

Phase 4 Management Team Meeting MINUTES

Thursday, April 16, 2020

4:00 p.m.

via telephone

Attendees: T. Adey, A. Anthony, Heidi Coombs, D. Deacon, T. Doyle, N. Duggan, G. Duguay, T. Hierlihy, F. Paulin, K. Keoughan, S. Iqbal, T. Lambert, D. Murphy, C. Murray, J. Patterson, C. Peddle, L. Russell, D. Stokes, K. Quinlan, E. Smith, R. Tracey, K. Zipperlen

Regrets: A. Haynes, C. Patey

Topic	Details	Action Items and person responsible
1 Introduction and Welcome		
2 Agenda review		
2.1 Review for Conflict of Interest	None conflicts were declared.	
2.2 Confirmation of Agenda	Confirmed with typo corrected on item 7.2.	
3 Approval of prior minutes		
March 19, 2019	Approved by consensus.	Motioned by C. Murray Seconded by T. Lambert
4 Review of prior action items		
March 19, 2019		
7.1 Present draft TOR for Phase 4 to UGMS	Tabled to next meeting.	Action: N. Duggan to forward re-drafted version of TOR to members for vote. To be presented at next UGMS.
7.3.1 Student travel plans	Completed.	
7.3.2 Research Day – proof of knowledge translation, upload request	Accepted updated via email today. Approved by SAS and UGMS. Everyone has completed this component.	

Our Vision: *Through excellence, we will integrate education, research and social accountability to advance the health of the people and communities we serve.*

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7.3.3 MCC Review Week – Upload of Presentations	Upload of presentations to D2L is ongoing. Presentations are uploaded as soon as they are made available.	
7.4.1 CDCs/disciplines – to look at assessment plans in their units and send to N. Duggan what can be accomplished while students are off.	Units to note anything that can be done virtually by end of June to free up time upon return. Note that deliverables for online Practice Continuum can also be done now, do not need to wait.	
7.5.1 UGME to provide regular updates to students even when nothing has changed.	This is being done when and if possible.	
7.5.2 CDCs to identify hotspots that may need to be addressed between now and end of core.		
7.5.3 Students to provide updated contact info to UGME.	Request for Class of 2021 students to confirm that their contact information (email address and phone number) with ugme@med.mun.ca . This email is being monitored daily.	Action: K. Quinlan to reach out to students in the Class of 2021 reminding them to follow up with confirming contact information even if there are no changes.
5 Presentations		
5.1 NB Update	NB team has met via teleconference. Students seem to be coping well. A few items pointed out for discussion: Interest in where discussions at national level for CaRMS – students are anxious; Students concerned about not being able potentially to do electives at sites they may want to match to - for level playing field regarding interviews for CaRMS interviews; Students want more explicit direction and deliverables from	

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disciplines while situation ongoing regarding what students can be doing at home.

T. Adey noted regarding CaRMS timelines - that CaRMS Committee held 2 emergency meetings last week that included UG Deans, Students etc. Out of meeting held - asking students to tell us what you would like to see surrounding timelines. New draft timeline developed, suggesting CARMS timeline pushed out to allow as many core and s/electives to be done if possible. New proposed timeline going to AFMC board (Deans of Canadian medical schools). Know it's important for students get in as much as possible before application deadline – so many unknowns about return to normal. Subcommittee of UG Deans has put together recommendations about equitable approach across Canada proposing everyone to return on same day. Looking at a 3, 4 or 6 month break and what it might look like when students return. Visiting electives portal is closed and s/electives on hold – this is happening across the country. Students are concerned about electives - goal is no student is to be disadvantaged.

Getting schedule out for what students can complete – still being worked on. Challenge with staff having access to everything they need. Plans to have comprehensive schedule out by early next week with some flexibility built in. Keep all in mind in terms challenges for students and within each discipline, however students will have a clear idea as to what they can complete.

Action: N. Duggan to get that message out.

