



## Phase 4 Management Team Meeting MINUTES

Thursday, June 16, 2022  
4:00 pm via Webex

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

Invited Guests:

Regrets: J. Allison, A. Haynes, T. Hearn, F. Landells

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.  Remove LIC update for now.	
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 16, 2022 – N. Duggan	Confirmed. With no objections.	Motion: F. Paulin Second: J. Bishop
3 Approval of prior minutes		
3.1 May 19, 2022 - N. Duggan	Due to unforeseen circumstances originally drafted minutes for May 19 2022 are no longer available to present. The May 19 2022 Webex meeting recording is available to review if needed.	Motioned: Seconded:
4 Review of prior action items		
(8.1 Mar 22) Action: L. Vivian with follow up with C. Patey regarding development of a policy/process to ensure ITARs are completed on time.	Hoping to have policy ready to present at September's P4M meeting. Will schedule meeting to also include L. Butler and A. Anthony.	In Progress. Actioned.
(5.1 May 19) Action: N. Duggan to reach out to CDCs and D. Stokes regarding challenges with the audio feed with recorded teaching sessions.	Recommendations presented. Discussion ensued.  N. Duggan to reach out to APAs in their units and ask that they direct direct list of room bookings for AHDs to HSIMS (D. Stokes or A. Siscoe) at <a href="mailto:elarning@med.mun.ca">elarning@med.mun.ca</a>	Action: A. Anthony to remind N. Duggan to send out an email follow up on this item with APAs.

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		Action: A. Anthony to touch base with Surgery APA to see if there are any barriers to audio feed and/or recording sessions.
(5.1 May 19) Action: J. Martin will reach out to see what challenges may exist for learners on the PEDS rotation in accessing the recordings for the didactic teaching.	J. Martin hasn't heard back yet but will follow up.	In Progress.
(7.1 May 19) Action: H. Coombs will follow up with CHH.	Working with HSIMS on how this will happen given that editing of forms may pose challenges with running multi-year reports.	In progress.
5 Presentations		
5.1 NB Update – T. Lambert	<p>A new admin, Heather Rogers has been hired for LIC Moncton and is working closely with L. Russell.</p> <p>L. Russell is reviewing the past year and is working on an annual report to submit. NB is looking closer at the rotational evaluations. The NB is planning to do an exit interview soon with the Saint John learners before they head into electives and selectives in the Fall.</p> <p>The NB team is planning their upcoming annual visit to MUN which is scheduled for October 3 and 4.</p>	
5.2 PEI Update – K. Lane	<p>Not much to report. No issues brought to Medical Education by preceptors.</p> <p>Main focus is with the processing of electives/selectives for the incoming year 4 learners. Transparency disclosure regarding the acceptance or decline on electives/selectives indicating that it is ultimately determined by the preceptor in the specific service. The month of August has been one of the most difficult months to secure electives/selectives due to</p>	

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	preceptor and staff vacations and shortage of coverage in those areas.	
6 Standing Items		
6.1 Medical Students Report (Class of 2023) – E. Fradsham	<p>Learner suggestions/concerns with tracks that seem to be imbalanced with the number of learners resulting in diminished experiences and/or extra call. UGME will try to address the issue moving forward, but there are definite issues where double cohorts exist.</p> <p>Also mentioned issue with what appears to be a significant amount of call (1 in 3) in some situations. E. Fradsham will reach out to the students that brought that issue forward and will touch base with N. Duggan.</p> <p>Brought up issue with finding preceptors for August start dates. Feels like that might be an issue right up until we get to August. Reassured the class that constant communication with DME has been underway.</p> <p>What is the firm rule re: 6 weeks in advance to cancel a secured placement? How should students proceed if they are worried about potentially missing out on opportunities when not having heard back on submitted applications? A. Anthony spoke about considerations that will have to be looked at as we move to 6 week mark in advance of the August 1 start date and at the 8 week mark in advance of subsequent start dates. In regular communication with the Electives APA and plan to review/following up with the overall One45 schedule and beyond to look at options for individual learner schedules.</p> <p>Asked about securing extra conference leave to make up for their inability to secure visiting electives. Would like to have an extra 7 days of conference leave in Phase 4. Discussion ensued about what takes during Phases 1 to 3 and some</p>	Action: N. Duggan to take this to UGMS for discussion on extra conference leave time for the class of 2023 and bring it back to P4M.



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	<p>possible options involving extra days and/or the use of special circumstance reason for leave requests.</p> <p>J. Farrell asked about what the historical uptake is for conference leave is in Phase 4. N. Duggan indicated that there seems to be a fair bit as the leave requests go through her. T. Hierlihy - I'd be concerned that the networking opportunities would be at the expense of core clinical experiences, which is already pretty tight. E. Fradsham is of the understanding that the expectation would still be in place that at minimum of 75% of the core rotation would still need to be completed and that would in place even if a learner is taking leave.</p> <p>Wellness Half Days - Students would like to see a set day to make scheduling easier for all. Discussed ensued. J. Farrell had requested that the Wellness Consultants reach out to N. Duggan but that didn't happen – at least not yet. Discussion ensued with CDCs in attendance to try and determine a set day that might work. With that discussion, a tentative day picked is Tuesday. The resident half day will also need to be considered when deciding on a date. J. Farrell will run it by LWS to ensure that will work. Will leave it to J. Farrell and E. Fradsham to settle.</p>	
6.2 Medical Students Report (Class of 2024) – F. Landells	No report available.	
6.3 Accreditation Report - B. Kerr	Not much to report. The formal report will be out in August or September. At that point it will be presented to everyone.	
6.4 LIC Update - G. Duguay	No report available.	
6.5 EPA 14 Working Group – J. Allison	Supporting document in lieu of presentation provided by B. Kerr and saved to supporting documents for this meeting.	

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7 Business Arising		
7.1 Proposed changes to ITARs and workflow – S. Reid/K. Zipperlen	<p>Here to propose suggestions to implement recommendations in the report presented by the EPA 14 Assessment Working Group. Documents were screen shared. Anyone can reach out to either K. Zipperlen or S. Reid with feedback or comments. N. Duggan suggested to adjust the language and bring it back to P4M.</p> <p><b>Motion to approve with the amendments that were discussed.</b></p> <p><b>Motion: S. Reid</b> <b>Second: N. Duggan</b></p> <p><b>Motion passed.</b></p> <p>The 2<sup>nd</sup> and 3<sup>rd</sup> recommendations were discussed. A document was screen shared. Feedback and comments were welcome. There are a few general items to be looked at but the focus is on the 3 recommendations above.</p>	<p>Action: K. Zipperlen to follow up one on one with CDCs to see what works for each discipline.</p> <p>Action: S. Reid will present the motion at SAS and from there it will go to UGMS.</p>
7.2 Proposed preparatory meeting/schedule - P4 Review	T. Hearn wanted to schedule something in between cohorts in Phase 4 to do a review of what is working and what is not. Hoping to set that up in August when the new cohort is starting and the old one has finished and realizing it may mean multiple meetings. The P4M is okay with B. Kerr sending out potential dates for the proposed meetings.	
8 Next Meeting	<p>All P4M members were in favour of a motion to cancel the July and August meetings with a note that a special meeting can be called to handle any urgent matters that may develop.</p> <p>Coverage for Dr. Duggan while on vacation: June 27 to July 1 - July 4 to July 8 – F. Paulin August 8 to August 19 - S. Reid</p>	
9 Adjournment	5:35 pm	