

Phase 4 Management Team Meeting  
MINUTES

Thursday, January 19, 2023  
4:00 pm via Webex

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

Invited Guests:

Regrets: N. Duggan, A. Haynes, B. Kerr, C. Patey

Topic	Detail	Action Items and person responsible
1 Introduction and Welcome - C. Smith	A welcome was extended to all attendees.  Quorum was established and the meeting proceeded.	
2 Agenda review		
2.1 Review for Conflict of Interest – C. Smith	No conflicts of interest were brought forward. C. Smith asked if his role of CDC for Surgery would be a conflict or perceived conflict in chairing. Meeting attendees were unsure but saw no reason that there would be.	
2.2 Confirmation of Agenda for January 19, 2023 – C. Smith	Confirmed. With no objections.	Motion: S. Reid Second: L. Vivian
3 Approval of prior minutes		
3.1 November 17, 2022 - C. Smith	Confirmed. With no objections.	Motioned: T. Lambert Seconded: F. Landells
4 Review of prior action items		
(6.2 Oct 2022) Action: N. Duggan to touch base with J. Farrell to ensure learners and APAs are aware of the scheduled Wellness Half Days.	Scheduling hadn't been consistent among disciplines. From a coordination point of view and due to staffing changes in LWS this was challenging but that has gotten better and will be moving forward smoothly.	IN PROGRESS:  ACTION: N. Duggan will follow up with J. Farrell.
(7.2 Oct 2022) Action: Course leads to complete and submit response to CERs. In the absence of a lead for MED 8750 and 8720, N. Duggan will complete and submit those responses.	N. Duggan hasn't submitted the course reports for MED8720 and MED8750.	IN PROGRESS
(8.1 Oct 2022)		IN PROGRESS

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Action: N. Duggan to touch base with C. Peddle and get back to G. Duguay.		ACTION: N. Duggan will follow up with C. Peddle when she returns.
(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.		FOLLOW UP ON THIS ITEM TABLED TO NEXT MEETING
(5.1 Nov 2022) Action: N. Duggan will update J. Martin to determine how call requirements and scheduling is handled.		FOLLOW UP ON THIS ITEM TABLED TO NEXT MEETING
(6.1 Nov 2022) Action: A. Anthony to communicate updates on the CS4 schedule to the class of 2023 when that information is available. This will include a generalized list of sessions.		IN PROGRESS
(6.1 Nov 2022) Action: A. Anthony/M. Simms will follow up students as needed.		ACTIONED
(7.1 Nov 2022) Action: N. Duggan to follow up with J. Farrell		ACTIONED
(7.2 Nov 2022) Action: N. Duggan will follow up in formal capacity at next meeting.		ACTIONED
(8.2 Nov 2022) Action: N. Duggan and A. Anthony to look closer at the Clinical Skills IV and MCCQE Part 1 Review Week dates.		ACTIONED
<b>5 Presentations</b>		
5.1 NB Update – T. Lambert	The “Save the date” notification for the Medical Education Forum in NB for May 11 and 12, 2023 has been confirmed. Further details were included in communication from the NB team already distributed it to the P4M. An agenda will be sent out soon.	

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	<p>Meeting with students in February for an update. The NB team is not aware of any concerns.</p> <p>The NB team is waiting for the core stream lottery results to be released at the end of January</p> <p>Meeting with the LIC directors in two weeks to discuss the administrative vacancies that have existed for a few months now. Not aware of any major issues as the NB team is getting support from the local Medical Education Office.</p>	
5.2 PEI Update – K. Lane	<p>Staffing updates, K. Lane has taken on her role on a permanent basis following the departure of her predecessor Carrie Barlow.</p> <p>Have secured support staff in Western PEI.</p> <p>Currently working on the schedules and securing preceptors/staff for community engagement and the black bag experiences in PEI.</p> <p>Not aware of any issues with preceptors or any current learners in PEI.</p>	
6 Standing Items		
6.1 Medical Students Report (Class of 2023) – E. Fradsham	<p>Not much to report at this time.</p> <p>Received tentative schedule for CS4 – learners are appreciative of that. Asked about study material for the OSCE and if that was in the plans and was it something distributed in the past. Made reference to one they received in Phase 1. A. Anthony indicated that we are offering an option for Independent Practice in the MedLabs on Monday, March 6 – the day prior to the OSCE. Further information related to the OSCE and other sessions taking place during Clinical Skills IV will be released via D2L.</p> <p>Asked about lack of communication sent to learners for electives/selectives for a number of rotations at rural sites.</p>	<p>ACTION: A. Anthony will check into inquiry about existence of study materials for Phase 4 OSCE and report back to E. Fradsham.</p>