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	<p>Research curriculum – at this point in the year knowledge translation would normally be the only piece left to do. One thing learners can do, if they have in mind what type of knowledge translation they have in mind they can submit registration form before the end of August.</p> <p>To consider alternates to nationally presenting research with perhaps opportunities to present locally or virtually. Keep this in mind as we need to keep thinking outside the box.</p>	
5.2 PEI Update	Nothing to report as there are currently no students in PEI.	
6 Standing Items		
6.1 Medical Students Report (Class of 2020)	<p>R. Tracey expressed appreciation to A. Anthony in securing special arrangements with the RNC to expedite processing of applications for CRC and VSC checks and noted efforts to ensure MCC Review sessions previously scheduled in person were uploaded and made available to students on D2L.</p> <p>R. Tracey asked when students find out about the date they will graduate. N. Duggan mentioned deliverables to be done and once confirmed will be forwarded from Progress Committee to Promotions Committee with the next meeting scheduled for April 28. Housekeeping details to be looked at but students will receive their MD on</p>	

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	<p>convocation day and for this year it is scheduled for May 28. Degrees will be awarded in absentia. C. Peddle confirmed that May 28 is convocation day across campus and confirmed that day after convocation is when the graduating list is sent to MCC, CPSNL and other stakeholder groups.</p> <p>D. Deacon mentioned a couple of students missed a couple of components of practice continuum. There is a process in handling follow up and S. Iqbal is reviewing.</p> <p>R. Tracey asked when students get list of awards for valedictorian, other awards etc. C. Peddle noted awards are handled by Student Affairs.</p>	
6.2 Medical Students Report (Class of 2021)	<p>Students looking for comprehensive list of things that can be done on own time, including things for post core in Feb and Mar of post core year. Students want confirmation that rubrics won't change for research aspect.</p> <p>As it relates to AHD, is there a way a schedule to be worked out where all students have access with details on when being offered, if cancelled etc. N. Duggan mentioned that APAs don't have full access and A. Anthony working with APAs to get a coordinated schedule as we don't want to see double bookings. A. Anthony will reach out to CDCs and APAs to check in again to coordinate schedule.</p> <p>D. Stokes has been in contact with the Surgery APA and indicated she is going to be providing</p>	<p>Action: N. Duggan to get out list to students.</p> <p>Action: A. Anthony to reach out to CDCs and APAs again regarding coordinating schedule across disciplines.</p>

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something. Noted Psychiatry has provided a lot; FM is using UCU; EM will be/has uploaded online modules. IM will be recording live sessions and posting online. ObsGyne is posting a lot as well.

Katie has mentioned Zoom being used by a lot with students being concerned with security. She wondered if there is a better more secure option? D. Stokes – for educational purposes HSIMS is supporting UCU, teleconferencing, or RPD and if Zoom is being used it is not through HSIMS. It is OK for business meetings. Was anyone aware about Zoom being used for EKG sessions? It's important that the quality is good with EKG. Should using zoom for teaching? Is this an issue? D. Murphy using RPD or UCU, doesn't seem to be any issue. N. Duggan suggested using more secure options and D. Stokes mentioned we shouldn't have any issues, bandwidth and capacity issues might be more the case.

Noted that when using RPD on hospital Wi-Fi it doesn't work – suggested using different Wi-Fi as there are firewall issues with EH. D. Stokes is in contact with health authorities who are working to fix that.

K. Quinlan - If anyone has any additional suggested resources to recommend for disciplines to pass along to students. D. Murphy mentioned several options. As a follow up to the AFMC clerkship meeting – N. Duggan will look to see if any might be applicable to us. Might be better for

Action: K. Quinlan to reach out to N. Duggan about which disciplines are using the non-secure options.

Action: CDCs and APAs to send out advisory on which online platforms to use; HSIMS to confirm suggestions on which ones to use.

Action: D. Stokes to bring back to EH to look at ways to fix that.

Action: N. Duggan to provide list of additional suggested resources (mandatory and ones for self study) to students.

