

Phase 4 Management Team Meeting
MINUTES

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

Attendees: A. Anthony, J. Bishop, H. Coombs, A. Darmonkow, N. Duggan, J. Farrell, A. Hunt, K. Jat, B. Kerr, T. Lambert, K. Lane, J. Martin, B. Metcalfe, F. Paulin, C. Peddle, S. Reid, M. Simms, K. Zipperlen

Invited Guests:

Regrets: M. Bautista, A. Haynes, T. Hearn, F. Landells, G. Sheppard

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 November 16, 2023 – N. Duggan	Confirmed.	Motioned: K. Jat Seconded: T. Lambert
3 Approval of prior minutes		
3.1 September 21, 2023 - N. Duggan		Motioned: A. Darmonkow Seconded: S. Reid
3.2 October 19, 2023 - N. Duggan	No edits were required. Draft minutes for this meeting could not be approved.	
4 Review of prior action items		
(8.2.1 Oct 19) Acton: N. Duggan and G. Sheppard to reach out to faculty (and include discipline chairs) on challenges with the placement of the CS4 course.		ACTIONED/IN PROGRESS Action: N. Duggan to discuss the new challenges for placement of the Phase 4 Research Day with G. Sheppard.
5 Recording of e vote from Oct 19 P4M		
5.1 Year 3 timelines , class of 2026	Approve – 15, Reject – 0; Passed.	
5.2 Year 4 timelines, class of 2025	Approve – 15, Reject – 0; Passed.	
6 Presentations		
6.1 NB Update – T. Lambert	Reposting the LWS position for Saint John. Met with learners last week where they mentioned finding out late/on the day off when the Wellness	

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	<p>Half Days were happening. NB will work to make sure learners are better able to be involved/participate in WHD activities.</p> <p>T. Lambert will approach teaching heads during scheduled upcoming meetings to find out if some of the faculty/staff need to be briefed on clerkship requirements for MUN learners. Ultimately the learners need to know that they are being looked after. J. Farrell responded indicating emails were sent to the learners and that the responsibility of knowing/not knowing about specific WHD dates and activities rested with the learners.</p> <p>Frustration continues with clinic card completion and sign off. Asked this team about what can and should be done to address the issue. Discussion ensued highlighting some strategies that have been used.</p> <p>T. Lambert highlighted an escalation in the learning environment for the CCU rotation. Horizon and DAL along with MUN have pulled learners from that rotation due to some toxic situations and staff and things needed to change. Horizon and HR is spearheading the learning environment investigation. F. Paulin confirmed that learners did not need to complete the rotation and that objectives could be met elsewhere on the overall rotation.</p> <p>L. Russell is on leave with return date unknown.</p>	
6.2 PEI Update – K. Lane	<p>Ortho group has decided to withdraw from teaching. Leadership met with them but to no avail. Outlined several reasons that may help explain the Ortho decision. PEI will meet their obligations for the current academic year. For the next academic year learners will have to complete Ortho in NL.</p>	



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7 Standing Items		
7.1 Medical Students Report (Class of 2024) – F. Landells	No report available.	
7.2 Medical Student Report (class of 2025) – A. Darmonkow	<p>Provided learner feedback on proposed changes to the core stream template for the class of 2026. N. Duggan outlined the reasons behind the decision that was made by e vote and recorded in this meeting.</p> <p>Sent a request to colleagues for items to be presented to this team and nothing came back. No issues, smooth sailing right now.</p> <p>Looking ahead to the Orientation to Electives and Selectives on December 7 and seeing everyone in person.</p>	
8 Business Arising		
8.1 Curriculum review update – H. Coombs	<p>In the homestretch and working on finalizing the wording for the recommendations we have drafted so far.</p> <p>Throughout the review process, we have been hearing about the issues around Tres and the sign off on clinic cards as one of the main issues with discussions taking place on what to do about it. The plan is to present those recommendations to PESC in November and to UGMS in December. A lot of data was collected and while not all of it will end up in the final report it can be used towards any quality improvement processes for any piece of the Phase 4 curriculum going forward.</p>	
8.2 Post core evaluation reports – H. Coombs	<p>Screen shared evaluation reports for MED 8720, MED 8730, MED 8740.</p> <p>For MED 8720, discussion ensued with a more thorough discussion on the “challenges” that may</p>	



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	exist for learners trying to obtain/complete the required procedures. Further discussion took place regarding the Phase 4 Research Day and the Research Curriculum and the challenges that now exist with new timelines and length of Clinical Skills IV.	
8.3 Template Working Group Update	Provided overview of the inaugural meeting, the agenda for the next meeting and our path forward.	
9 Next Meeting	December 21 2023	
10 Adjournment	5:30 pm	