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	<p>The class of 2024 rep on this meeting indicated she wasn't aware of an issue for learners in year 3. C. Smith mentioned that the issue described is complex and there are a lot of moving parts. C. Peddle indicated DME is without an accommodations coordinator and that may or may not be a factor. Learners are encouraged to reach out early to preceptors early to get the information they need prior to the start of a rotation. C. Peddle highlighted there are backup supports and processes in place to ensure learners get the information they need when they need it. A. Hunt contributed to the discussion and reinforced the strategies in place to improve scheduling and release of information to learners. Learners are always invited to reach out to DME with questions as they arise. A. Anthony provided an overview of the standards associated with the release of information to learners ahead of a rotation and that in the event learners do not receive the information as scheduled, contact should be made with UGME who can provide contact information for the respective placement contact.</p>	
<p>6.2 Medical Students Report (Class of 2024) – F. Landells</p>	<p>Some learners have been asking when they can expect to receive access to their AFMC Portal accounts for electives and selectives. An AFMC meeting will take place on January 25 and we hope to have more information following that meeting. We do not yet know what dates learners will be able to submit applications. C. Peddle referenced public information is currently available to learners on the AFMC Student Portal regarding application process and timelines for all of the Canadian medical schools. A. Anthony sent a brief message to another learner in the class of 2024 containing links to information on limitations for away placements for our learners and general information on the AFMC Student Portal and this learner indicated the information would be sent on to the whole class.</p> <p>F. Landells provided examples of what appears to be workload differences for learners in the class of 2024 on</p>	<p>ACTION: C. Peddle will ask AFMC what the release of information on portal accounts for electives/selective applications will look like for the class of 2024.</p> <p>ACTION: C. Peddle to ensure learners in the class of 2024 receive information on their portal accounts asap.</p>

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	<p>FM rotations across all sites. Are there rules about hours? And is there anything we can do about it to make it more equal for everybody? Comments from K. Williams and A. Hunt indicated it has to do with the differences at various sites and demands on clinics where lighter workloads may provide learners with opportunities to secure time in EM for example. It is the general understanding that there are differences in FM practices across all NL sites where you will see/experience things at one site and not another. Specific questions should be directed to FM, via the FM APA or to the Acting CDC. A. Hunt iterated that even though there can be significant differences across all sites, the core objectives and accreditation standards are being met. Learners with questions or concerns are also invited to reach out to the DME APAs, the MRPs etc.</p>	
7 Business Arising		
<p>7.1 Phase 4 Course Assessment Reports – Class of 2022 - K. Zipperlen</p>	<p>Screen shared the following course assessment reports: MED8710 - class of 2023; MED8720 – class of 2022; MED8730 – class of 2022; MED8740 – class of 2022 included as supporting documents for this meeting.</p> <p>Reminder to all of the process that OPED follows in putting together the course assessment reports and follow up with the P4M team and the respective course leads. K. Zipperlen completes that work for SAS and H. Coombs for PESC.</p> <p>During the review of the report for MED 8710 for the class of 2023, C. Smith provided feedback on the Mini CEX and the scheduling of it during the Surgery rotation. Referenced options for learners to complete that might minimize or avoid undue stress for learners. F. Paulin indicated hasn't received any feedback indicating the Mini CEXs were difficult to schedule. Reiterated that given the length of the IM rotation, there is lots of time and multiple opportunities. General discussion ensued among several of the CDCs on this meeting regarding the assessment of EPAs – there are lots of ways to do just that. F. Landells agrees that there are lots of opportunities to obtain EPAs</p>	<p>ACTION: C. Smith to provide clearer messaging/inclusion in the Surgery handbook regarding the completion of the Mini CEX during the Surgery rotation.</p> <p>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.</p> <p>ACTION: H. Coombs will bring the faculty development concerns forward to the OPED office manager and the</p>

