the document but also have their own terms of reference.

I. Young asked for questions:

It was proposed that the terms of reference should include whom the PGMEC reports to, as this could be an accreditation issue. **Therefore a motion to approve has been tabled.**

**ACTION: R. Walker will take this suggestion back to the PGMEC for revision and bring back to SOMAC for final approval.**

It was noted by T. Sanfilippo that they are looking into having a common template for all terms of reference.

- **Assessment, Promotion & Appeals Policy (APA) and Summary of Changes**

R. Walker reported that the Postgraduate Office has made numerous changes to this policy and a summary of these changes was distributed with the agenda. R. Walker pointed out the biggest change to this document would be the appeal process. Appeals would now end at the level of the Dean and would not go to Senate, pending approval of Senate. The main reason for this change is because clinical service is under the CPSO.

R. Walker explained all the changes as indicated in the Summary of Changes (filed with these minutes). "Evaluation" in the title was changed to "Assessment" because the term Evaluation is now reserved for program evaluations and Assessment to use in reference to resident learning.

R. Walker asked for the following amendments to the distributed APA document:

- On page 4 under "School of Medicine Executive" that it be changed to "School of Medicine Academic Council" as School of Medicine Executive is no longer. Therefore, the amendment would be, "The School of Medicine Academic Council considers matters relevant to the School of Medicine and makes recommendations to Faculty Board."
- A second amendment "Vice Dean, Medical Education" should be "Vice-Dean Medical Education"

After discussion the following motion was put forward:

**R. Walker moved that the Assessment, Promotion & Appeals Policy for the Postgraduate Residency Programs in the School of Medicine be approved with the changes included in the summary and the two amendments listed above.**

**Seconded by G. Dagnone.**

**CARRIED**

- **Postgraduate Summit – New Models of Training Update and Next Steps**

R. Walker reported that the Postgraduate Summit was held on May 2nd to review the FMEC report. The Royal College and the Family Medicine College, the author of the Macy Report, the University of Toronto Program Director in Orthopedics, PAIRO and L. Thompson CEO, KGH attended. There was a lot of good feedback and a launch to move all the PG programs to competency based training. It will be a strategic plan to move forward.

• 10.

**Continuing Professional Development**

K. Smith reported on the following policies that have been updated based on literature searches, standards; updated web links and also a Canada wide scan of other HSC and CPD offices. Changes have been indicated and highlighted on the distribution of each of the following policies:

- **Policy on Support of University-sponsored Continuing Education Activities from Commercial Sources**
- **Disclosure of Potential Conflicts of Interest**
- **Copyright and Consent**
- **CPD Content**
- **Logo Usage**
- **Internet CPD or online Education**
- **Record Retention**
- **Privacy re: Collection of Personal contact information**
- **Continuing Professional Development Advisory Committee revised Terms of Reference and Revised Mission Statement Continuing Professional Development**

K. Smith reported that the CPD Advisory Committee terms of reference and the mission statement have been revised to reflect more interprofessional education and practice. A friendly amendment to the already revised document under membership of the Advisory Committee, it is recommended that the Director of the Faculty Development (currently D. Blouin who is a term member) be an ex-officio member.

**Motion: It was moved by K. Smith that the circulated document of the Continuing Professional Development Advisory Committee Terms of Reference with the amendment to the list of membership to include the Director of Faculty Development as an ex-officio member be approved. Seconded by L. Tomalty.  
CARRIED**

**Motion: It was moved by K. Smith that the circulated changes to the CPD policies and the mission statement be approved. Seconded by G. Brown.  
CARRIED**

11. **Nominating Committee**

- **Appointment to Committees**

D. Edgar moved on behalf of the Nominating Committee that SOMAC approve the list of nominees to fill the vacancies on the School of Medicine Committees. Seconded by R. Deeley.

**CARRIED**

12. **SEAMO**

- **SEAMO Highlights for 2012/13**

This item was deferred.

There being no other business the meeting was adjourned by the Chair at 5:35 p.m.

David R. Edgar  
Secretary to the School of Medicine