



Faculty of Medicine

Faculty Council Minutes

Tuesday, June 30, 2020

4:30pm

Zoom Teleconference during COVID-19 Pandemic Crisis

Attendees: Tanis Adey, Sohaib Al-Asaaed, Janet Bangma, Jane Barron, Michael Bautista, Tracey Bridger, Fern Brunger, Ford Bursey, Daphne Crane, Vernon Curran, Peter Daley, Ann Dorward, Anne Drover, Jessica Esseltine, Veeresh Gadag, Michael Grant, Diana Gustafson, Kathleen Hodgkinson, Chris Kaposy, Edward Kendall, Simon Kirby, Susan MacDonald, Gaylene Russell McEvoy, Virginia Middleton, Pam Morgan, Gerald Mugford, Sean Murphy, Michael Parsons, Michael Paul, Tracey Pittman, Daryl Pullman, Kim St. John, Asoka Samarasena, Suryakant Shah, Michelle Swab, Margaret Steele, Teri Stuckless, Reza Tabrizchi, Paul Tucker, Jackie Vanderluit, Cathy Vardy, Mary Wells, Brenda Wilson

Regrets: Sheila Drover, Kimberley Maich, Jeffrey Patterson, Jennifer Shea

Topic	Details	Action Items and person responsible
Introduction and Welcome	Dr. Margaret Steele welcomed and thanked everyone for joining the meeting on Zoom. Participants were advised to use the "chat" functions for any questions or comments.	
Agenda Review <ul style="list-style-type: none">Review or Conflict of InterestReview of Agenda	<ul style="list-style-type: none">No Conflict of Interest was notedDr. Mary Wells moved approval of the agenda; seconded by Janet BangmaThere was a correction to the agenda: the title of the course was Post-Colonial and not Post-Doctoral	

<p>Review and approval of prior minutes of May 26th, 2020</p>	<p>Approval of the minutes was moved by Dr. Mary Wells, seconded by Dr. Diana Gustafson.</p> <p>The Minutes of May 26, 2020 approved with the following corrections noted Janet Bangma, Daphne Crane and Diana Gustafson are to be added to the attendees while Daryl Pullman's name is to be corrected.</p>	<p>The corrections have been made to the May 26th, 2020 minutes.</p>
<p>Dean's Updates</p>	<p>Dr. Steele's notes included the following:</p> <ul style="list-style-type: none">• Thank you to everyone for all they are doing both to move the academic mission forward within the Faculty of Medicine and at the frontlines of medical care.• As detailed in a communication that was circulated on July 5, 2020, the Faculty of Medicine is deeply committed to a safe and nurturing learning and working environment free from any form of racism, sexism, homophobia, transphobia, intimidation or harassment or discrimination. <p>The actions on this front include:</p> <ul style="list-style-type: none">- In 2018, there was a Unit Assessment that had 39 recommendations. In response, there was a Unit Assessment Working Group which has addressed the recommendations. The Culture of Excellence Project Team is continuing this work as part of the <i>Destination Excellence</i> Strategic Plan. Dr. Steele, noted it is important that people know our policies and procedures and disseminate them to other colleagues. These can be found on the Professionalism and Mistreatment website.- Vernon Curran and his team has developed an online learning module around professionalism which is already done for the clinical faculty and clinical learners and two other modules are being developed, one for the MUNFA faculty members and the graduate students, another for staff. The launch will be duly communicated.- There was also a Mistreatment Survey in March 2019 and it addressed four different types of mistreatment including ethnic mistreatment, physical mistreatment, verbal mistreatment and power mistreatment. Nick Fairbridge and Jacinta Reddigan gave presentations on the findings to learners, staff and faculty.- Dr. Boluwaji Ogunyemi has given a series of talks about race diversity in Medicine, which were	

