

Phase 4 Management Team Meeting
MINUTES

Thursday, July 20, 2023
4:00 pm via Webex

Attendees: A. Anthony, J. Bishop, M. Bautista, H. Coombs, N. Duggan, J. Farrell, K. Jat, T. Lambert, F. Landells, K. Lane, J. Martin, B. Metcalfe, F. Paulin, C. Peddle, S. Reid, L. Russell, M. Simms, C. Smith, D. Stokes, K. Zipperlen

Invited Guests:

Regrets: A. Haynes, A. Hunt

Topic	Detail	Action Items and person responsible
1 Introduction and Welcome - N. Duggan	A welcome was extended to all attendees with a special welcome back to Dr. Bishop returning from maternity leave, to Dr. Bautista, the new CDC for Anesthesia both joining today's meeting and to Dr. Gillian Sheppard as the new course chair for MED 8720 who will be joining the meetings starting in September. A special retro mention as a thank you also goes out to Dr. Gammal who recently stepped down from his role as CDC for Anesthesia. Quorum was established and the meeting proceeded.	Action: N. Duggan to send thank you letter to A. Gammal.
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 July 20, 2023 – N. Duggan	Confirmed.	Motioned: K. Jat Seconded: T. Lambert
3 Approval of prior minutes		
3.1 June 15, 2023 - N. Duggan	Confirmed. T. Lambert – Abstain.	Motioned: J. Martin Seconded: K. Jat
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.	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	In progress.	Tabled to next meeting.

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distributed to CDCs who can review and present it at staff meetings.	L. Vivian hoping to meet with C. Peddle in the coming weeks.	
(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
(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
5 Presentations		
5.1 NB Update – T. Lambert	<p>Met this past week with the outgoing core learners. A couple of items were raised with the LIC learners surrounding the schedule and preceptor assignment.</p> <p>Questioned why the IM AHD is in the morning with learners in Saint John missing a lot of clinical time (with the time difference) and with rounds starting at 7 am. F. Paulin responded in kind to provide further clarity on the matter.</p> <p>Inquired about vacation for learners in year 3 and 4. N. Duggan provided clarity about time off for learners during the Winter holiday break and in year 4 and referenced the suggestion to adding vacation time during core that was brought up during the curriculum review.</p>	
5.2 PEI Update – K. Lane (via email)	All continues to go well. Priority right now rests with processing Elective and Selective requests. We also have two learners writing the NBME exam on July 28 and we are working to ensure all is in place for exam day.	
6 Standing Items		
6.1 Medical Students Report (Class of 2024) – F. Landells	Concerns from learners surrounding Electives/Selectives with a focus on plans for August and September start dates. Highlighted example of specific challenges that	Action: L. Vivian to draft message to the class on securing placements < 6

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	some learners are facing. Specific reference to two emails recently sent to the class.	weeks and in the context of needing to cancel a placement and avoid professionalism concerns. 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.
6.2 Medical Student Report (class of 2025) – A. Darmonkow	No report available.	
7 Business Arising		
7.1 Curriculum review update – H. Coombs	Data collection has mostly ended. Took notes from the NB update because of the great points raised. Four surveys were administered and conducted five focus groups. Met with almost all of the CDCs and have had a number of consultations with UGME and others involved in Phase 4. A lot of great ideas were generated and we are currently in the process of analyzing data and coming up with some recommendations. A separate meeting will take place tomorrow as there are a few more urgent/important matters to go over. Updates will be provided in the near future.	
7.2 Vacation relief for Dr. Duggan Aug 12 to Sep 3, 2023.	Requested coverage from one or more CDCs. No responses during the meeting but those interested can reach out directly after this meeting	
8 Next Meeting	Sep. 21, 2023 Although the Aug 17, 2023 P4M meeting was cancelled arrangements will be made to meet if any urgent matters develop.	
9 Adjournment	4:50 pm	