



## Phase 4 Management Team Meeting MINUTES

Thursday, September 15, 2022  
4:00 pm via Webex

Attendees: A. Anthony, H. Coombs, N. Duggan, G. Duguay, J. Farrell, E. Fowler, E. Fradsham, T. Hearn, K. Jat, K. Keoughan, F. Landells, J. Martin, B. Metcalfe, F. Paulin, C. Peddle, S. Reid, M. Simms, C. Smith, D. Stokes, L. Vivian, K. Williams, K. Zipperlen

Invited Guests: M. Goodridge, APAs for core disciplines (S. Hicks, K. Martin, J. Moran, E. Hendry, S. Eustace, M. Barnes, K. Hearn, S. Hunt), Denise Hooper

Regrets: A. Haynes, A. Hunt, T. Lambert, D. Lynch, C. Patey, L. Russell

Topic	Detail	Action Items and person responsible
1 Introduction and Welcome - N. Duggan	A welcome was extended to all attendees with special introductions to Dr. Jat - the new Psychiatry CDC, Dr. Williams - Acting CDC for Family Medicine, and Fiona Landells – student rep for the class of 2024.  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 September 15, 2022 – N. Duggan	Confirmed. With no objections.  The meeting proceeded out of order with item 7.1 and 8.1 presented immediately following confirmation of the agenda after which point the meeting reverted back to the order reflected on the agenda.	Motion: G. Duguay Second: L. Vivian
3 Approval of prior minutes		
3.1 June 16, 2022 - N. Duggan	Confirmed. With no objections.	Motioned: F. Paulin Seconded: J. Farrell
4 Review of prior action items		
(6.1 June 2022) 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.		Tabled.

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(7.1 June 2022) Action: K. Zipperlen to follow up one on one with CDCs to see what works for each discipline.	Stephanie Reid and myself were in touch with and met with the relevant CDCs to discuss their assessment forms and workflows.	ACTIONED
(7.1 June 2022) Action: S. Reid will present the motion at SAS and from there it will go to UGMS.	Yes UGMS has approved it and everything has been set up with Adam to implement the changes.	ACTIONED
5 Presentations		
5.1 NB Update – L. Russell	<p>Submitted report: the NB Team, including Dr. Susan Brien, the Vice President of Medical, Academic &amp; Research Affairs, will be visiting the campus October 3 and 4. The schedule is pretty much confirmed including a breakfast with the incoming MUN learners and a Meet and Greet Pizza Party with all learners interested in having conversations with our team or the NB Department of Health.</p> <p>It has been decided that the NB electives process is going to be run the same as the last few years as DAL/DMNB are continuing the process outside of the portal. If MUN chooses not to use this process, the learners will be at a disadvantage compared to DAL – Lisa will discuss the details more with Lesley and Ashley.</p> <p>The new core NB learners seem to be doing well.</p> <p>For surgery, the new protected time for learners to watch recordings of the didactic sessions (late afternoon), often overlaps with OR opportunities, call schedules etc. We have let the learners use their discretion on when to take this protected time so they can take full advantage of the clinical learning experience and assume that this is reasonable. Please let us know if it is not.</p> <p>G. Duguay mentioned that in Moncton the Surgery issue is “sidestepped” by scheduling students for a half day</p>	

