

Phase 4 Management Team Meeting
MINUTES

Thursday, June 15, 2023
4:00 pm via Webex

Attendees: A. Anthony, H. Coombs, A. Darmonkow, N. Duggan, E. Fowler, A. Gammal, K. Jat, K. Lane, J. Martin, B. Metcalfe, S. Reid, L. Russell, M. Simms, D. Stokes, L. Vivian, K. Williams, K. Zipperlen

Invited Guests:

Regrets: G. Duguay, A. Haynes, T. Hearn, A. Hunt, B. Kerr, T. Lambert, C. Peddle, 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 June 15, 2023 – N. Duggan	Confirmed.	Motioned: K. Jat Seconded: K. Williams
3 Approval of prior minutes		
3.1 May 18, 2023 - N. Duggan	Confirmed.	Motioned: K. Williams Seconded: K. Jat
4 Review of prior action items		
(7.2 May 2023) Action: N. Duggan to review language surrounding this topic so that all stakeholders are aware.	N. Duggan will draft message and arrange for it to be uploaded to the website.	Tabled to next meeting.
(8.1 May 2023) Action: L. Vivian to meet with C. Peddle about updating the form using the Qualtrics survey tool.	In progress.	Tabled to next meeting.
(8.1 May 2023) Action: L. Vivian to arrange for an updated form to be distributed to CDCs who can review and present it at staff meetings.	L. Vivian hoping to meet with C. Peddle in the coming weeks.	Tabled to next meeting.
5 Presentations		
5.1 NB Update – T. Lambert	Students and Unit team met with Phase 4 curriculum renewal group this month Prepping for orientation of class of 2025 NB clerkship learners	

Phase 4 Management Team Meeting
MINUTES

Thursday, June 15, 2023
4:00 pm via Webex

	<p>Submitted annual review to UGME associate dean</p> <p>Lots of great feedback from the New Brunswick medical education forum May 11-12</p> <p>All is going well in New Brunswick.</p>	
5.2 PEI Update – K. Lane (via email)	<p>Not a lot of updates from PEI.</p> <p>Black bag rotations finished up last week. Learners seem to enjoy their placements and there were no issues or concerns.</p> <p>We continue to work on MED 3 Core FM placements – finding preceptors.</p> <p>Looking for alternate space within the hospital for learners writing the July 28 NBME exam to avoid noise and disruption due to the ongoing construction.</p>	
6 Standing Items		
6.1 Medical Students Report (Class of 2024) – F. Landells	<p>The only issue from my class is still with our electives and selectives. Many of us have very few electives confirmed from MUN and as the Fall is fast approaching it's making planning our travel and electives very difficult. So we would appreciate any sort of expedience with finding out about placements. General discussion on some reasons behind delayed responses ensued with specific commentary provided by A. Anthony, L. Vivian and N. Duggan. Updates are being communication to learners asap once information becomes available. Will be looking forward to information coming out of the curriculum review.</p>	<p>Action: L. Vivian will touch base with F. Landells.</p>
6.2 Medical Student Report (class of 2025) – A. Darmonkow	<p>No questions or concerns at this time. Currently participating in the Phase 4 Preparation course.</p>	
7 Business Arising		

Phase 4 Management Team Meeting
MINUTES

Thursday, June 15, 2023
4:00 pm via Webex

<p>7.1 Curriculum review update – H. Coombs</p>	<p>Progressing really well.</p> <p>Some responses have been received. Starting to analyze the data with the preceptor survey open for another week.</p> <p>A number of consultations have been held. A big take away was the idea of Phase 4 split in to 2 phases. This proposed change would help the promotion piece a lot.</p> <p>Four focus groups have also been held – UCL leads, key informant interviews, elective and selective coordinators, and the course lead for MED8750. Interview coming up with the Assistant Dean for DME.</p> <p>Plans in place to complete an environmental scan to see what other universities are doing in terms of their clerkship structure, delivery of academic content and overall how its administered. A lot of data has already been collected – all have been engaged and there have been some great discussions. One of the biggest challenges identified so far is the double cohort situation – everything is on the table to tackle that challenge. Looking forward to coming up with recommendations over the summer to see where to go from there.</p>	
<p>7.2 Phase 4 course evaluation reports – H. Coombs</p>	<p>Screen shared and provided highlights of individual reports. Some discussion ensued about the various reports.</p>	<p>Action: H. Coombs will send reports with the templates to N. Duggan.</p> <p>Action: A. Anthony to forward message to the class of 2025 (recently send to the class of 2024) re: LMCC exam on behalf of N. Duggan. ACTIONED</p>



**Phase 4 Management Team Meeting
MINUTES**

**Thursday, June 15, 2023
4:00 pm via Webex**

7.3 Curriculum Change – EPA 10 – D. Stokes	To update our current EPA 10 to better align with AFMC language. This will be updated in the curriculum map, the student handbook, D2L and T-Res for the incoming cohort. Confirmation of support from P4M. This can now be presented at the next UGMS meeting.	
8 Next Meeting	July 20, 2023	
9 Adjournment	5:09	