

Phase 4 Management Team Meeting
MINUTES

Thursday, September 21, 2023
4:00 pm via Webex

Attendees: A. Anthony, M. Bautista, J. Bishop, H. Coombs, A. Darmonkow, N. Duggan, J. Farrell, E. Fowler, A. Hunt, K. Jat, B. Kerr, K. Lane, J. Martin, F. Paulin, C. Peddle, L. Russell, C. Smith, G. Sheppard, M. Simms, D. Stokes, L. Vivian

Invited Guests: M. Barnes

Regrets: G. Duguay, A. Haynes, T. Hearn, C. Patey, S. Reid, K. Zipperlen

Topic	Detail	Action Items and person responsible
1 Introduction and Welcome - N. Duggan	A welcome was extended to all attendees with a special introduction to Dr. Gillian Sheppard, the new course chair for MED8720, Clinical Skills 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 September 21, 2023 - N. Duggan	Confirmed.	Motioned: J. Martin Seconded: M. Bautista
3 Approval of prior minutes		
3.1 July 20, 2023 - N. Duggan	Confirmed.	Motioned: C. Smith Seconded: J. Martin
4 Review of prior action items		
(7.2 May 2023) Action: N. Duggan to review language surrounding this topic so that all stakeholders are aware.	In progress. N. Duggan will draft a message and arrange for it to be uploaded to the website. Some issues since the new cohort started has prompted further discussion.	Tabled to next meeting.
(8.1 May 2023) Action: L. Vivian to meet with C. Peddle to update the form/Qualtrics survey tool.	In progress	Tabled to next meeting.
(8.1 May 2023) Action: L. Vivian to arrange for an updated form to be distributed to CDCs who can review and present it at staff meetings.	In progress. L. Vivian hoping to meet with C. Peddle in the coming weeks.	Tabled to next meeting.
(6.1 June 2023) Action: L. Vivian will touch base with F. Landells.	Brief discussion held a few weeks ago about why it has been difficult to coordinate Electives for their class. Hoping to have that sorted by July 28.	ACTIONED

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(7.2 June 2023) Action: H. Coombs will send reports with the templates to N. Duggan.	The reports and templates were all sent to Dr. Duggan and the course chairs, back on June 19 th I believe.	ACTIONED
(7.2 June 2023) Action: A. Anthony to forward message to the class of 2025 (recently send to class of 2024) re: LMCC exam for N. Duggan.		ACTIONED
(6.1 July 2023) Action: L. Vivian to draft message to the class on securing placements < 6 weeks and in the context of needing to cancel a placement and avoid professionalism concerns.		ACTIONED
(6.1 July 2023) Action: N. Duggan to connect with T. Hearn confirming that the units/specialties have a direct line more streamlined process to receive and respond to Elective/Selective requests.	Concerns from students about the length of time they are waiting to hear back on Elective/Selective applications. The reasons for delayed responses was discussed at UGMS on September 20. Was also further discussed at this meeting along with some strategies to be adopted to mitigate delayed responses.	IN PROGRESS
5 Presentations		
5.1 NB Update – T. Lambert	All is going well. Trip to NL scheduled for October 3 where we will be meeting with students and staff.	
5.2 PEI Update – K. Lane (via email)	Medical education team and leadership met with faculty in Western PEI recently where no issues or concerns were raised. This was beneficial to both parties. Continuing to work on Elective/Selective requests and all else is running smoothly.	
6 Standing Items		
6.1 Medical Students Report (Class of 2024) – F. Landells	No report available.	
6.2 Medical Student Report (class of 2025) – A. Darmonkow	No complaints or feedback from classmates. All seems to be going well so far. P4M will be looking for feedback from the Phase 4 classes with the release of the Phase 4 Curriculum Review report.	
7 Business Arising		

