

Phase 4 Management Team Meeting MINUTES

Thursday, April 15, 2021
4:00 pm via Zoom

Attendees: A. Anthony, S. Atkinson, S. Badcock, J. Bishop, N. Duggan, G. Duguay, E. Fowler, A. Gammal, J. Hearn, B. Kerr, K. Keoughan, T. Lambert, C. Murray, R. Ouellette, F. Paulin, C. Peddle, K. Quinlan, S. Reid, L. Russell, M. Simms, C. Smith, D. Stokes, K. Zipperlen

Invited Guests: J. Allison

Regrets: T. Adey, H. Coombs, T. Doyle, A. Hunt, D. Lynch

Topic	Detail	Action Items and person responsible
1 Introduction and Welcome - N. Duggan	A welcome was extended to all attendees. J. Allison will be attending and representing the EPA Working Group until EPA 14 is implemented.	
2 Agenda review		
2.1 Review for Conflict of Interest – N. Duggan	No conflicts of interest were brought forward.	
2.2 Confirmation of Agenda – N. Duggan	Confirmed.	Motioned: S. Reid Seconded: G. Duguay
3 Approval of prior minutes		
March 18, 2021	Approved by consensus.	Motioned: S. Reid Seconded: S. Atkinson
4 Review of prior action items		
(5.2 – Mar 18) Action: K. Keoughan to communicate vaccine process to learners, and A. Anthony/ N. Duggan.	Any confirmed learners going to PEI have been provided with new information on vaccinations.	Actioned.
(6.1 – Mar 18) Action: A. Anthony to deliver updated message on Clinical Skills IV to the class of 2022 following meeting with D. Stokes.	All learners in the class of 2021 have successfully Clinical Skills IV and the official sign off on that was released by the Course Chair for MED 8720.	Actioned.

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<p>(7.1 – Mar 18) Action: C. Smith to reach out to C. Stone to explore teaching options in Surgery.</p>	<p>Tabled to next meeting. C. Smith was not available during the review of action items. N. Duggan will reach out C. Smith and ask that commentary be available at the next meeting in May.</p>	
<p>(7.2 – Mar 18) Action: K. Zipperlen to forward updated Phase 4 Assessment Plans for the class of 2023 to A. Anthony</p>	<p>Copy of updated assessment plan can be sent out on request.</p>	<p>Actioned.</p>
<p>(7.3 – Mar 18) Action: N. Duggan to put together working group to look at Core, S/Elective ITAR distribution, completion and submission.</p>		<p>In progress.</p>
<p>(7.3 – Mar 18) Action: A. Anthony to forward the current lists outlining overdue ITARs to C. Murray and C. Patey. Beyond that to be directed to S. Badcock for any rural NL sites, to T. Lambert for any sites in NB, and to the respective CDCs.</p>	<p>Two overdue selective ITARs are pending. Huge shout out to everyone who pulled together to secure remaining overdue ITARs.</p>	<p>Actioned.</p>
<p>5 Presentations</p>		
<p>5.1 NB Update – T. Lambert</p>	<p>Interviews for LWS Director ongoing. Will be posting for the Saint John site as the current director will step down in June. Final draft of NB strategic plan is in place with whole process expected to be finished for June. Capacity for 80 students for Community Engagement but issues are created by the delay in the Atlantic bubble re-opening. Reviewed capacity to see where things stand to ensure students accommodated in a fair way.</p>	



