



Information Package
Presidents Roundtable
Spring General Meeting
Canadian Federation of Medical Students

1. *Meeting Logistics*

- a. 2000-2300 on Thursday April 24, 2015
- b. 0700-0945 on Friday April 25, 2015
- c. Meeting location: *Boardroom, Hotel Vancouver Fairmont*
- d. *Vancouver, BC*

2. *Agenda*

The formal agenda for the meeting is attached in Appendix I (Thursday evening) and Appendix II (Friday morning). We will call for any extra agenda items at the beginning of the meeting; given our time constraint, new agenda items will be added subject to time availability. We will respectfully ask that attendees arrive at the meeting at 745 on Thursday and 645 on Friday to keep us on schedule. We have a lot to get through!

3. *Voting Structure*

Previous meetings have shown a desire to establish a quantitative summary of how different issues are handled across the country as well as to adopt formal recommendations. Any recommendation made by the Presidents Roundtable must be brought to the General Assembly for formal adoption if any CFMS action is to be taken. All universities present will have one vote on the committee regardless of the number of representatives present at the meeting from one school. Committee Chairs and the CFMS President/President-Elect, as ex-officio members from the CFMS Executive, do not have voting privileges on the Presidents Roundtable. We will be using the voting placards as used in the General Assembly. They will be placed on seats at the meeting, with two seats reserved for each school.

4. *Food and Drink*

No food will be provided before or during the Thursday evening meeting. Breakfast will be provided for the Friday morning meeting as part of your registration payments

5. Questions or Concerns

- a. Email Taneille at western@cfms.org

INCLUDED:

- 1. Appendix I: Thursday meeting agenda**
- 2. Appendix II: Friday meeting agenda**
- 3. Appendix III: Summary of Policies for DropBox Upload**
- 4. Appendix IV: Clarification Notes for Agenda Items**



Appendix I: Thursday April 24th Meeting Agenda

<u>Item</u>	<u>Point Person</u>	<u>Time</u>	<u>Subject Area</u>	<u>Upload Policy?</u>
Call to Order Introductions Welcome to New Presidents Outline Meeting Call for New Items	Committee Chair	2000 (5 minutes)	Administration	N/A
Reporting of Student Professionalism	McGill	2015 (10 minutes)	Professionalism	Yes
Certificate Programs and Additional Learning Programs	Western	2025 (10 minutes)	Education	Yes
Lecture Recordings	Queens	2035 (10 minutes)	Education	Yes
School Newsletters	UBC	2045 (10 minutes)	Medical Society	No
The Unmatched Medical Student	U of Saskatchewan U of Alberta	2100 (15 minutes)	Education	Yes
Clerk Engagement	U of Toronto	2110 (10 minutes)	Medical Society	Yes
Organization of Student Clubs	McGill	2120 (10 minutes)	Medical Society	Yes
MedSoc General Meetings	Western	2130 (10 minutes)	Medical Society	No
Selection Criteria for Student Awards	U of Alberta	2140 (10 minutes)	Faculty	Yes
MedSoc Facilitation of Housing Advertisements	U of Ottawa	2150 (10 minutes)	Medical Society	No
Good Governance Policies and VP Budgets	U of Toronto	2155 (5 minutes)	Medical Society	Yes
Sponsorship of Medical Societies and Budget Policies	UBC	2210 (15 minutes)	Medical Society	Yes
Information Sharing-Multiple Committees	Western	2225 (15 minutes)	Medical Society	No
Additional Agenda Items Summary of Meeting	Chair	2235 (10 minutes)	Administration	No



