



Phase 4 Management Team Meeting MINUTES

Thursday, November 17, 2022
4:00 pm via Webex

Attendees: A. Anthony, H. Coombs, N. Duggan, G. Duguay, J. Farrell, E. Fowler, E. Fradsham, K. Jat, B. Kerr, T. Lambert, K. Lane, B. Metcalfe, F. Paulin, J. Quinlan, S. Reid, L. Russell, M. Simms, C. Smith, L. Vivian, K. Williams, K. Zipperlen

Invited Guests:

Regrets: A. Haynes, A. Hunt, F. Landells, C. Peddle, K. Williams

Topic	Detail	Action Items and person responsible
1 Introduction and Welcome - N. Duggan	A welcome was extended to all attendees with a special welcome extended to Dr. James Quinlan, the new course lead for MED 8750 Physician Competencies IV. 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 17 – N. Duggan	Confirmed. With no objections.	Motion: B. Metcalfe Second: L. Vivian
3 Approval of prior minutes		
3.1 November 17, 2022 - N. Duggan	Confirmed. With no objections.	Motioned: G. Duguay Seconded: S. Reid
4 Review of prior action items		
(6.1 – Oct 2022) Action: E. Fradsham will reach out to C. Peddle about MSPR comment deadlines after this meeting.	It appears that all in class of 2023 have submitted their MSPR documentation to UGME.	ACTIONED
(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	N. Duggan hasn't submitted the course reports for MED8720 and MED8750.	IN PROGRESS

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the absence of a lead for MED 8750 and 8720, N. Duggan will complete and submit those responses.		
(7.4 Oct 2022) Action: K. Zipperlen will follow up with D. Stokes/B. Kerr offline regarding the presented major curriculum changes.		ACTIONED
(7.5 Oct 2022) Action: A. Anthony to meet with D. Stokes and A. Siscoe to coordinate bulk reminders based on the selection of S/Elective completion dates to better manage overdue ITARs.		ACTIONED
(7.5 Oct 2022) Action: S. Reid will touch base with C. Patey and L. Vivian.		ACTIONED
(8.1 Oct 2022) Action: N. Duggan to touch base with C. Peddle and get back to G. Duguay.		IN PROGRESS 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.	N. Duggan and A. Gammal are following up with DME to address it.	IN PROGRESS
5 Presentations		
5.1 NB Update – T. Lambert	Met with students last week over lunch to see how things were going for the first quarter of clerkship. All is going well. Core experiences students are pleased but had concerns about on call requirement differences – re: Peds in NB vs Janeway in NL. Should it be the same within one discipline across all sites? Is there any general call rule re: overnight?	Action: N. Duggan will update J. Martin to determine how call requirements and scheduling is handled.

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	<p>Discussion ensued amongst meeting attendees about call requirements consistency. T. Lambert concerned about it from a curriculum standpoint so as to not disadvantage/advantage any learners.</p> <p>The other concern was with the length of the AHD in the OBS rotation where it can be up to 5 hrs a week – typically all day Wed am, 1 hr on Mon am and another 1 hr on Fri. Students are concerned they are missing out on too much with mandatory teaching sessions with some topics duplicated and in light of the time difference with NL and NB. E. Fowler provided some clarification on the layout and redundancy concerns.</p> <p>T. Lambert suggested that if the AHD was recorded students could access it later. T. Lambert indicated that if AHDs are case based they don't lend well to being recorded but that if not case based, having them recorded would be especially beneficial to those on rotation in NB. It doesn't sound like anything needs to be changed at this point.</p>	
5.2 PEI Update – K. Lane	<p>Discussed with J. Chan on when/how to do the evaluations for ANES. Reached out to him today but nothing back ahead of this meeting.</p> <p>Building up faculty in PEI to participate in teaching. Will provide those interested with MUN faculty application.</p>	
6 Standing Items		
6.1 Medical Students Report (Class of 2023) – E. Fradsham	<p>Asked about the upcoming blackout periods and wondering when the class might receive a tentative schedule for CS4, instructions on registering for ACLS etc. N. Duggan – Are there particular pieces of info learners are concerned about? Discussion ensued about the sessions that might be included and the timing of those sessions. The release of more information is expected post Winter holiday break, most likely in February.</p> <p>Asked about communication from UGME regarding mandatory procedures in year 4 and how they are recorded and in the event that some are not obtained what supports/opportunities are there to secure those experiences.</p>	<p>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.</p> <p>Action: A.Anthony/M.Simms</p>