	<p>extremely well attended. He also recorded it and sent it to AFMC board to share with other teams across the country.</p> <ul style="list-style-type: none">• We are hiring an Assistant Dean of Social Accountability.• Our managers and senior management committee have received implicit bias training through Memorial Employment Equity Office.• Dr. Steele chaired an AFMC ad-hoc task group working on the joint commitment to action on Indigenous Health.• The curriculum oversight working group is working to identify all current curriculum which covers the concept of racism.• The Office of Student Affairs has been reconstituted and will be launched tomorrow July 1, 2020. It will be called Office of Learner Wellbeing and Success and will include supports for the undergraduate and postgraduate learners• Other matters of note: Tracey Bridger started in June 2020 as a new Assistant Dean Faculty Wellness, Equity and Professionalism to provide a leadership focus on supporting and advancing Equity, professionalism and the wellness needs of the faculty.• Canadian Association of Medical Education (CAME) Annual Meeting was held on June 29, 2020. Susan MacDonald in Family Medicine and Palliative care received the CAME certificate of merit award.• Craig Moore and Michelle Ploughman have been renewed in their CRC Chairs• The Discipline of Obstetrics and Gynecology hosted a research day• The Destination Excellence Implementation Steering Committee had an excellent meeting in the past week and we are planning for our strategic planning day on November 27, 2020. Shane Arsenault and Margot Wilson have joined the committee.• Everyone is encouraged to register for the strategic framework for indigenisation Town Hall coming up on July	
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	<p>14 at noon. People will be able to provide feedback on the document that was circulated to the University. https://www.med.mun.ca/opd/programs/info.asp?id=4302</p>	
	<p>Reports from the COVID-19 Task Force Committee</p>	
<p>Mr. Paul Tucker – Chief Operating Officer</p>	<p>Mr. Tucker provided the following updates in response to the Covid restrictions:</p> <ul style="list-style-type: none"> • We have roughly 300 bottles of hand sanitizer available through the medical labs and signage has been placed around the building. • If anyone is in need of any sort of PPE or masks and having trouble sourcing it, please reach out to Kelly Fowler in the Finance Office. • We have a return to work committee that has been in place for roughly a month to work through the safety plans from the individual units. • Dr. Steele added that in order to have access to the Medical School Building, one must first go through the Discipline Chair or Associate Dean to request permissions. Requests will be forwarded to Paul Tucker and the Dean for approval. A report listing those who have entered the building using their swipe cards is generated weekly. Everyone should read and follow the guidelines which are posted throughout the building. 	
<p>Dr. Cathy Vardy – Assistant Dean/Chair, Covid-19 Task Force</p>	<ul style="list-style-type: none"> • The search for the Chair of Obstetrics and Gynecology has just ended and we are in the midst of the search for an Assistant Dean for Distributed Medical Education and the Assistant Dean of Social Accountability. • Dr. Steele thanked Dr. Cathy Vardy who also chairs the Covid-19 Task Force. 	
<p>Virginia Middleton – Communication Officer</p>	<ul style="list-style-type: none"> • MUNMed Express will resume, in addition to weekly UGME updates and Wellbeing newsletters. • There is a backlog of new stories and annual reports to be published. • The website reorganization project has now become more of a priority again. • As CARMS is going to be all virtual, Communications is working with PGME to develop a marketing strategy and collateral that disciplines will be able to use. • HSIMS was able to set up a Graduation Guestbook and there are around 35 comments 	

<p>Dr. Reza Tabrizchi – Associate Dean, Research & Graduate Studies</p>	<p>Research is ramping back up within the Faculty of Medicine in all four categories:</p> <ul style="list-style-type: none"> - Those faculty who do research in their offices - Those who have laboratory driven research - Those who do field work - Those who do clinical research on Memorial Space <p>• For those who want to do research in your office, you need to go to your academic head, clinical chairs, associate deans and the divisional heads to get permission. They will write the Dean, to grant you permission to come in. For those who want to do research in the lab space they need to essentially fill out a form that says there is an exemption for research. This form is sent to academic head for approval who then sends to the Associate Dean, Research and Graduate Studies and the Dean for approval. The form is then sent to Environmental Health and Safety who provides final approval. Currently, we have 17 laboratories at level four, five laboratories at level five.</p>	
<p>Dr. Ann Dorward – Assistant Dean – Graduate Studies</p>	<ul style="list-style-type: none"> • A total of 31 thesis examinations have been held since January 2020: 25 Masters Thesis examinations and 6 PhD thesis examinations. There were nine total comprehensive examinations completed and five underway during the summer. • The FAQs on the RGS website have been updated • There was a town hall on June 18 for current and new students around the globe. Thanks to everyone who attended. • An announcement will be made soon about potentially using residences to allow international students to self-isolate. • The Deadline for the Deans’ fellowships was moved to August 21. • Academic Unit Plan work for five of the graduate programs is continuing • BioMedical Sciences and Genetics are planning for a virtual fall orientation and thinking about how to manage some of the things we deferred like our graduate students luncheon. <p>Dr. Steele added that the Emergency Student Fund is still looking for funds, if anyone wants to support graduate or undergraduate students through that fund it can be designated to Memorial Faculty of Medicine students.</p>	

<p>Dr. Teri Stuckless – Office of Learner Wellbeing and Success</p>	<p>Dr. Teri Stuckless stepped in for Dr. Greg Radu who was unavoidably absent.</p> <ul style="list-style-type: none">• The Office of Student Affairs will now be called Office of Learner Wellbeing and Success from July 1, 2020 and the staff have really put in a lot of hard work in making the transition happen• The website has been updated.• The Office is currently in the process of recruiting two more faculty directors to help with mentorship career, advising and wellbeing for both undergraduate and postgraduate learners.• There has been consistent meaningful engagement with learners, both class representatives and one on one meetings. There has been an increase in some of the one on one requests for support from the wellness consultant. <p>Working is continuing on a virtual orientation for the new UGME class. There was a Zoom chat with Dr. Steele and the new students.</p> <ul style="list-style-type: none">• There will be communication about student electives.• Dr. Radu and Dr. Bridger are working on the Wellbeing Co-VID Task Force, which is an urgent way to address what we perceived as wellbeing needs that would arise as a result of the pandemic. The Wellness strategic planning project team is a separate entity but they are now working together to promote the wellbeing and wellness of learners, faculty and staff.• We are going to be reviewing our communication strategy, initially wellbeing communications come out twice a week but it had dropped to once a week. <p>Dr. Steele noted that with the change of the office, Dr. Radu’s title goes from Assistant Dean to Associate Dean while Dr. Stuckless’ title is Director of Learner Wellbeing and Success.</p> <p>The NLMA and MPA have made a generous donation for medical students and postgraduate residents.</p>	
<p>Dr. Tanis Adey – Associate Dean, UGME</p>	<ul style="list-style-type: none">• The 2019/2020 academic year phases two and three are completed. Phase four learners from the class of 2021 will resume clinical learning in the core experiences core on the sixth of July, 2020. We have developed a one page set of guidelines for clinical learners which has been distributed to all of the regional health authorities in Newfoundland and Labrador, PEI, and New Brunswick.	

