

Phase 4 Management Team Meeting MINUTES

Thursday, October 17, 2019

4:00 p.m.

M2M240

Attendees: T. Adey, A. Anthony, H. Coombs, D. Deacon, T. Doyle, N. Duggan, T. Hierlihy, S. Iqbal, K. Keough, T. Lambert, D. Murphy, C. Murray, C. Patey, C. Peddle, G. Radu, L. Russell, C. Smith, D. Stokes, B. Thiessen, K. Zipperlen

Invited guests: A. Haynes, T. Hearn

Regrets: G. McGrath, F. Paulin, E. Smith, R. Tracey

Topic	Details	Action Items and person responsible
1 Introduction and Welcome	Introductions were held. Welcome extended to the NB team who are here for their annual site visit to MUN. They were represented at this meeting by T. Lambert and L. Russell.	N. Duggan
2 Agenda review		
2.1 Review for Conflict of Interest	There were none.	N. Duggan
2.2 Confirmation of Agenda	Approved by consensus.	N. Duggan
3 Approval of prior minutes		
3.1 August 8, 2019	Approved by consensus.	Motioned: T. Lambert Seconded: B. Thiessen
3.2 September 19, 2019	Approved by consensus.	Motioned: C. Murray Seconded: N. Duggan
4 Review of prior action items		
4.1 Action Item Follow Up	Follow up regarding word limit on ITARs. Drs. Murphy and Smith to provide good/bad examples respectively	Action: N. Duggan to follow up with both D. Murphy and C. Smith.
4.2 Action Item Follow Up	Follow up regarding casting sessions with technicians to address students – who identified not having access to casting. Casting Technicians are not obligated to teach and casting is left up to preceptors and students with an idea of a work day session.	Action: C. Smith to follow up with S. Croft.
4.3 Action Item Follow Up	Follow up regarding student feedback to move formative exam to middle of rotation.	Action: N. Duggan to reach out to FM. Meeting set for Oct 22.

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5 Presentations		
5.1 NB Update	<p>NB Group (team of 6) on the ground in NL for their annual site visit to Memorial, and have met with various internal user groups. T. Lambert acknowledged found trip very useful, lots to bring back. T. Lambert referenced agreement to hire Administrative Assistant for G. Duguay. Person to be in place in Moncton on October 28, 2019. Posting ready to put up for site director for LIC Fredericton.</p> <p>N. Duggan discussed distribution of seats for LIC.</p> <p>T. Lambert to present at next month's meeting and discussed logistics/planning for the Med Ed meeting in Spring,</p>	<p>Action: T. Lambert to reach out to N. Duggan about distribution of seats for LIC.</p> <p>Action: T. Lambert to provide dates to N. Duggan for Med Ed meeting in Spring.</p>
5.2 PEI Update	<p>K. Keough advised she is currently filling in for C. Barlow in PEI. Conveyed feedback given by students indicating students are enjoying their time and learning lots. Mentioned the great feedback coming from the EM/FM rotations. Noted there are no current issues.</p>	<p>Action: N. Duggan to follow up with K. Keough to coordinate a visit to PEI.</p>
6 Clarification for Core Assessment Plan	<p>K. Zipperlen noted 2 items came up in last meeting regarding reduction of # of EPAs. Discussed 2 options. One of which is to leave as is, with concerns on # of EPAs. 2nd option thought to reduce # of EPAs in a rotation. B. Thiessen suggested excluding EM/ANES until ANES becomes a longer rotation.</p> <p>Need to ensure each EPA is showing entrustability. Demonstrated areas that can show that. Issues seem</p>	<p>Action: N. Duggan to contact E. Smith on reducing # of EPAs.</p>



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	<p>to be with shortness of rotations, not enough time, learners not being aware of EPA and entrustability for each rotation. Idea proposed to revise assessment plan and change language to exclude EM and ANES and ensure individual assessment plans make learner aware of the EPAs.</p> <p>T. Adey brought up assessment in Core and noted that if a learner is required to remediate issues from Core which are too extensive to achieve during electives and selectives, the remediation will delay graduation for one year. The concern is that once the remediation decision has been made, the only “mechanism of appeal” is to contest failure of the Course, initially with the course instructor (Phase Lead), then to contest the grade with the Unit Head (the Associate Dean, UGME) and finally to contest the grade with the Dean of Medicine. Because the Promotions Committee discusses promotion at the end of the Phase, the learner could be delayed graduation by up to two years if they do not follow the remediation plan set by the Phase Management Team, continuing with electives, selectives and awaiting the Promotions Committee decision. It was noted that there should be some sort of promotion from core to post core (year 3 to year 4). The problem is that promotions decisions are made at the end of the course. Changes to this practice would not support programmatic assessment and it would involve the changes to the calendar and registration, which cannot be approved before the 2020/21 academic year.</p>	<p>Action: All members with ideas for solutions to forward them to T. Adey.</p> <p>Action: T. Adey to ask UGMS support to explore appeal process and will touch base with S. Murphy on this matter.</p>
7 Standing Items		

