

Phase 4 Management Team Meeting MINUTES

Thursday, December 17, 2020
4:00 pm via Zoom

Attendees: A. Anthony, S. Atkinson, J. Bishop, H. Coombs, N. Duggan, G. Duguay, E. Fowler, A. Gammal, J. Hearn, A. Hunt, K. Keoughan, T. Lambert, R. Lathangue, C. Murray, C. Patey, J. Patterson, F. Paulin, K. Quinlan, S. Reid, L. Russell, E. Smith, D. Stokes, K. Zipperlen

Invited guests: J. Allison

Regrets: T. Adey, B. Kerr, C. Peddle

Topic	Details	Action Items and person responsible
1 Introduction and Welcome - N. Duggan	Welcome extended to all attendees. Dr. Andrew Hunt, Assistant Dean, Distributed Medical Education was introduced. He will be attending the P4M meetings on a go forward basis. Dr. Jill Allison is attending this P4M meeting as an invited guest and will be presenting agenda item 8.1.	
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: J. Patterson Seconded: S. Atkinson
3 Approval of prior minutes		
November 19, 2020 (regular meeting)	Approved by consensus.	Motioned: J. Patterson Seconded: S. Reid
November 25, 2020 (special meeting)	Approved by consensus.	Motioned: F. Paulin Seconded: S. Reid
4 Review of prior action items		
All items from the November 19 and 25, 2020 meetings have been actioned and/or are in progress with the exception of the following:		
Action: N. Duggan to touch base with course leads for MED 8720, 8730, 8740, 8750 regarding feedback from course assessment reports and a review of the leadership in medicine module.	To be reviewed at next meeting.	

Phase 4 Management Team Meeting MINUTES

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Action: N. Duggan to send out email looking for volunteers for clerkship award, and will forward responses.	To be reviewed at next meeting	
Action: N. Duggan to reach out to C. Murray and C. Patey regarding strategy to address the number of incomplete ITARs for the class of 2021.	To be reviewed at next meeting.	
Action: Discussion on option of virtual PoCUS elective.	Open up option of virtual course offering. Follow through on the aspects needed to see learners through to certification. Still looking into virtual PoCUS option that is happening in ON. The EM interest group is looking at submitting a proposal. N. Duggan wondering if it could be introduced in short order to deal with self-isolation. E. Smith - The way accreditation is established, it requires one on one proctoring at bedside (hard to do virtually). The ability to build some of the skills in the UG program would be beneficial.	Action: N. Duggan to move discussion on option of virtual PoCUS "up the line".
5 Presentations		
5.1 NB Update – T. Lambert	<p>NB is gathering a MUN/NB committee to organize a focus on clinical side of contributions to MUN. Committee will focus on core and s/electives.</p> <p>LIC Fredericton is well on the way to begin in August. Timelines in NB given to have admin support and faculty development in place.</p> <p>NB is developing another MOU and early in new year will be discussing UGME and PGME MOU.</p> <p>COVID in NB is stable. T. Lambert - spoken to all groups, concerns have been discussed.</p>	
5.2 PEI Update – K. Keoughan	All running smoothly. Additional learners are work isolating and settled away. COVID restrictions will be in place in January, students will have to look at testing re: travel,	



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	<p>COVID and the Atlantic bubble bursting. The PEI situation was potentially disastrous for learners. N. Duggan formally recognized work that K. Keoughan and J. Chan did to turn things around fast.</p> <p>T. Lambert – Asked if any new plans officially announced for PEI and MUN collaborative medical school. MUN is aware but nothing formally announced.</p>	
6 Standing Items		
6.1 Medical Students Report (Class of 2021) – K. Quinlan	<p>There are delayed responses to January s/elective requests and there are a number of them not confirmed yet. Specifically discussed struggle for learners trying to secure RFM placements with delayed responses and missed communications. K. Quinlan requested we look at ways to speed up and streamline process. Discussion was held on the issue on whether an application could be accommodated. N. Duggan – The limiting factor should be whether the preceptor can accommodate not whether housing is available.</p>	<p>Action: C. Murray to email to J. Bishop, A. Hunt and N. Duggan surrounding delayed responses to RFM requests.</p> <p>Action: C. Patey to ask A. Hunt to confirm the general availability and ability to accommodate UG requests.</p>
6.2 Medical Students Report (Class of 2022) – J. Hearn	<p>J. Hearn put a call out for his usual concerns. No responses or feedback came back.</p> <p>2nd NBME test – No one reached out to J. Hearn with technical issues. Learners pleased with how holiday accommodations were reviewed and considered and pleased with the individualized approach.</p> <p>J. Hearn – Polled his class, and learners indicated that future QI sessions would not be useful. Certain pieces of info were conflicting re: AFMC - specialties/subspecialties. This concern was mentioned during the s/electives class presentation on December 1, 2020</p>	

