

Phase 4 Management Team Meeting
MINUTES

Thursday, May 18, 2023
4:00 pm via Webex

Attendees: A. Anthony, H. Coombs, N. Duggan, G. Duguay, J. Farrell, K. Jat, T. Lambert, B. Metcalfe, C. Patey, F. Paulin, C. Peddle, S. Reid, L. Russell, C. Smith, M. Simms, D. Stokes, L. Vivian, K. Williams, K. Zipperlen

Invited Guests: D. Hooper, K. Bonner

Regrets: A. Haynes, A. Hunt, B. Kerr, T. Lambert, F. Landells, J. Quinlan

| Topic | Detail | Action Items and person responsible |
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| 1 Introduction and Welcome - N. Duggan | A welcome was extended to all attendees. Class of 2025 rep was introduced and while he was unable to attend this meeting, K. Bonner (class president) attended on his behalf. 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 March 16, 2023 – N. Duggan | Confirmed. | Motioned: K. Williams Seconded: F. Paulin |
| 3 Approval of prior minutes | | |
| 3.1 February 16, 2023 - N. Duggan | Confirmed. | Motioned: K. Williams Seconded: K. Jat |
| 4 Review of prior action items | | |
| (6.1 Apr 2023) ACTION: N. Duggan to touch base with E. Fradsham to thank him for his service to the P4M over the last two years. | | ACTIONED |
| (7.2 Apr 2023) ACTION: B. Kerr to forward E Vote Motion/Request and supporting documents to A. Anthony who will send it to P4M ahead of the next UGMS meeting. | | ACTIONED |
| (7.6 Apr 2023) ACTION: N. Duggan, A. Gammal, A. Hunt to meet to discuss this further and come up with strategies to mitigate the capacity issues. | | ACTIONED. |

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| 5 Presentations | | |
| 5.1 NB Update – T. Lambert | <p>Things going well in NB.</p> <p>The MedEd forum took place last week and N. Duggan was able to attend. A site visit took place in Fredericton and Saint John. Overall it went well and we received positive feedback in response.</p> | |
| 5.2 PEI Update – K. Lane (via email) | <p>Community engagement rotations are fully completed as of a few weeks ago, the site is currently working on creating a thank you poster to be distributed to the preceptors and organization that participated in the experience. No issues/concerns we brought up.</p> <p>Black bag rotations are currently in progress, we have 2 on site and 2 coming in a week. At this moment no issues or concerns have been brought up.</p> <p>The site is currently sourcing out preceptors for the new incoming Med 3s (specifically for the FM block), we have connected with those individuals to see if they have preceptor/location preference. The site will try best to place in areas they are interested in but ultimately it will come down to preceptor availability.</p> <p>Med 4 elective requests are currently being processed, there was a brief pause for a few weeks, however at that time appropriate staff at MUN were made aware in case learners were asking. As of recently the site has put a hold on accepting Cardiology/IM rotations this is due to the service having a shortage of preceptors. Once the service is able to get back to compliment, we hope to reopen those requests.</p> | |
| 6 Standing Items | | |

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| 6.1 Medical Students Report (Class of 2024) – F. Landells | No report available. | |
| 6.2 Medical Student Report (class of 2025) – K. Bonner | Nothing yet to speak on regarding Phase 4 as the class of 2025 has not started clerkship. | |
| 7 Business Arising | | |
| 7.1 Recording of E Vote – Major Curriculum Changes – B. Kerr | Approved by P4M via e vote and passed by UGMS May 17 2023. | |
| 7.2 Review of method used to calculate % of rotation required to be complete | Review of current method of calculating this % by counting the # of calendar days from Monday of week one to Friday to the last week of the rotation. This “calculation” as opposed to calculating based on the # of shifts/clinical days on the rotation is in favour of the learner. For example on a 2 week rotation, a learner can take up to a max of 3 days as opposed to 2.5 using the other method. After weighing the pros and cons of both options, it was the P4M consensus to continue using the current method. | Action: N. Duggan to review language surrounding this topic so that all stakeholders are aware. |
| 7.3 Curriculum Review Update – H. Coombs | <p>Currently in the data collection stage and surveys have been administered. Challenges with engaging learners from the class of 2023 but was successful with securing several responses from that class and the class of 2024. A focus group with learners is scheduled in a couple of weeks and we are expecting some good discussion on learner experiences so far. The survey was also sent to residents who completed clerkship at MUN however data analysis hasn’t been done on that yet. At this point, every bit of feedback is valuable.</p> <p>Consultations are also ongoing with individuals involved in Phase 4. Hoping to meet again with N. Duggan and A. Anthony again at some point and also with T. Hearn and the UGME office about the processes they are involved in.</p> | |

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| | <p>Recent focus group with COS took place which allowed for some great discussion. COS was able to identify some gaps in terms of the academic content in Phase 4. Will be meeting with the NB team soon that also involves learners. H. Coombs will be reaching out to the NB team soon to set that up.</p> <p>Key informant interviews regarding the curriculum review took place recently and a few other meetings are pending. Feel strongly that the CDCs and the APAs at the discipline level are going to help us figure out all that is Phase 4 and come up with solutions to streamline things.</p> <p>Very interested in what other Canadian universities are doing in terms of the clinical rotations and the academic content. Looking into and having conversations around the length of core, double cohorts, unit capacities, allowance for a holiday break for year 3 clerks and consideration for core clinical content that perhaps could be incorporated in to a year 4 Selective.</p> | |
| 7.4 LMCC exam update – N. Duggan | This has come up at PESC and UGMS. Felt it's important for this team to be aware of as we had a big drop in performance for this cohort. Option opened up in the last few years that allow learners to write the LMCC exam much earlier than in prior years. MUN learners are an outlier in terms of their participation much earlier than other schools across Canada and in their performance. We want to develop strategies to help our learners. Because it's not part of the curriculum, we are trying to figure out how to proceed. Perhaps we could look at making it part of Phase 4. While that may not mean more resources, it may make it easier for somebody to take ownership of it. | |
| 8 New Business | | |
| 8.1 Electives/Selectives – description template for individual opportunities – L. Vivian | Supporting document distributed to the P4M team with the meeting invite. Document was also screenshared. | Action: L. Vivian to meet with C. Peddle about updating the form using the Qualtrics survey tool. |



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| | Discussion ensued on the draft form presented by L. Vivian. Consensus that revisions will need to be looked at to remove direct contact information for preceptors due to frequent changes making it more difficult to maintain. We also do not want to provide situations where learners try to arrange placements outside of the established process. Better descriptions of the opportunity is an important piece of information that could be included in the Electives Catalogue. | Action: L. Vivian to arrange for an updated form to be distributed to CDCs who can review and present it at staff meetings. |
| 9 Next Meeting | June 15, 2023 | |
| 10 Adjournment | 5:15 pm | |