Appendix II: Friday April 25th Meeting Agenda

<u>Item</u>	<u>Point Person</u>	<u>Time</u>	<u>Subject Area</u>	<u>Upload Policy?</u>
Call to Order Introductions Outline Meeting Call for New Items	Committee Chair	0700 (5 minutes)	Administration	N/A
MSPR Update Accreditation Guide Document Update IMG Toolkit Update	VP Education CFMS	0720 (20 minutes)	Education	No
MSPR and Your Dean	Western	0725 (5 minutes)	Education	No
CFMS Wellness Representatives	VP Services CFMS	0740 (15 minutes)	Wellness	No
Student Leave Policy	Memorial University	0745 (5 minutes)	Wellness	Yes
Infrastructure for Student and Faculty Collaboration (Wellness)	U of Toronto	0755 (10 minutes)	Wellness	Yes
Interclass and Medical Student Culture	U of Alberta	0805 (10 minutes)	Medical Society	No
Medical Student Mistreatment and Clerkship Workload	McGill	0815 (10 minutes)	Wellness	Yes
Student Led Initiatives on Diversity and Equity in Medicine	U of Toronto	0825 (10 minutes)	Education	Yes
Implementation of New Student Initiatives	McGill	0835 (10 minutes)	Education	No
The Rounds and Social Media	CFMS VP Finance	0905 (30 minutes)	Professionalism	Yes
Meeting Summary and Action Items Additional Business	Chair	0915 (10 minutes)	Administration	No
Accreditation Break Out Group	UBC, U of Calgary	0945 (30 minutes)	Education	No



Appendix III- Summary of Policies to Upload to DropBox

Thursday Meeting:

1. Policy relating to reporting of student professionalism concerns
2. Policy or school information regarding certificate programs and additional learning programs available
3. Policy regarding lecture recordings and their availability to students
4. School policy or procedure for unmatched students (what does your school do?)
5. School policy regarding clerkship working hours and/or any policy regarding to clerkship wellness
6. Policy or procedure (selection criteria) for medical student scholarships and awards (for current students)
7. Governance manuals for your Medical Student Society and financial policy
8. Sponsorship policy for your Medical Society- do you have outside sponsors for your Medical Society (besides your Faculty or Provincial Medical Association)?

Friday Meeting:

1. Faculty policy on student leave of absences
2. Medical student mistreatment policies, policies relating to clerkship work hours (do you have policy outlining the maximum number of hours clerks should work?)
3. Information regarding student led initiatives on diversity and equity in medicine; how does your faculty promote diversity and equity in medicine?
4. Your school or Faculty policies on social media use (particularly in regards to medical students and professionalism)



Appendix IV: Clarification Notes

Thursday Meeting:

- 1. Certificate Programs: Western University**
 - a. Do your schools have certificate programs for your medical students (additional courses outside the mandatory medical education for enhanced learner, e.g. for leadership, global health, research, etc.)?
- 2. The Unmatched Medical Student: University of Saskatchewan**
 - a. To gain an understanding of what other schools offer these students. Are there any issues with insurance? Do students postpone obtaining their MD? How does the effect the following year match? Under what program (undergrad or post grad) Do the unmatched medical students fail?
 - b. **U of Alberta:** what specific programs do other schools have for these students to ensure these students get the help they need but are not unfairly disadvantaging students in the lower year?
- 3. Student Award Selection Criteria: University of Alberta**
 - a. Right now, the highest mark for areas are used for some awards, which go against our school's grading practice (pass/fail). How do school's address this when academics are a component of the award's eligibility?

Friday Meeting:

- 4. MSPR and Your Dean: Western University**
 - a. The Dean at Western believes that the MSPR is not a useful tool during the CaRMS match process and does not support the CFMS effort to try to standardize them. I am wondering if you have discussed this with your deans and whether you think this is a worthwhile advocacy effort for the CFMS.
- 5. Accreditation Break Out Time**
 - a. The Accreditation Break Out Time will be an opportunity for those interested to discuss issues surrounding accreditation. Please note that you are not required to take part in this session. We will be discussing possible other mini group sessions that can occur at the same time for those not interested. This will ensure that we maximize our in-person meeting time.

Please send agenda corrections to Taneille before our meeting on Thursday evening!