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	<p>but a situation may exist where learners may not be seeking out those opportunities. C. Smith suggested that simulation work would be helpful for learners who may be struggling. J. Farrell - Faculty development is important. C. Smith – We definitely need faculty development in Medicine and within Surgery. H. Coombs indicated that a new faculty development person is in place in OPED. We have been talking about it for some time now and its clear faculty development is needed.</p>	<p>faculty development person in OPED.</p> <p>ACTION: K. Zipperlen will help N. Duggan fill in the response to SAS.</p>
<p>7.2 Major Curriculum Changes - D. Stokes</p>	<p>Presented two major curriculum changes for MED 8720 - ECG Review and Radiology Session. These sessions will be incorporated into content presented during the MCCQE Part 1 Review Week which will be moving to a different delivery model.</p>	<p>ACTION: D. Stokes will pass it along and from there it will be brought to UGMS for final approval.</p>
<p>7.3 Update on curriculum review – H. Coombs</p>	<p>Provided an overview and status update on the timelines and framework that will form the curriculum review along with the path moving forward. The framework itself is based on the TOR and is divided into following domains which will be further investigated: clinical domain, academic domain, assessment domain and administration domain. The team leading the curriculum review is looking to have information gathered by the end of Spring with some recommendations in place before summer so that they can be implemented before the next incoming year 3 learners start in the Fall. E. Fradsham asked about learner participation in the focus groups that will form part of the review and the general consensus was that securing time during CS4 when all learners will be on site in St. John’s will be optimal. It is thought that any recommendations coming from the curriculum review will be implemented in stages which will make it more manageable on an administrative level. The bulk of changes/larger changes are expected to be implemented in the following academic year, 2024-2025. This 2023-2024 academic year will provide an opportunity to pilot some of the smaller changes. Questions or suggestions can be sent to H. Coombs directly via email.</p>	<p>ACTION: A. Anthony to connect with OPED regarding learner availability during CS4 to participate.</p>

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<p>7.4 Update to assessment plan for MED8720 Classes of 2023 and 2024 – K. Zipperlen</p>	<p>Screen shared document and reviewed the proposed updated version.</p> <p>Clarified expectations and the pass criteria for this course and highlighted recent changes. Add the following in to the criteria for successful completion of the course: attend all sessions required for the course, into the success criteria listed for the course to better match what is being delivered for the course.</p> <p><b>Motion to approve changes discussed above to the assessment plan for MED8720 for the class of 2023 and 2024.</b></p> <p><b>Motion: K. Williams</b> <b>Second: F. Paulin</b></p> <p><b>Motion passed.</b></p>	<p><b>ACTION:</b> K. Zipperlen will bring documents forward for review and approval to SAS.</p>
<p>8 New Business</p>		
<p>8.1 Development of EH Clinic Space Off-site - C. Smith</p>	<p>C. Smith provided an overview of Eastern Health’s plan to develop an ambulatory site – off site where the vast majority of the ambulatory clinics will be held. At this time there is no clear direction from EH regarding timelines. It is expected however to be a lengthy process. The only piece that could be confirmed is the off-site ambulatory clinic will be within 10 kms of the HSC. We have looked at this from different angles with both positive and negative impacts for learners. E. Fradsham indicated that for learners clear information regarding schedules and potential impacts on schedules (i.e. travel time/distance) will need to be taken into account. At this stage it is something we need to be aware of. C. Smith will share information with the team as it becomes available.</p>	
<p>9 Next Meeting</p>	<p>February 16, 2023</p>	
<p>10 Adjournment</p>	<p>5:31 pm</p>	