

**Cyclical Program Review of *the Undergraduate Medical Education Program*
One Year Progress Report on Implementation Plan**

At the conclusion of the cyclical program review, a final assessment report and implementation plan was agreed by the Vice-Provost (Teaching and Learning), *Dean, Faculty of Health Sciences, and the Associate Dean, Undergraduate Medicine Program*. These deans are responsible for monitoring the implementation plan.

Please complete the table below to report on progress made in the past year against the implementation plan. Add further explanation if necessary in the *additional notes* section. The table is to be completed by the academic unit and reviewed by the relevant deans/associate deans.

Please complete this report and return it to quqap@queensu.ca by July 3, 2018. The Vice-Provost (Teaching and Learning) will review this progress report and discuss with the Provost. Please note that monitoring reports will be made available to the public on the Provost's Office web site.

ONE YEAR FOLLOW UP

Recommendations		Proposed Follow-up	Responsibility for Leading Follow-up	Timeline for Addressing Recommendation	Please indicate whether the implementation is on target and on time, and provide a brief description
1.	Recommend careful reconsideration of the potential negative impacts of an attribution budget process, and an investigation into alternative ways to ameliorate the negative impact of this process on future efforts to seek and obtain research support.	Continued conversations with the Provost	Dean, Faculty of Health Sciences	Implementation date of 2018-2019 budget cycle	Since the report was received there has been significant improvement in the budget situation arising from further discussions with the Provost and development of new revenue sources. Our budget for the last two cycles has been in balance with surpluses to support key projects. At this point we do not indicate any negative fiscals that should affect our curriculum.
2.	Recommend revision of the current leadership model to support succession planning, improve quality outcomes, and allow the Associate Dean UGME to lead, instead of bearing such a heavy operational load.	Development of proposal to appoint Assistant Deans to be drafted by Associate Dean responsible for UGME. Faculty Dean to discuss with the Provost	Dean, Faculty of Health Sciences in conjunction with Associate Dean UGME and Provost	Drafting of Plan by July 2017. Implemented by beginning of 2017-18 academic year	The search processes for the positions of Assistant Dean, Curriculum and Assistant Dean, Academic Affairs have been completed and successful candidates have been notified and have accepted. We are currently awaiting formal letters from the provost. We anticipate each will take up their new positions in July 2018.
3.	Recommend that Queen's University and the MD Program explore opportunities to expand student funding through donors' scholarships.	Continue working with Advancement and donors	Dean, Faculty of Health Sciences in conjunction with Associate Dean UGME	Ongoing	We continue to work closely with the advancement office to identify donation opportunities. We have identified success in this regards and recorded an increase in scholarships and bursaries of \$568,065 since 2013-14.
4.	Since medical students cite challenges in accessing their separate dedicated counsellor, reviewers suggest that the Faculty	Coordinate data collection and analysis between Student Wellness	Program Director in conjunction with Dean, Faculty of Health Sciences and Executive Director,	By end of 2017 Fall semester	We have undertaken to address this recommendation by obtaining data annually regarding the number of medical students that access the embedded student counsellor at Student

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	collects data with respect to the use of this service. Such data may support a need for additional resources for mental health supports.	Services and Faculty of Health Sciences	Student Wellness Services		<p>Services. That data indicated that from September 2017 to December 2017, fifty individual medical students were seen and a total of 156 appointments were made. From January 2018 to May 2018, 61 different medical students were seen and a total of 246 appointments were made. In addition, the CGQ allows us to assess student satisfaction with support and wellness services.</p> <p>We meet regularly with Becky Haist, the embedded student councillor, to ensure she is meeting the demand of student appointments in a timely manor.</p>
5.	Recommend that the MD Program in collaboration with the Faculty of Medicine increase their use of data and analytics in decision making and guiding quality improvement.	Arrange meeting with Program Director and Faculty Office	Program Director in conjunction with Dean, Faculty of Health Sciences	Ongoing	We are developing a “report card” that will identify key metrics relevant to outcome parameters that we feel are critical to our success. These include criteria relevant to student satisfaction, curricular delivery, examination success, facilities and student services. This has been carried out with terms of our Program Evaluation Committee.
6.	Reviewers suggest using the Program’s early admission strategy (QuARMS) as a pipeline process to recruit diversity students with financial needs.	Incorporate strategy into recruitment and admission processes and initiatives	Program Director in conjunction with Dean, Faculty of Health Sciences	Implementation by Fall 2017 Ongoing	<p>Following up on this recommendation, our Admissions Committee held a retreat to review practices in admission. Key suggestions of using GPA, MCAT and socioeconomic status as metrics for application were discussed.</p> <p>At the retreat we invited QUARMS student to speak on positive and negative aspects of the program and these will be</p>

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					<p>utilized in formulation of changes to the admissions process.</p> <p>We are at the same time reassessing admissions to QUARMS and the Admissions Committee is exploring how quality factors and regularity can be incorporated into the admissions process.</p>
7.	<p>Recommend finding strategies to overcome the present governance and fiscal model of the university, which make it challenging for the MD Program to access faculty in social sciences, humanities, business, and law for medical student education.</p>	<p>Faculty Dean to begin conversations with other line deans</p>	<p>Dean, Faculty of Health Sciences</p>	<p>Ongoing</p>	<p>We traditionally enjoy good communication and relationships with other faculties at Queen's. With small size and frequent educational encounters, the School of Medicine has taken advantage of other faculties providing teaching and seminars such as opioid crisis information, ethics and law.</p>
8.	<p>Reviewers suggest that the university support this regional education strategy and collaborate with other Canadian partners to ensure stability of funding so that these commendable collaborations continue.</p>	<p>Work with Director of Regional Education</p>	<p>Program Director in conjunction with Dean, Faculty of Health Sciences</p>	<p>Ongoing</p>	<p>We have developed working relationships with partners. This has led to the continued development of comprehensive clerkships in Oshawa and Port Perry which are to begin in the 2018-2019 academic cycle. There have been many applications for the rotation.</p> <p>We have expanded our community clerkship opportunities by opening a new rotation in Collingwood and we are exploring Cobourg. These would bring a total of 6 integrated clerkships. We have found no negative effects with clinical encounters or academic success.</p>

Additional Notes:

Please note any additional issues affecting progress, if necessary.