



Phase 4 Management Team Meeting MINUTES

Thursday, February 17, 2022
4:00 pm via Zoom

Attendees: A. Anthony, S. Atkinson, J. Bishop, H. Coombs, T. Doyle, N. Duggan, G. Duguay, J. Farrell, E. Fowler, E. Fradsham, A. Gammal, J. Hearn, T. Hierlihy, A. Hunt, B. Kerr, T. Lambert, B. Metcalfe, K. Lane, C. Patey, F. Paulin, C. Peddle, L. Russell, M. Simms, D. Stokes, L. Vivian, K. Zipperlen

Invited Guests:

Regrets: A. Haynes, D. Lynch, S. Reid

Topic	Detail	Action Items and person responsible
1 Introduction and Welcome - N. Duggan	A welcome was extended to all attendees. Introduction of Dr. Vivian, course chair for MED 8730 and Dr. Hearn as the new Associate Dean for UGME. 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 February 17, 2022 – N. Duggan	Confirmed. With no objections.	
3 Approval of prior minutes		
3.1 January 20, 2022 - N. Duggan	Confirmed	Motioned: E. Fradsham Seconded: E. Fowler/S. Atkinson
4 Review of prior action items		
(Nov 18/2021) Action: J. Allison will send out information in a communication blitz in the next month or so.	N. Duggan to touch base with J. Allison.	Tabled to next meeting.
(5.1 Jan 22) - Action: J. Farrell with follow up with A. Jensen re: updated mask fit testing requirements.	Spoke to Anders, was sent out.	Actioned.

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(6.3 Jan 22) - Action: D. Stokes will have another look at data to see what is reflected for each discipline and forward to B. Kerr	Sent either during/following the last P4M meeting.	Actioned.
(6.5 Jan 22) - Action: J. Allison/EPA 14 Working Group will send out a message through the CDCs when information is available on the OPED site.	N. Duggan to touch base with J. Allison.	Tabled to next meeting.
(6.5 Jan 22) - Action: CDCs - to remind preceptors about EPA 14.	CDCs to remind APAs.	Actioned.
(6.5 Jan 22) - Action: J. Allison/EPA Working Group – Send out a message to CDCs and APAs once professional development modules are available on the OPED website and the survey instrument is designed and ready for distribution.	N. Duggan to touch base with J. Allison. The development modules may not be out yet.	Tabled to next meeting.
(7.2 Jan 22) - Action: N. Duggan to provide feedback on how tackling the list of improvements might work.		In progress.
(7.2 Jan 22) - Action: N. Duggan to send email to CDCs requesting feedback on which recommendations could be operationalized and will forward to SAS next week.	Related to EPA Working Group - on hold. Have feedback discussed in meeting but heard back from others. Will try to send email to CDCs ahead of the next SAS meeting.	In progress.
(7.2 Jan 22) - Action: CDCs to provide feedback to N. Duggan on which of the improvements		In progress.

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could be implemented and how they might work.		
(7.4 Jan 22) - Action: J. Farrell will meet with students and report back to N. Duggan.	Regarding Wellness Half Day. Several email conversations back and forth. J. Farrell will speak to students tomorrow afternoon regarding mistreatment, how to report them and what resources are available. Would like to plan the next one and ask for feedback from the class of 2022 and 2023 and to let P4M and UGME dates that they would like to have the next Wellness Half Day.	Action: Class of 2022 and 2023 to let P4M and UGME of the next date for the next Wellness Half Day.
5 Presentations		
5.1 NB Update – T. Lambert	<p>LIC formative feedback form presented at last meeting has been approved. Will move forward with the use of that form.</p> <p>Meeting with current core students for Electives/Selectives process starting in the first week of March. L. Russell will open up the virtual meeting to students in class of 2023 who are in NL streams.</p> <p>Currently no LIC support in Moncton. Interviews are scheduled for that position, hoping to have that position filled soon.</p> <p>Meeting being planned for our students for late March for engagement with the NB government. All cohorts from other universities in NB will be involved.</p>	Action: L. Russell to send information to A. Anthony to distribute to students in the class of 2023.
5.2 PEI Update – K. Lane	No report presented.	Tabled to next meeting.
6 Standing Items		
6.1 Medical Students Report (Class of 2022) – J. Hearn	Still frustration about the OSCE situation. A. Anthony spoke to J. Hearn about independent practice time in the CLSC on March 21 and referenced the email sent to students to book time through A. Anthony. J. Hearn asked about what students should be referring to in preparing for the OSCE. N. Duggan indicated that the format would be similar to previous years and we will offering 8 stations and each station would be	Action: A. Anthony to follow up with the CLSC/Paula re: access to the independent practice room ahead of the mandatory procedures.