	<ul style="list-style-type: none"> • The upcoming year phase one, class of 2024 for the fall semester will be delivered remotely. • Phase III learners will participate primarily via remote learning where possible. We are exploring options to safely deliver in person clinical skill sessions within public health recommendations. We are planning that essential clinical skills will happen face to face, we are working out the details of that right now. • Phase IV learners from the class of 2022 will begin remote learning for the academic portions of their curriculum on their normal scheduled date to start phase four which is August 17, 2020. They will have seven weeks of online learning and they will start their clinical rotations October 5, 2020 in order to decrease the double cohort of Phase 4 learners because we know capacity is going to be reduced. There will be no visiting electives. National committees are discussing how best to support learners who come from schools that don't have certain PGME programs. As Dr. Stuckless had said, their office is working on how to support learners through that process as well. • We have been granted travel exemptions for out of province learners to return to Newfoundland and we have been maintaining a list with the government of Newfoundland and Labrador. • Regular UGME updates will continue to occur on Wednesday afternoons with a new banner. • Dr. Adey thanked everyone for supporting them and delivering the MD curriculum over the past several months. 	
<p>Dr. Brenda Wilson – Associate Dean, Community Health & Humanities</p>	<ul style="list-style-type: none"> • Dr. Wilson noted that her role on the task force is to provide an extra public health voice to the analysis and some of the decision making, particularly around research and graduate studies and communications. 	
<p>Dr. Sohaib Al-Asaad – Associate Dean, PGME</p>	<ul style="list-style-type: none"> • Dr. Al-Asaad expressed his thanks to everyone for their patience and support for postgraduate learners. • There was a town hall meeting earlier in the day to welcome 89 new learners. We have a few learners who have not completed their educational registration and so they are not permitted to begin working and their program directors have also been informed. • Letters thanking our exiting learners have been sent. 	

	<ul style="list-style-type: none"> • PGME is not focusing on CARMS 2020/2021 and supporting our programs to help them highlight what makes them unique. 	
<p>Update on Post-Colonial Theory (MED 6226) – Dr. Ann Dorward</p>	<ul style="list-style-type: none"> • Dr. Dorward provided Notice of Motion for the approval of MED 6226 – Post Colonial Theory. The seminar course has been offered as a special topics course in the past and has been well-received by learners. A vote will be held at the next Faculty Council meeting. 	<p>Add to the next agenda</p>
<p>Update on Standing Committee Undergraduate Medical Studies – Dr. Sean Murphy</p>	<ul style="list-style-type: none"> • Dr. Sean Murphy provided an annual report from the UGMS Committee, noting it is responsible for all the policies related to the curriculum of the undergraduate program. • Standing committees of UGMS include the Student Assessment Committee, Program Evaluation Subcommittee, Information Technology Advisory Committee and the newly formed Curriculum Oversight Working Committee. <p>Recent highlights include:</p> <ul style="list-style-type: none"> • The reorganization of the content as a theme based curriculum that integrates basic and clinical sciences as they relate to common clinical encounters and patient’s symptoms. This required several University calendar amendments. • The formation of the Curriculum oversight working group to help with the ongoing curriculum monitoring, and management of the content and objectives. This committee is led by Dr. Allison Haynes and Brian Kerr. In addition to the curriculum reorganisation, they developed a formal process to identify, approve and document minor and major curriculum changes • The Covid-19 pandemic caused major upheaval in the curriculum as well. We had the first emergency meeting of UGMS March 23, 2020 to recommended necessary changes. The vast majority of the content was quickly switched over to online methods which really worked well. <p>Dr. Murphy acknowledged the tremendous amount of work done by the phase teams, HSIMS, the UGME Office and others. After nine years as chair of UGMS, he is stepping down and Dr. Adey is going to take over as the next Chair.</p>	

	Dr. Steele awarded Dr. Murphy a certificate to thank him for his longstanding service in this important role.	
Any Other Business	<ul style="list-style-type: none">• Dr. Steele noted that UGME accreditation has been moved from May 2021 to April 2022.• Dr. Steele acknowledged Dr. Bridget Fernandez, Chair of the Discipline of Genetics, who will be leaving the Faculty of Medicine on August 15, 2020. There will be an announcement regarding the Discipline of Genetics at the next meeting.	
Next Meeting Date	Tuesday, August 18, 2020 at 4:30pm	