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	whenever they can so that they can catch up on didactic teaching in the AHDs.	
5.2 PEI Update – K. Lane	<p>Electives continue to be processed as they come through – no issues to report.</p> <p>Core learners have started – at this point, only one has started so far.</p> <p>Short stay unit at QEH is under construction and may cause disruptions for students. To address, areas for student use are designate if/as needed. Students are to advise if problems exist which can't be addressed by the interim measures in place.</p>	
6 Standing Items		
6.1 Medical Students Report (Class of 2023) – E. Fradsham	<p>Elective year – concerned about lack of information just ahead of starting placement. Details of the concern were mentioned. A. Anthony provided information on the expected timelines on when should/could expect to receive rotation information from the placement contact.</p> <p>Pre-approval on leave requests – who to reach out to. If preceptor is not known, students are encouraged to reach out to APAs/placement contact who can redirect.</p> <p>Asked about the outline for Clinical Skills IV. N. Duggan responded to indicate it is not available. Students will be advised when that information is available.</p>	Action: A. Anthony to request that the concern about lack of information provided to students in many cases be added to the APA meeting scheduled for late September.
6.2 Medical Students Report (Class of 2024) – F. Landells	<p>Not a lot to report at this time. Just one concern, that there are times when clerks go in to the OR they have been told by students who are shadowing that they have to leave as there are too many students in the OR and they are missing time as a result. N. Duggan – How do CDCs feel about this? Who should be prioritized? C. Smith agrees that clinical clerks should take priority and that if this is a recurring issue that students should reach out to him. E. Fowler reinforced C. Smith's comment. C. Smith directed comment to F. Landells</p>	<p>Action: F. Landells to reach out to C. Smith to discuss core learners securing their learning experience.</p> <p>Action: J. Farrell to touch base with T. Stuckless.</p>

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	<p>that if students have any concerns on this matter to reach out to him directly.</p> <p>J. Farrell – reminded that shadowing students are not allowed to scrub in and are only supposed to watch. The clerks absolutely trump the shadowing students.</p> <p>Students with concerns can reach out to LWS, Dr. Duggan, CDCs etc as needed.</p>	
6.3 Accreditation Report - T. Hearn	<p>The accreditation summary will be released tomorrow at 4:30pm. The formal report will be released in a week.</p> <p>We really need to work on assessment time – addressed in the accreditation.</p> <p>We just do not know what will happen.</p> <p>T. Hearn will be finishing in the job as FUEL, if anyone interested can reach out to her.</p>	
7 Business Arising		
7.1 Phase 4 “Year End Review” (Supporting doc/questions) T. Hearn/B. Kerr	<p>Supporting document – Phase 4 “Year End Review” attached to meeting invitation sent to the P4M team and separately to the APAs/CDCs.</p> <p>In advance of this meeting, commentary/feedback was submitted by the APAs for Surgery, Internal Medicine and Anesthesia.</p> <p>Phase 4 “Year End Review” was talked about during the whole accreditation cycle. It was decided that it would be a good idea to have the APAs and CDCs together once a year to check in to see what’s working and what isn’t given the turnover in those roles. Discussion about the supporting document and in general ensued with contributions coming from CDCs and APAs in attendance.</p>	

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	<p>K. Zipperlen screen shared and presented the following: What has been done? ; Assessment Reminders; Considerations and Feedback. Discussion ensued. T. Hearn reinforced the need to have the issue with timely summative assessment completion “fixed” when CACMS returns in 2 years. We do need to be 100% compliant.</p> <p>T. Hearn indicated that the Accreditation results would be available tomorrow with the official report ready in a week.</p>	
7.2 Proposal for ITAR completion – L. Vivian/C. Patey	Discussed about difficulties with getting E/S ITARs completed in a timely fashion for accreditation purposes. Mentioned supporting document. K. Zipperlen - in terms of tracking, agree as a last resort.	ACTION: S. Reid to bring proposal for ITAR completion to SAS and from there it will be directed to UGMS.
<b>8 New Business</b>		
8.1 Teaching Gender Inclusive Language (supporting doc) - M. Goodridge	<p>A supporting document – Gender Inclusive Language, was distributed to meeting attendees in advance of this meeting. The document referenced recommendations on how to create culture where patients can be addressed properly in the clinical setting and would like it rolled through the entire curriculum in P1 – 4. It could be assessed and taught in OSCEs.</p> <p>The Clinical Skills committee wants to know how we should be teaching our medical students – specifically how we ask about pronouns and address patients. Discussion ensued. H. Coombs – perhaps it can be added to the Dean’s notes and be considered a professionalism moment. D. Stokes – we can add it to the handbook and in D2L as a resource for students. T. Hearn – this document would be considered a teaching document.</p> <p>Motion to approve recommendations in the supporting document approved by all in attendance.</p>	ACTION: M. Goodridge will bring this to the P 1, 2 and 3 committees and from there follow up to ensure it is posted.

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8 Next Meeting	October 20 2022	
9 Adjournment	5:38	