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	<p>Meeting held with Drs. Holloway and Boulay. Discussions held on capacity and ability to accommodate students in a fair and equitable way. Meetings to continue every 6 months.</p> <p>L. Russell mentioned about the NB applications received and the upcoming Home Electives application submission via the AFMC Student Portal.</p> <p>R. Ouellette will join meeting later to discuss final ITARs to be used in LIC Fredericton, want to Ok with CDCs.</p>	
5.2 PEI Update – K. Keoughan	<p>No issues. Lots of questions regarding travel requirements and upcoming placements. Can continue taking learners who will need to follow travel requirements. Information on this will be released to learners as needed.</p> <p>Streamlined process on 1st and 2nd dose of COVID vaccine has been sent out to the respective learners.</p> <p>Asked about evaluation information which could be released by H. Coombs. Explanation on when and how this happens was provided by N. Duggan.</p>	
6 Standing Items		
6.1 Medical Students Report (Class of 2021) – K. Quinlan	<p>Disappointed by decision of COVID task force, learners not able to celebrate with classmates.</p> <p>Sessions for Clinical Skills IV went well and were helpful. ECG session feedback, learners would have liked to have access to results before they reviewed them during the live event. This would have been better from a learning perspective.</p> <p>K. Quinlan asked about when learners will hear if they successfully completed CS4. A. Anthony mentioned that unofficially all learners checked off all the boxes, completed all components of the course with official message released</p>	



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	<p>from the Course Chair. Officially it will go to the Promotions Committee.</p> <p>S. Reid - The last couple of overdue ITARs will not hold up the motion going to the Promotions Committee.</p> <p>N. Duggan iterated that if any learners were concerned about their academic status they would have heard at this point.</p>	
<p>6.2 Medical Students Report (Class of 2022) – J. Hearn</p>	<p>Mentioned that the class just had 3rd progress test. Went well, no concerns expressed by learners.</p> <p>First round of NB applications has happened. This weekend will see 1st round of applications for Home Electives via the Portal.</p> <p>Provided example of personal day/call shift conflict. Learner was advised that they would have to find someone to cover it. Suggestion made that conversation with preceptor may have been in order. J. Hearn to suggest learner reach out to N. Duggan to look at it for future cases.</p> <p>Asked about leave/vacation leave and post core timelines. N. Duggan indicated that ability to change up when /how vacation could be taken during year 4. Discussed the current policies. Referenced the new timelines for CaRMS in 2022 and briefly mentioned other things to consider in the overall year 4 timelines such as Clinical Skills IV, the MCCQE Part 1 Review Week. : N. Duggan to discuss a set year 4 timeline and vacation leave requirements with other committee members outside of a formal P4M meeting. E Vote to be looked at for this option.</p> <p>Travel between provinces next year was brought up, i.e. work isolation. Rules made by public health.</p>	<p>Action: J. Hearn to reach out to learner referenced in personal day/call shift conflict and ask that they contact N. Duggan to review for possible future cases.</p> <p>Action: N. Duggan to arrange discussion of year 4 timelines and revised vacation leave policy.</p> <p>Action: N. Duggan, J. Hearn, C. Murray to form draft schedule of post core timelines for the remaining post core obligations.</p>

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	<p>N. Duggan discussed year 4 timelines, CaRMS dates and vacation timelines. Current policy in place because of uneven number of weeks pre and post-holiday break. Considering changes in CaRMS dates, should we make amendment regarding vacation. Indicated changes necessary to make it work. Removing restriction on vacation post CaRMS. Detailed discussion of year 4 timelines discussed ahead of next meeting or by e vote.</p> <p>Proposed removing “at least one week of vacation must be taken after CaRMS” from vacation leave policy with remainder of policy left intact.</p> <p>Motioned: N. Duggan Seconded: J. Hearn</p> <p>Motion passed.</p> <p>Are there any updates/changes on visiting electives with options to complete 2 consecutive electives? N. Duggan reiterated that is an AFMC decision and that the decision will be made nationally. T. Lambert - The decision is expected to be made on Sunday. Learners should know by the end of the weekend.</p>	
<p>6.3 Accreditation Update Information - B. Kerr</p>	<p>Interest from a number of learners to participate in the ISA. The Accreditation moment: Can expect to start to see those as early as tomorrow and will come in the form of monthly reminders on key points. The Accreditation website is being worked on ahead of accreditation. There is no updated information on whether site visit will be in person, virtual or a hybrid version. Still looking for people looking to sit on the Accreditation Review committee.</p>	
<p>6.4 LIC Update</p>	<p>G. Duguay screen shared revised LIC assessment plan. Discipline ITARs should be summative and not formative. Wanted to change wording, to be more reflective of block</p>	