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	<p>offering either a Hx or Px exam and cases are based on the core disciplines.</p> <p>A. Anthony informed J. Hearn that while broad CS4 information had been released through a previous email to the class, enhanced information is expected to be released about 2 weeks in advance as there are still some aspects of the course to be confirmed.</p> <p>J. Hearn asked about independent practice ahead of the Mandatory Procedures and A. Anthony indicate that contact with the CLSC had already been made on that matter and information would be conveyed as soon as it was available.</p> <p>N. Duggan/J. Thorburn/A. Anthony – the original OSCE date of March 21 was not our first choice but was the only option provided to us by the CLSC. A change of dates for the OSCE to March 26 was as a result of the MedSoc meeting with the Dean who authorized the change. The decision to hold the OSCE was out of the hands of P4M due to budgetary restrictions.</p>	
6.2 Medical Students Report (Class of 2023) – E. Fradsham	<p>Asked about access to the new platform for the receipt and processing of applications for electives and selectives. Asked about the timing of windows to submit applications so that timing would be fair to all students. A. Anthony indicated that it would be reasonable to expect the same process from prior years would be used where applications were submitted on a Sunday evening at 6 pm when most/all students would be off duty. C. Peddle provided some broad information on the new Portal and indicated that the new platform will be available not later than May. C. Peddle mentioned that students may choose to avail of the 2 hours of personal time they are entitled to in which to submit the Elective/Selective applications.</p>	
6.3 Accreditation Update Information	<p>Screen shared the following Accreditation documents:</p> <ul style="list-style-type: none">• When is Accreditation?	<p>Action: CDCs ask discipline how residents</p>

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- B. Kerr	<ul style="list-style-type: none"> • Why is there a Second Visit? • Mock Accreditation Feedback • What Elements to be Reviewed • Commonly Cited Elements • Previously Cited Elements • What are the Goals of Accreditation? <p>For today's meeting, B. Kerr wanted to review some questions that S. Andrew had from the Mock Accreditation that she flagged or questions that T. Hearn and asked about how they would be addressed if they came up in the site visit or the follow up visit.</p> <p>Screen shared spreadsheet of questions pulled from the Mock Accreditation. Questions on the spreadsheet were posed to the P4M and responses were recorded for reference.</p> <p>B. Kerr will post the completed spreadsheet in the D2L/Brightspace course shell for the Accreditation.</p>	<p>learn material and inform leadership. (see screen shared doc BK)</p> <p>Action: B. Kerr to reach out to A. Anthony regarding available slots in CS4 schedule in which to offer a mock accreditation review (Actioned by A. Anthony)</p> <p>Action: H. Coombs will provide response for question # 8.5 on participation rates in some courses.</p>
6.4 LIC Update - G. Duguay		Tabled to next meeting.
6.5 EPA 14 Working Group - J. Allison		Tabled to next meeting.
7 Business Arising		
7.1 Med 8710 Core Experiences Class of 2022 Assessment Report (reference to supporting document) - K. Zipperlen	<p>Screen shared and discussed the following document – Course Assessment Report for MED 8710 Core Experiences for the class of 2022. Nothing of concern for this course.</p> <p>H. Coombs is advocating to have the question about midpoint feedback removed from the evaluation surveys because the results can be misleading since some surveys (site specific) are completed before the midpoint of a rotation.</p>	Action: N. Duggan will complete the response report and then present it to SAS.
7.2 Review of Current Summative Assessment Procedures for Phase 4		Tabled to next meeting.



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(reference to supporting document) – K. Zipperlen		
8 New Business		
8.1 Motion to handle overdue Electives/Selectives - L. Vivian, C. Patey		Tabled to next meeting.
9 Next Meeting	March 17, 2022	
10 Adjournment	6:04 pm	