

Phase 4 Management Team Meeting  
MINUTES

Thursday, February 16, 2023  
4:00 pm via Webex

Attendees: A. Anthony, H. Coombs, N. Duggan, J. Farrell, E. Fowler, E. Fradsham, A. Hunt, K. Jat, B. Kerr, T. Lambert, K. Lane, J. Martin, B. Metcalfe, F. Paulin, C. Peddle, J. Quinlan, L. Russell, M. Simms, S. Reid, D. Stokes, L. Vivian, K. Williams, K. Zipperlen

Invited Guests: S. Pennell

Regrets: D. Lynch, A. Gammal, A. Haynes, C. Patey, F. Paulin, C. Smith

Topic	Detail	Action Items and person responsible
1 Introduction and Welcome - N. Duggan	A welcome was extended to all attendees.  Quorum was established and the meeting proceeded.	
2 Agenda review		
2.1 Review for Conflict of Interest – N. Duggan	No conflicts of interest were brought forward.	
2.2 Confirmation of Agenda for February 16, 2023 – N. Duggan	Confirmed. With no objections.	Motion: K. Jat Second: J. Farrell
3 Approval of prior minutes		
3.1 January 19, 2023 - N. Duggan	Confirmed. With no objections.	Motioned: K. Jat Seconded: S. Reid
4 Review of prior action items		
(8.2 Oct 2022) Action: N. Duggan to set up a meeting with A. Gammal and DME outside of this meeting to come up with a solution for ANES.	Tabled from January 19, 2023  A.Gammal and M. Barnes have seen some improvement. Not having issues with delays in ITAR.	IN PROGRESS/ACTIONED.
(5.1 Nov 2022) Action: N. Duggan will update J. Martin to determine how call requirements and scheduling is handled.	Tabled from January 19, 2023.	
(6.1 Jan 2023) ACTION: A. Anthony will check into inquiry about existence of study materials for Phase 4 OSCE and report back to E. Fradsham.	After speaking with T. Hearn, we are not aware of anything existing with UGME or the medical school. Learners may choose to research that online. Learners are may choose to/are encouraged to participate in the OSCE Independent Practice.	ACTIONED
(6.2 Jan 2023) ACTION: C. Peddle will ask AFMC what the release of information on portal accounts for		ACTIONED

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electives/selective applications will look like for the class of 2024.		
(6.2 Jan 2023) ACTION: C. Peddle to ensure learners in the class of 2024 receive information on their portal accounts asap.	Communication already sent to the class of 2025.	ACTIONED
(7.1 Jan 2023) ACTION: C. Smith to provide clearer messaging/inclusion in the Surgery handbook regarding the completion of the Mini CEX during the Surgery rotation.		IN PROGRESS/ACTIONED
(7.1 Jan 2023) ACTION: K. Zipperlen to touch base with H. Coombs to see if there are other parts of the evaluation regarding scheduling of the Mini CEX.	I did check in with Dr. Paulin and Dr. Smith and provided the comments specific to their rotations. It was only one for IM and Dr. Smith reported that these are one-off issues that are dealt with. He said there is not much they can do if there are last minute scheduling changes.	IN PROGRESS/ACTIONED
(7.1 Jan 2023) ACTION: H. Coombs will bring the faculty development concerns forward to the OPED office manager and the faculty development person in OPED.	Mentioned to OPED about the need for faculty development in Phase 4, especially pertaining to the EPAs/Clinic Cards. Jinelle met with Katrin about the Clinic Cards and is working on a plan. I can get a more recent update from her if you like. It might be a good idea to invite Jinelle to the Phase 4 meeting so that she can get an idea of some of the issues.	IN PROGRESS/ACTIONED
(7.2 Jan 2023) ACTION: D. Stokes will pass it along and from there it will be brought to UGMS for final approval.		ACTIONED
(7.3 Jan 2023) ACTION: A. Anthony to connect with OPED regarding learner availability during CS4 to participate.	Sent list of possible blocks of time in CS4 schedule that may be accessed/utilized by the focus groups for the P4 review.	ACTIONED
(7.4 Jan 2023) ACTION: K. Zipperlen will bring documents forward for review and approval to SAS.	Update to Assessment Plan for MED8720 for the class of 2023 and 2024. SAS also reviewed the changes for Med 8720 and had no concerns. That will go to UGMS next week for approval. I completed draft response reports and sent them to Dr. Duggan or the course leads (Dr. Patey for Selectives, Dr. Vivian for Electives, Dr. Quinlan for Physician Competencies IV) so that is done.	IN PROGRESS/ACTIONED