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	<p>rotation. Noted this will raise the bar for the LIC students. Updates to the assessment plan will trigger a meeting as early as possible. Noted this will not be a reflection that learner was in trouble.</p> <p>Motion to approve changes to LIC Assessment Plan</p> <p>Motioned: G. Duguay Seconded: T. Lambert</p> <p>Motion passed.</p> <p>R. Ouellette - We have 5 DMNB learners for a number of years. Had question on ITARs as to whether each unit fills out the ITAR at 24 and 48 weeks. Preceptors having issues with getting enough cards filled out for ITARs. Reviewed the DAL example in processing ITARs and asked if this is something that could work for MUN. G. Duguay sees it as a great solution as it meant to increase engagement.</p> <p>T. Hierlihy - recording of sessions will happen for the next academic year. G. Duggan – Learners would be given protected time if sessions recorded. It should equal half-day a week for 50 weeks</p>	
<p>6.5 EPA 14 Working Group – J. Allison</p>	<p>Screen shared document highlighting what has been done to date. Two subcommittee forms – faculty and learner development and the other developing an evaluation plan. Will be working closely with the EPA Assessment Working Group. Looking for resources, and to be in place for the start of the upcoming academic year. As the working groups get established, we may have to make adjustments regarding faculty development. Screen shared document and will send out. Presented framework that could be considered, may not be the final version used. Asked for comments on draft EPA as a starting point to develop evaluation tools. K. Zipperlen and</p>	<p>Action: J. Allison to distribute documents.</p>



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	B. Kerr has some language ready to go for the assessment plan. Are all CDCs ok with it stated in individual assessment plans? No motion necessary.	
7 Business Arising		
<p>7.1 Confirmation of learner responsibilities (call/clinical) on exam day following completion of exam. -T. Hierlihy</p>	<p>N. Duggan – Discussed as outlined in the attendance guidelines. In the past, we had a courtesy vote to give learners the day off on the day before summative exams, and from 5 pm the day before for formative exams. Do we want to make changes regarding summative exams? K. Quinlan - if it's now a courtesy, it should be put into formal policy.</p> <p>The courtesy vote/decision on having learners excused from clinical duty as of 8 am the day before a summative exam to be adopted into formal policy.</p> <p>Motioned: K. Quinlan Seconded: F. Paulin.</p> <p>Motion passed.</p> <p>To formally adopt a (currently a courtesy) policy that learners can do call after exam on exam day but do not have to complete a scheduled shift.</p> <p>Motioned: T. Hierlihy Seconded: K. Quinlan</p> <p>Motion passed.</p>	
<p>7.2 Recording of E Vote from March 25 2021 – Requested by P4M Chair. COVID PPE policy be amended to use the accommodations terminology instead of “opt out”. Final vote count FOR/AGAINST. – N. Duggan</p>	<p>Not enough votes received regarding opt out policy. It was felt current policy, consensus of group adding separate opt out policy would add to more confusion and wouldn't change outcome but would create another layer of administration. Policy will just say:</p>	



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	<p>Learners who require support are encouraged to contact LWS, and the opt out term would be removed from language in that policy</p> <p>Motion: N. Duggan Seconded: S. Reid</p> <p>Motion passed.</p>	
<p>7.3 Proposed Changes to the Clinic Card Scale (EPA Assessment Working Group) – S. Reid</p>	<p>Concerns brought forward by students with one of the things brought to attention being the wording of the clinic card. Screen shared document. Discussed the three options presented and proposed changes to the language that included references to “coaching” and “medical student”. The reference to “coaching”, “feedback” can be included in another place on the clinic card. S. Reid will provide final proposed copy and will send out to the team for feedback. Final version will go to an E-Vote and will be presented to SAS on April 28.</p>	<p>Action: S. Reid will provide copy to voting members of proposed changes to the language on the clinic card scale and request feedback. Will go to E-Vote and approved version to go to SAS on April 28.</p>
<p>8 Next Meeting</p>	<p>May 20, 2021</p>	<p>N. Duggan</p>
<p>9 Adjournment</p>	<p>6:10 pm</p>	