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	<p>Brief discussion ensued with broad information on what those supports and opportunities may look like.</p> <p>The next topic of concern is the MCCQE Part 1 Review Week and will be addressed later in this meeting.</p>	will follow up students as needed.
6.2 Medical Students Report (Class of 2024) – F. Landells	No report available.	
6.3 Accreditation Report - T. Hearn/B. Kerr	Accreditation is not over as it is a continuous improvement initiative. Celebration last week in the Atrium with the Dean and Dr. Timmins who highlighted what we were able to accomplish – full accreditation for 8 years. An article will be in the Gazette soon. We have started scheduling meetings with those areas that required follow-up. We will look at meeting reporting requirements for 2024 to show that those things have been taken care of.	
7 Business Arising		
7.1 MCCQE Part 1 Review Week – With concerns over expected poor attendance at the in person course Feb 27 to Mar 3, perhaps it's time for this course to be offered in its entirety via prerecorded content available to learners in D2L for the class of 2023 and moving forward. – N. Duggan	<p>This is not a curricular concern but it is the expectation that we provide some exam prep. Concerns expressed over the last few years the attendance has been very poor. We want to determine which is the best way to offer this course given the learners now have the opportunity to write the LMCC exam much earlier than in prior years. NL learners as a cohort write it much earlier than colleagues across Canada. E. Fradsham asked if it was mandatory that MUN provide that week to prepare for the exam or is mandatory that we provide study opportunities. N. Duggan – mandatory that we provide exam prep. Nothing from an accreditation perspective that we can't offer it in a different manner. E. Fradsham suggested that we offer that week as a flexible option in year 4. N. Duggan think this is a great idea going forward as we look at making changes to P4 curriculum. D. Stokes – we could look at converting it as an online module or didactic lecture and have it built (with HSIMS support) in the best possible way so that it will serve learners really well moving forward in future years.</p> <p>N. Duggan – Asked if anyone on the committee that is interested on taking on the task of reviewing how the review</p>	Action: N. Duggan to follow up with J. Farrell



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	<p>week course can/should be presented. Interested individuals should reach out to N. Duggan. D. Stokes mentioned that one thing we could look at is to have LWS take over coordination of the review week course as it is not a curriculum concern. N. Duggan suggested that we can revisit at the next P4M meeting for the class of 2024 and moving forward however the blackout period will have to remain for the class of 2023.</p>	
<p>7.2 Hematology – review of this sub specialty offering to year 3 learners – N. Duggan/F. Paulin</p>	<p>Provided a breakdown for IM in NL and in NB. Typically you would do 4 weeks of CTUs, 4 weeks of MTUs and 2 weeks of subspecialties with the breakdown in NB a little different with additional subspecialty offerings.</p> <p>With all the challenges currently, Hematology can no longer accommodate the volume of clerks they are getting so they would like to withdraw the offering to year 3 clerks. Discussed with D. Bergstrom about decreasing the # of clerks rather than cancelling Hematology. Sent out feelers to some subspecialties that may be able to consider the request and may have the ability to receive year 3 clerks. One option that might be looked at was to distribute to the other 3 subspecialties that are part of the current core IM rotation. J. Quinlan – Any option to open to subspecialties that have exposure with MTUs/CTUs? F. Paulin – For this year we may just have to do what is feasible but looking ahead we might be able to look closer at an Ambulatory Clinic type of set up or other type of “varied” experience that might involve outpatient exposure. A. Anthony reminded all of the tight timelines for making changes in light of the upcoming core stream lottery for the class of 2025. N. Duggan highlighted that at this point it is presented as an FYI for the P4M team and that proceeding with changes would involve SAS and UGMS as it will involve a major curriculum change.</p>	<p>Action: N. Duggan will follow up in formal capacity at next meeting.</p>
<p>8 New Business</p>		
<p>8.1 Year 3 (class of 2025) timelines for the 2023-2024 academic year – to include the Winter holiday break and suggested progress testing dates of</p>	<p>Motion to pass the start/end dates of August 14, 2023 and July 26, 2024; progress testing dates for the class of 2025 as: August 18, 2023; December 1, 2023; April 5, 2024; July 26, 2024 and August 9, 2024 along with the Winter holiday break of December 16 2023 to January 1 2024 inclusive.</p>	

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Aug 18 2023, Dec 1 2023, Apr 5 2024, Jul 26 2024 and Aug 9 2024 – N. Duggan	Motion: N. Duggan Second: F. Paulin All in favour. Motion passed.	
8.2 Year 4 class of 2024 timelines for the 2023-2024 academic year – to include the Winter holiday break and suggested progress testing dates of Aug 18 2023, Dec 1 2023, Apr 5 2024, Jul 26 2024 and Aug 9 2024 – N. Duggan	Motion to pass the start/end date as August 7 2023 and April 5, 2024; Winter holiday break of December 16, 2023 to January 1, 2024 inclusive. Motion: N. Duggan Second: J. Quinlan All in favour. Motion passed. Further discussion including confirming CLSC availability needed on Clinical Skills IV and the MCCQE Part 1 Review Week course before dates can be confirmed.	Action: N. Duggan and A. Anthony to look closer at the Clinical Skills IV and MCCQE Part 1 Review Week dates.
9 Next Meeting	Motion passed to cancel December's P4M meeting unless an urgent matter develops. That decision will be made at the call of the chair. Next meeting Jan 19 2022 unless urgent meeting needed.	
10 Adjournment	5:50 pm	