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7.1 Medical Students Report	<p>N. Duggan (R. Tracey email) - Students are concerned with classmates being held back for core after being allowed to progress after comprehensive review. How can these students have been helped/supported from a clinical/academic standing earlier? R. Tracey conveyed that students are emotionally/financially strained when held back after having already paid for electives away and in some cases having given up a lease for their 4th year due to travel. LIC, different formatting of MSPR as opposed to block rotations, clarification on this will play out and how comments are communicated.</p> <p>N. Duggan (R. Tracey email) – MSPRs for learners in the LIC program look substantially different as the comments for 8 rotations are replaced with comments for one large rotation. LIC learners are permitted to pick 8 comments, ideally one per core discipline. Scholarship information was only given out this week and is due on October 29. There is no online form for students who are away on electives to complete. This is a problem for those students on rotation.</p>	<p>Action: A. Anthony to find out who the class rep is for 2021.</p> <p>Action: N. Duggan to reach out to R. Tracey concerning timelines on end of core and 6 week mark with return of ITARS.</p> <p>Action: C. Peddle provide an update on MSPR process for review and comment.</p> <p>Action: N. Duggan to reach out to students and provide update to G. Radu.</p>
7.2 Accreditation Update Information	Discussed and taken into account with T. Hearn's presentation below and noted on these minutes.	N. Duggan
8 Curriculum and Accreditation		
8.1 Learning Objectives	T. Hearn provided an overview on all things Accreditation happening May 2021 with comments directed to CDCs. Reviewed standards including notes on DCI, ISA, MSS and a checklist for elements.	Action: T. Hearn and B. Kerr. to arrange meeting with CDCs (or designate) for follow-up.

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	<p>Noted a mock visit to be held a few months prior to the site visit and material for the site visit can be submitted until the day the accreditors leave.</p> <p>Accreditation Oversight Committee will discuss timelines. DCI questions to come out in fall, with questions for year 3 and 4 being documented. Heads up going out to CDCs/faculty to be ready to respond to questions from site visitors. Discussed possible questions to be asked/to be reviewed, didactic curriculum in Phase 4 and non-medical expert content.</p> <p>Special note made on cultural competence and health care disparities, looking for areas where this is being taught in Phase 4. H. Coombs noted a module on Indigenous Cultural Competency training for health professionals in NL is in development by OPED, and is to be completed online. This might be able to be leveraged for clerkship. T. Hearn wanting to have it noted where it is being taught/it is being assessed.</p> <p>Reach out to T. Hearn and B. Kerr if you have any questions moving forward on the accreditation process.</p> <p>D. Deacon wondered about data being used. T. Hearn reiterated site visit will be looking at the last 3 years of data in most cases.</p> <p>T. Hearn referred all to www.cacms-cafmc.ca for more information and noted the AOC is looking for</p>	<p>Action: T. Hearn to follow up with CDCs.</p>
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	<p>people to join – faculty/staff/students welcomed from all facets in Medicine.</p> <p>D. Murphy brought up AHD. T. Hearn discussed required learning experiences, gave examples. Noted it doesn't have to happen in AHD. Learning objectives can be captured in communications, if opportunity/room provided. D. Stokes, asked if an AHD included at least one non-medical point with note it can come up in an interview and perhaps could be included in a checkbox in an ITAR.</p> <p>Asked to define what “communication skills” is. T. Hearn pointed to components that are being handled currently.</p>	
8.2 Improvements to Curriculum Structure	<p>A. Haynes discussed oversight committee and session objectives with link to MCC objectives and noted what is happening in AHD sessions.</p> <p>A. Haynes reiterated importance of objectives in AHD and that Phase 4 students be excused for session on Dec 12, 1 to 4 pm.</p>	
9 Next Meeting	November 21, 2019, M2M240	
10 Adjournment	Adjourned at 5:50 pm.	Motioned: C. Murray Seconded: T. Adey