

## Phase 4 Management Team Meeting MINUTES

Thursday, April 21, 2022  
4:00 pm via Zoom

Attendees: A. Anthony, J. Bishop, H. Coombs, T. Doyle, N. Duggan, E. Fradsham, J. Hearn, T. Hierlihy, B. Kerr, T. Lambert, K. Lane, M. Simms, F. Paulin, C. Peddle, C. Smith, D. Stokes, L. Vivian, K. Zipperlen

Invited Guests: J. Allison

Regrets: S. Atkinson, J. Farrell, A. Gammal, A. Haynes, T. Hearn, A. Hunt, D. Lynch, L. Russell, S. Reid, C. Smith,

Topic	Detail	Action Items and person responsible
1 Introduction and Welcome - N. Duggan	A welcome was extended to all attendees.  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 April 21, 2022 - N. Duggan	Confirmed.	Motioned: T. Hierlihy Seconded: F. Paulin
3 Approval of prior minutes		
3.1 March 17, 2022 - N. Duggan	Confirmed.	Motioned: B. Metcalfe Seconded: L. Vivian
4 Review of prior action items		
(6.3 Feb 22) Action: B. Kerr will follow up with A. Anthony to send out information to CDCs.		ACTIONED
(6.3 Feb 22) Action: H. Coombs will provide response for question # 8.5 on participation rates in some courses.		ACTIONED
(7.1 Feb 22) Action: N. Duggan will complete the response report and then present it to SAS.	Will be actioned on or before the next SAS meeting.	In progress. Actioned.



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(6.1 Mar 22) Action: J. Hearn will touch base with J. Thorburn regarding a contingency plan to deal with possible COVID related impacts on Clinical Skills IV.		ACTIONED
(6.2 Mar 22) Action: D. Stokes will track down recording of E/S presentation in Fall 2021.	Will be housed in D2L course shell.	ACTIONED
(6.3 Mar 22) Action: B. Kerr will distribute flagged elements that will be discussed during the Site Visit as soon as it is received.		ACTIONED
(6.5 Mar 22) Action: J. Allison to forward link and information to be distributed to APAs/CDCs.		ACTIONED
(7.2 Mar 22) Action: A. Anthony to send out e vote requesting the P4M team confirm year 4 timelines for the class of 2023.		ACTIONED
(7.3 Mar 22) Action: K. Zipperlen will forward to SAS and from there it will be directed to UGMS.	Review of current summative assessment procedures for Phase 4. Discussion at SAS of recommendations from EPA Working Group which were forwarded to UGMS. Will come back to P4M to review and ultimately back to UGMS for approval and updated on the website.	ACTIONED
(7.4 Mar 22) Action: K. Zipperlen to reach out to COS regarding removal of learning objectives for Selectives/P2P		ACTIONED
(8.1 Mar 22 ) Action: L. Vivian with follow up with C. Patey regarding development of a policy/process to ensure ITARs are completed on time.	L. Vivian will follow up with C. Patey	Tabled to next meeting.

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5.1 NB Update – T. Lambert	<p>Electives process is going well so far in matching students to requests.</p> <p>Moncton LIC Admin position remains vacant, hoping to have that filled soon. Working with sites, pending changes which will streamline the LIC scheduling and placement of elective students.</p> <p>On April 26, MUN students will have the opportunity to meet with the NB Minister of Health along with NB team staff. Session will be taped for viewing later.</p> <p>Was speaking with Dr. Holloway about trying to changing approach to handling isolation, COVID related concerns and exposures so that they are not missing so much time, particularly where they may not be symptomatic. Perhaps work isolation can be considered. Will be reviewing with VP Medical. Hoping to have an update soon.</p>	
5.2 PEI Update – K. Lane	<p>First round of Community Visits students have finished with some situations where sites had to back out on short notice due to COVID related issues however the PEI team was able to adjust. Ready to take on 2<sup>nd</sup> group.</p> <p>As an FYI - PEI is currently experiencing physician shortages so there may be delays/challenges with securing some placements moving forward.</p> <p>Moving forward to year 3 scheduling and with E/S for year 4.</p>	