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<p>7.1 Curriculum review update – H. Coombs</p>	<p>The data collection has ended and we have received a lot of excellent feedback from various sources. The domain teams have been meeting and discussing/reviewing the data and coming up with some preliminary recommendations. There are still some issues that require further discussion. Some of the recommendations will be fairly straightforward and may already be in the works with the Phase 4 team but others are going to be more complicated and will require more thought – in terms of implementation and how we roll out the changes. More domain and larger curriculum review meetings will take place over the new few weeks. Once that happens we will be ready to write the report and make the recommendations. We are excited about the improvements that are coming to Phase 4.</p> <p>N. Duggan – We have support in principle and because we know the direction that will be taken we can start to implement some of the changes. We need to start working on the items that will take a long time – of note is the core template. With this in mind, a working group should be formed to work on redeveloping the core template and to look further at what clerkship will look like. N. Duggan outlined the timelines for presenting information to learners, the core stream lottery process, the site ranking process and approval of year 3 and year 4 timelines by P4M. Further discussion ensued.</p> <p>M. Bautista outlined the challenges with increasing the length of the core Anesthesia rotation. One of the challenges includes shortage of operating rooms to teach in and therefore making it difficult to place learners. The other is with a shortage of faculty - this is all in the shadow of the nationwide shortage of anesthesiologists. We do have to work together if the recommendation is to increase the length of the core rotation.</p> <p>N. Duggan spoke on the need to strike up a working group to develop a new core template to be implemented for the class of 2027 and beyond with the aim of presenting a</p>	<p>ACTION: Ashley to send out a meeting invite to the template working group members to schedule the first meeting. ACTIONED/IN PROGRESS</p> <p>ACTION: A. Anthony to forward template draft to A. Darmonkow to review and to further reach out to his class for feedback and to get back to N. Duggan prior to the next P4M. ACTIONED/IN PROGRESS</p>
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	<p>draft document ready for approval by Spring 2024. Put the call out for P4M members who may be interested in sitting on the template working group. Responses from J. Martin, M. Bautista, J. Bishop, A. Hunt. A. Darmonkow will be in touch to let P4M team know if he is available to sit on the committee. Suggestion to also reach to a rep from the class of 2027.</p> <p>N. Duggan further discussed how we would proceed with the core template version to be used for the class of 2026. More specifically discussed possibly adding a week at the beginning and at the end to accommodate scheduled vacation time for learners – either one or two weeks in February. A. Anthony screenshared a template draft with no changes to stream allocations and showing an earlier start date, later end date and two weeks of vacation in early February across all streams. Discussed ensued with A. Darmonkow responding/commenting on how that might be received by learners.</p>	
7.2 Clinical Skills IV- G. Sheppard	<p>Has just assumed the role of chair for Clinical Skills IV. Thanks going to H. Coombs for providing feedback covering the last couple of years for review. Some changes have been made already to mandatory procedures that involves the addition of 3 new stations – now for a total of 9 and learners will also have the opportunity to participate in Mandatory Procedures Independent Practice – in line with the offering for the Phase 4 OSCE. The position of course lead for Clinical Skills IV will be involved with the Clinical Skills Committee on a go forward basis. This will allow for alignment of Clinical Skills through all phases. Some changes (pending curriculum review report release) to the overall schedule will be looked at and the course dates for the class of 2025 that will be presented at the next P4M along with the other year 3 and year 4 timelines for the 2024/2025 academic year.</p>	
8 New Business		
8.1 Mandatory assignment of rural sites for core rotations – N. Duggan	<p>Challenges with placing learners in rural sites were discussed in the context of changes and cancellations (often late and on short notice) and reducing the disruption and administrative burden. Looking ahead to</p>	

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	<p>evening out the demand on the various sites/maximizing potential. Further discussion was held on why learners prefer not to go to certain sites and/or request changes. J. Martin raised the point of designating longitudinal or more rural experiences to help mitigate the issue.</p>	
<p>8.2 Site visits and academic detailing/practice and site profile – N. Duggan</p>	<p>Traditionally done in FM with completion of practice profiles in place so that faculty and learners know what to expect with a specific experience. A lot of interest expressed by other schools who are starting distributed programs. This should be completed for all sites and not just for FM. Would like it to eventually be part of formal document.</p> <p>Would like to see the reintroduction of site visits/road trip to determine/review suitability for year 3 and year 4 learners, to do some teaching, to update sites on curriculum etc. Expecting there will be a lot of interest with a lot of benefits as a result. A. Hunt will help coordinate a cost shared effort.</p>	<p>ACTION: N. Duggan to distribute documents and information to the CDCs that are used for Family Medicine.</p>
<p>8.3 Update from Anesthesia – M. Bautista</p>	<p>New set of national standards to be implemented for Anesthesia. Majority if not all schools have a 2-week Anesthesia core rotation. Discussed challenges with implementing/adding standards to the current 3-day rotation but looking ahead we could consider a 5-day rotation and expand further into pre-clerkship teaching to make up for the shortage of time during the core rotation. We are looking at moving away from paper to utilize the T-res platform already in use by the other disciplines. Will reach out to HSIMS in this regard for direction.</p>	<p>ACTION: M. Bautista to send list of challenges and changes to N.Duggan.</p>
<p>8.4 Curriculum Change – D. Stokes</p>	<p>Copy of curriculum change request on file in supporting documents for this meeting.</p> <p>Motion to add a session on <i>Transgender Health</i> to the Phase 4 curriculum – to be housed in Family Medicine.</p> <p>Motioned: N. Duggan Seconded: F. Paulin</p>	
<p>9 Next Meeting</p>	<p>October 19, 2023</p>	
<p>10 Adjournment</p>	<p>5:33 pm</p>	