Phase 4 Management Team Meeting MINUTES

Thursday, December 17, 2020
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6.3 Accreditation Update Information - B. Kerr	Shared presentation slides from presentation a few weeks ago. Reiterated accreditation dates - April 3 to 6 2022. No schedule yet of who will be questioned etc during the visit. Asked all to try to avoid any time table clashes during these days. Discussed the revisions to the accreditation timeline. Mock visit this time next year with CACMS accreditation review team. Discussed broad aspects of communication plan. Mentioned policies and procedures would be of particular concern.	
6.4 LIC Update	Nothing new to report. References to LIC Fredericton mentioned in the NB update above. J. Patterson – Noting new to report from Goose Bay.	
7 Business Arising		
7.1 Look at the year ahead for the class of 2021 – N. Duggan		
7.1.1 Learner option to complete s/elective post CaRMS and CS4 – N. Duggan	<p>N. Duggan - If student in situation due to self-isolation, this option will be looked at on individual basis. Would be exceptional situation. It would have to be approved at P4M and then UGMS.</p> <p>Motion: To move that if a student finds themselves in this situation, it will be considered if it impacts promotion to graduation. Approved by consensus. None opposed and no abstentions.</p>	<p>Motioned: N. Duggan Seconded: K. Quinlan</p>
7.2 Look at the year ahead for the Class of 2022 – N. Duggan	<p>We are working on assumption that E/S will be the same. Waiting to see from AFMC to see about travel plans.</p> <p>J. Hearn - Where in timelines do medical students fall with getting vaccine? N. Duggan – Don't know answer but will reach out to the COVID task force as it can potentially limit on floor activity. T. Lambert - No timelines for students yet (residents would be a priority) but it has been brought to EH. NB is in similar situation and waiting on a response from Horizon Health.</p>	<p>Action: N. Duggan to reach out to the COVID task force regarding timelines of where medical students fall in the priority list and when they can expect to receive COVID vaccine.</p>



Phase 4 Management Team Meeting MINUTES

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	E. Fowler indicated that a support person for laboring patient can get a travel/self-isolation exemption for a support person. Students would be kept out of the situation described. N. Duggan to review guidelines. F. Paulin reiterated that individuals are treated as having COVID if they fail the screening questions and assessment.	Action: N. Duggan to review guidelines for persons wanting COVID travel exemption to act as support for laboring patient.
7.3 Review of TOR – J. Purcell to represent G. Radu and LWS	J. Purcell to represent the Office of Learner Well-Being and Success. The TOR indicates that a designate can sit on the P4M committee and attend meetings.	
7.4 Clinical Skills IV – Request to swap dates with the MCCQE Part 1 Review Week	<p>Follow up on action Class of 2021 were ok with switching to Apr 5 to 9, 2021. Felt the course should remain virtual.</p> <p>Motion: Move week two of CS4 to Apr 5 to 9, 2021 Motion: Have it go completely virtual. Motion was passed. No opposition and no abstentions.</p> <p>K. Zipperlen indicating the course assessment plan will have to be updated.</p>	<p>Motioned: N. Duggan Seconded: K. Quinlan</p>
8 New Business		N. Duggan
8.1 EPA, Social Determinants of Health	<p>No curriculum evident currently in P4. Try to remedy on clinical front by adding an EPA where students would have to constantly pay attention. See supporting docs. Dr. Wilson would like it discussed by UCL for CHH. Discussion with students, who thought it was a really good idea. Set up of proposal (see supporting doc) with assessment in simulation and in OSCEs. Students thought it would be good for faculty development and would allow faculty to be more aware of the issues. E. Smith – Hits home for indigenization strategy and for social determinants across the board. E. Smith thought work was being done to be incorporated into one of the current EPAs. N. Duggan - Our current 13 EPAs shouldn't hold us back from possibly moving forward with this. J. Allison asked that emails and comments be sent along to her.</p>	<p>Action: All P4M committee members to review and forward feedback to J. Allison.</p> <p>Action: J. Allison to forward any specific changes or updates to the proposal coming from CHH</p> <p>Action: J. Allison to follow up with N. Duggan on how we can move forward with this initiative.</p>

***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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8.2 Proposal for Change to Rotation Evaluation Form - EM	E. Smith was not available at the time this came up in the last EM meeting. N. Duggan reviewed supporting document, suggested changing assessment form to address concerns. N. Duggan - Motion to accept changes to EM evaluation form presented by E. Smith that reflects amendments to the course. Motion passed with no oppositions or abstentions.	Motioned: J. Patterson Seconded: T. Hierlihy
9 Next Meeting	January 21, 2021	N. Duggan
10 Adjournment	5:45 pm	