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5 Presentations		
5.1 NB Update – T. Lambert	<p>Provided highlights of the upcoming Medical Education Forum. A budget is in place in NB to cover anyone from MUN wishing to travel to and attend the forum. Anyone interested in setting up a site visit during one of the two days prior to the forum is encouraged to reach out to T. Lambert.</p> <p>A meeting with students was held this week. Feedback was provided with specific reference to several rotations. Consistent message is OBS has an overload in teaching. T. Lambert wondering if it's just a Saint John/NB issue. T. Lambert indicated it can be a challenge to put coordinate the schedule - it's something he plans to work on. E. Fowler highlighted the challenges with scheduling the AHD/teaching related to the OBS rotation but is open to suggestions and change. N. Duggan provided a possible solution to address the issue with the FM rotation that would see the LIC students scheduled at the beginning of the rotation. K. Jat mentioned that for the Psychiatry rotation there maybe differences for the inpatient rotation. T. Lambert mentioned that the students were very pleased with how that rotation played out. N. Duggan let everyone know that while a rotation may play out slightly different in NL versus NB/LIC, the important aspect is to ensure the students have a similar experience and are able to meet all objectives.</p> <p>Asked about the process for the review of electives for NB students. L. Russell provided the highlights and indicated the process would fall in line with the process for last year. A. Anthony reiterated the process that would apply for MUN students and which was captured in a communication and documentation distributed to learners on Monday of this week.</p>	<p>ACTION: T. Lambert will find out how much in patient exposure students on the LIC and block based rotation in NB get during their Psychiatry rotation and report back to K. Jat.</p>
5.2 PEI Update – K. Lane	<p>Currently focusing on pre clerk rotations happening in Spring. In the final stages of completing community engagements schedules. No issues from learners or</p>	

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	preceptors. N. Duggan will connect with the Katie/PEI team to arrange a site visit.	
6 Standing Items		
6.1 Medical Students Report (Class of 2023) – E. Fradsham	<p>Asked about OSCEs and whether a study guide or useful resources are available. A number of learners in the class are stressed because none of them have really completed an OSCE yet. A. Anthony indicated that while the calendar function for MED 8720 with broad course information is now available, we hope to release the course modules that contain more information early next week after a final review has taken place. A. Anthony also mentioned about the Independent Practice is available the day prior in the MedLabs. N. Duggan addressed the question around sensitive exams where learners would be expected to verbalize the exam they would do if warranted – at this point then the examiner would note it.</p> <p>N. Duggan provided highlights and expectations of the rollout of the Mandatory Procedures session on March 9.</p> <p>E. Fradsham suggested that an available block of time during Clinical Skills IV could be a great opportunity to have the RHAs etc to speak on recruitment. N. Duggan suggested that LWS to coordinate as it is not directly related to curriculum. J. Quinlan suggested the Physician Recruiter for EH could be contacted and would be very interested in speaking to the graduating class.</p>	ACTION: N. Duggan will pull together some guidelines and touch base with E. Fradsham.
6.2 Medical Students Report (Class of 2024) – F. Landells	No report available.	
7 Business Arising		
7.1 Recording of E Vote for Major Curriculum Change MED8720 – The Medical Examiner Approach to the Unnatural Death – A. Haynes	Motion presented to P4M Voting Members. A majority of votes were received and was related to COS.	
7.2 Timely summative and Midpoint meeting data, class of 2024 – M. Simms/K. Zipperlen	Screen shared document and provided overview of the Phase 4 Annual Accreditation Review, Report on Class of 2023 and items for consideration. Follow-up will take place	ACTION: M. Simms to send raw data on the OBS rotation to E. Fowler

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	with the disciplines to better understand their processes. D. Stokes thinks some of the issues may be related to documentation and the way the message is delivered to students. M. Simms indicated that we need to tighten up our own information for accreditation purposes. Perhaps we can look at what other schools are doing. H. Coombs – it will be addressed in the Curriculum Review.	
7.3 Some accreditation elements and standards for class of 2023 – presentation of data - M. Simms/K. Zipperlen	See commentary for item 7.2 above.	
7.4 EPA Pilot Study – Release of Data by EPA 14 Working Group – B. Kerr	Screen shared document – Evaluation of EPA 14 Pilot and provided overview of where things stand. Feedback from P4M was provided and discussion ensued. B. Kerr asked what we should do from here as there are opportunities for continuing to collect data. At the point this item was presented the meeting quorum was no longer in place. As such, the following E Vote ( <b>Extend the EPA 14 Pilot Project for another year</b> ) will go out when the draft meeting minutes are released to the P4M team and will be recorded on the draft agenda and draft minutes for March 16, 2023.	ACTION: A. Anthony to distribute B. Kerr’s document to the P4M team.
7.5 Wellness Half Days – J. Farrell	N. Duggan – Is this even needed anymore given it was originally set up during COVID. It should be deferred to LWS to review the frequency and structure. J. Farrell thinks maybe moving it back to 6 times per year etc. In the extra time, LWS could deliver pre delivered content or social activities. E. Fradsham – Idea for frequency similar to residency, possibly a clerkship wellness day. Seems it’s more beneficial for year 3 learners given the difference in structure. J. Farrell thinks it should be protected time for those who choose to participate.	ACTION: J. Farrell will reach out and report back to P4M.
8 New Business		
8.1 Chat GPT – D. Stokes	Screen shared document: OpenAI? <a href="https://openai.com">https://openai.com</a> and explained what Chat GPT actually is. Raised awareness of what currently exists in this field. Concerns are in relation to academic integrity. Discussed plagiarism checkers for AI. We may need to consider putting it in our assessment plans. Requesting the support of P4M at this time.	



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	Suggested that the following reference be added to the assessment plan to act as a plagiarism checker and to curtail the use of ChatGPT by students. “Original work, completed wholly by you, is expected to be submitted in this course. The use of an artificial intelligence tool like ChatGPT is not permitted.” Is the information that CITL currently has on their website.	
9 Next Meeting	March 16, 2023	
10 Adjournment	6:13	