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	Health PEI is working on putting a new wing at QEH, students may be impacted with noise disruptions. PEI is working on a secondary space to study/dictate.	
6 Standing Items		
6.1 Medical Students Report (Class of 2022) – J. Hearn	<p>There are no major concerns from the class of 2022. All transitioning out of CaRMS which went well and getting ready to move on to next step.</p> <p>The class of 2022 was able to partially complete BLS and ACLS during Clinical Skills IV which was the primary concerns.</p>	
6.2 Medical Students Report (Class of 2023) – E. Fradsham	<p>Some in the class are wondering about timeline on hearing back on NB electives. Trying to gauge when students can expect to hear back.</p> <p>T. Lambert – some delays may be due to pending residency schedules, which will further help to determine capacity. Also waiting on the 2<sup>nd</sup> iteration CaRMS Match on May 12.</p> <p>Asked if NunaFam elective may be an option. A number of classmates have expressed interest after attending a presentation by a MUN resident.</p> <p>Confirmed that year 4 learners will get Match Day off.</p> <p>Wellness Half Days to be organized outside of this meeting. Will follow up with J. Farrell/J. Purcell in LWS.</p> <p>Asked about class of 2023 year 4 schedule and how much time will exist before/after CaRMS. Also asked that once the year 4 schedule is in place/know CaRMS schedule and wondering the placement of electives/selectives. Suggested that once the year 4 timelines are confirmed that a “laid out” schedule could be made available in the student handbook on</p>	<p>Action: A. Anthony to follow up on NunaFam E/S option to determine if can be offered to the class of 2023.</p> <p>Action: N. Duggan and A. Anthony to provide blackout periods/dates for year 4 courses to C. Peddle who will arrange for upload to the Phase 4 Assessment Plan in the Student Handbook.</p> <p>Action: K. Zipperlen to provide assessment dates for Phase 4.</p>

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	the Phase 4 Assessment Plan with a hyperlink to a template.	
6.3 Accreditation Update Information - B. Kerr	<p>Thought all went well, proud of how sessions went. Appreciated the learner representation at the management level at those meetings. Hard to read site visit team, questions asked that didn't really suit the group sometimes. Believe we have put to bed some concerns brought up in the MSS and Mock Accreditation.</p> <p>May 11 follow up site visit will be held virtually via Webex. The Accreditation Team is way behind the schedule in releasing information to us regarding the upcoming follow up site visit. No concrete schedule is available yet.</p>	
6.4 LIC Update - G. Duguay	No report available.	
6.5 EPA 14 Working Group - J. Allison	<p>Survey was distributed, just now receiving data in from the APAs from the surveys. No data received yet from the CDCs. There are a few surprising results. Will come back at next meeting with analysis of data and the plan to move forward with EPA 14.</p> <p>Working hard to develop new tools for faculty development with help from HSIMS. Hoping to get at least one of the two grants that was applied for to help with that.</p>	
7 Business Arising		
7.1 MED 8720, MED 8730, MED 8740 (Class of 2022) – N. Duggan, L. Vivian, C. Patey	J. Hearn spoke about CS4 in his segment. Due to the impacts from COVID related issues, a decision had to be made to cancel the OSCE and Mandatory Procedures.	

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	<p>Dr. Thorburn has resigned as the course chair for MED 8720.</p> <p>L. Vivian – still trying to get the last few (11) remaining E/S ITAR completed and submitted. Will reach out, specifically to the IM chair and try to get that clued up in the next week or two. Plans to write a proposal hopefully for next meeting to move things forward but would like to meet with C. Patey first.</p>	
<p>7.2 Professionalism Moments - Culture of Excellence Project Team “Do you think adding the Professionalism Moments to the Phase Management agenda would be a useful exercise?” – H. Coombs</p>	<p>H. Coombs screen shared document – Professionalism Moment from March which highlighted the new Mistreatment Policy.</p> <p>The “Moments” come out once a month. D. Stokes suggested that it might make for a great meeting “opener” to be viewed like a PSA so that it doesn’t take any time away from the meeting. N. Duggan suggested that we try it out in the interest of promoting a culture of excellence. All in attendance were in agreement.</p>	
<p>8 Next Meeting</p>	<p>May 19, 2022</p>	
<p>9 Adjournment</p>	<p>5:12 pm</p>	