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	students to review and study while waiting to get back to normal.	
6.3 Accreditation Update Information	<p>Tabled to next meeting.</p> <p>Note: Update - UGMS meeting yesterday about the upcoming accreditation. T. Adey reiterated all planned submissions dates to CACMS postponed until further notice. Even with that, people should still complete DCI if able to do so with current time and work set up.</p>	Action: T. Adey will get back to N. Duggan with any updates as they happen.
7 Business Arising		
7.1 Proposal - Alternate Curriculum Class of 2020	Mentioned at last meeting, had to go through approval process. At national meeting today – it was noted we are well situated. For the class of 2020 it happened at right time and we dodged 2 bullets with Snowmageddon and with shutdown March 17 due to COVID-19. Don't feel we need to review the plan, as we are mostly completed plan regarding APC components.	
7.2 Proposal – Alternate Curriculum Class of 2021	Much still up in the air with plan to front load as many academic components while clinical components are on hold. Depending on return date, plan for completion of core – will have to decide on minimum amounts student will have to complete to pass. It is difficult to lay out concrete plan as there are too many unknowns. Some things to discuss for rotations left - Is there a minimum amount of time to consider? Do we look at the 75% rule. T. Adey indicated recommendations coming out next week – guidelines with benefit of national perspective.	



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	<p>Looking at post core start and what it will look like, and national body next week looking at what CaRMS will look like.</p> <p>Does anyone in 2021 have concerns? A lot we can't yet answer. K. Quinlan concerned with away electives and when students will return; additional time with selectives time cut short; there would be a good chance going to school you know nothing about etc. with potentially no exposure to program. There are ways to mitigate with virtual meetings etc. Students concerned with elective time and getting information about residency programs they are applying to. N. Duggan was a challenge earlier re: Snowmageddon.</p>	
8.1 Phase 4 Assessment Plan for the Class of 2022	<p>Motion to approve so they can go on to SAS and UGMS for approval. D. Deacon has received information that may have to be added before they go to SAS next week. Amendments will have to be considered if there is a delay in the start of clerkship for the Class of 2022. Core – Progress testing determined by when we return to normal. Discipline assessments - as far as D. Deacon is aware there are no changes. For the 12 month Comprehensive Review have added reference change to inclusion for EM/ANES rotations. For 12 month review, EPAs –added.</p> <p>N. Duggan - we should ratify the pass score. N. Duggan recommended what was used in the last 3 years and to use 53% as the pass score for the upcoming year.</p>	



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	<p>D. Deacon referenced failed grade and the definition of what is a rural site with need to add definition on NB. T. Lambert discussed what is a rural definition for NB, declared rural outside of 3 circles on map.</p>	<p>Action: L. Russell to reach out to D. Deacon with information on defining a rural site in NB.</p> <p>Action: D. Deacon to look at best way to incorporate this information into the assessment.</p>
	<p>Clinic card comments so don't appear on Final ITAR. If any feedback on NB LIC to send to D. Deacon. T. Lambert doesn't think it's been discussed since becoming Assistant Dean and what there is has been discussed.</p> <p>Course name changes for 8720 and 8750 are still pending approval. No change to assessment method, adding statement for consequences to fail grade. These are the only changes to MED 8720. With MED 8730 – no changes, addition to consequences to fail grade language at the end. With MED 8740 – updated definition to rural site, addition to consequences to fail grade language at the end.</p> <p>With MED 8750 – major changes, name change is pending with possible addition of formative session on ethics and non-medical competencies. The pilot wasn't able to go ahead. If going ahead, formative section – formative assessment would have to be added. S. Iqbal had no further discussion. CHH discussion – options fell apart. Perhaps consider online offering option. Noted</p>	<p>Action: N. Duggan and D. Deacon to bring to SAS.</p> <p>Action: D. Deacon to touch base with A. Haynes and S. Iqbal regarding online modules for Practice Continuum.</p>



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	<p>that 4th year doesn't have non-medical expert offering but Phase 1 to 3 has it. Has to look at best way to do this. N. Duggan suggested developed modules could not be put in course that was already approved – maybe adding practice sessions. If they are formative the sessions can go ahead and no need to pilot. A. Haynes could give opinion. Will still fall into MED 8750 and it will have to be mandatory. S. Iqbal doesn't think it needs an assessment.</p> <p>Proposal for changes noted above were approved by Phase 4. Approval of assessment plans were:</p> <p>Motioned: R. Tracey Seconded: F. Paulin</p>	
9 Next Meeting	May 21, 2020	N. Duggan
10 Adjournment	5:38 pm	N. Duggan