

Phase 4 Management Team Meeting MINUTES

Thursday, June 18, 2020

4:00 p.m.

via WebEx

Attendees: T. Adey, A. Anthony, J. Bishop, H. Coombs, D. Deacon, T. Doyle, G. Duguay, J. Hearn, T. Hierlihy, S. Iqbal, K. Keoughan, B. Kerr, T. Lambert, C. Murray, D. Murphy, F. Paulin, G. Radu, L. Russell, K. Quinlan, E. Smith, D. Stokes, K. Zipperlen

Regrets: A. Haynes, C. Patey, J. Patterson, C. Peddle

Topic	Details	Action Items and person responsible
1 Introduction and Welcome - N. Duggan	Jason Hearn, the student rep from the class of 2022 was introduced and welcomed to the meeting.	
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 following the addition of item on Looking at the year ahead for the Class of 2021 in section 7 – Business Arising.	
3 Approval of prior minutes		
May 21, 2020 – N. Duggan	Tabled to the next meeting.	
4 Review of prior action items		
May 21, 2020 – N. Duggan		
(5.2) N. Duggan/K. Keoughan to discuss and coordinate plan re: PEI students, fitting into schedule.	Since last meeting our PEI staff and faculty, along with T. Doyle arranged for the PEI students to complete their Pediatrics rotations along with the General Surgery and Rural Family Medicine rotations in PEI. This was arranged due to travel restrictions regarding COVID – 19 and the logistics with securing arrangements for the students. In PEI currently, the students have to “work” isolate.	Actioned.
(6.2) D. Stokes - Issues with Eastern Health firewall.	There were still lingering issues but they have been discussed and worked around.	Actioned.



Phase 4 Management Team Meeting MINUTES

Thursday, June 18, 2020

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<p>(7.1.1) T. Adey to reach out to the task force re: sending students to rural sites, Class of 2021 and return date of July 6 and what this will look like re: PPE. Communication to be distributed to all areas/RHAs.</p>	<p>Regarding students return to class and service, T. Adey and N. Duggan met with L. Alteen. He asked that they meet with the clinical chiefs, which they did. He requested one pager about what students can and can't do. This was put together for everyone the students are involved with once they get back to their clinical rotations. It was based on the DMNB template. It was brought to the task force and they approved what was on the template. One question came back from the clinical chiefs. When students going to private clinics, who will supply PPE? It was confirmed that Eastern Health will supply PPE. T. Lambert – Concerns expressed if students should be involved with aerosolizing generating procedures. Needs more clarity around this issue. F. Paulin provided wording suggestion for message to T. Adey – Students can attend if the N95 mask is not required for the aerosol procedure, potential is there for safety concerns. T. Adey – The current document is in draft form and will ensure copy of final document is forwarded to students (requested by K. Quinlan) so that they are aware of what they can and cannot do when they resume their clinical rotations. T. Adey – There needs to be clear direction and it will be extremely difficult to break it down to every possible situation and procedure for students. This will make it very difficult to manage. The reference to “aerosolizing generating procedure” should be taken out as reference in the document. There were two reasons behind the concerns, one was related to safety concerns, the other was due to the supply issue. T. Adey – The plan is to distribute the N95/COVID document to everyone in the RHAs. N. Duggan – Requested to confirm wording going out on draft document. Students will need to take the usual precautions. All confirmed that they were OK with wording of message going out on draft document to task force. T. Adey to G. Duguay</p>	<p>Action: T. Adey will update wording on document and will bring to task force on Monday.</p> <p>Action: T. Adey to ensure copy of final document made available to students.</p>
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Phase 4 Management Team Meeting MINUTES

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	and T. Lambert – Will you try to get language changed in NB as well? What is happening right now for students in NB? The way it's worded is a safe and effective way to go. T. Lambert will follow up with DMNB affiliates. Any differences between what DMNB and MUN are doing might be cause for some concerns. What we put out as our guidelines will be what our faculty will follow.	
(7.1.1) N. Duggan to send out amended rotations to CDCs after review and revisions have been made. K. Quinlan can share this once the revisions have been made and have been sent back out.	This was approved by SAS and UGMS.	Action: K. Quinlan to share document of amended rotations.
(8.1) B. Kerr to bring the Lab Medicine proposal to attention of UGMS. It will then come back to P4M.	<p>Tabled to next meeting.</p> <p>This is still be looked into.</p>	
5 Presentations		
5.1 NB Update – T. Lambert	Students have been back a 1.5 weeks from the NBME. Students met with core clerkship coordinators. It has been a smooth transition for students. Students reported to NBME that they weren't concerned with learning experience re: virtual care. This bodes well for our students when they come back in NB. Committee struck in NB, putting together for plan for class of 2021 to do electives from the 3 schools that train in NB. The plan will be presented to leadership from Horizon, NBME and T. Lambert. Announcement coming tomorrow about border bubble changes coming that may ease restrictions. L. Russell – Clerks coming in to NB have to self isolate and it is the residents who have to "work isolate".	

Phase 4 Management Team Meeting MINUTES

Thursday, June 18, 2020

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	G. Duguay – Some minor scheduling challenges but they are being worked through. If they have any rotation scheduling challenges, a simulation exercise will be put together. LIC students have been wondering how their experience will change with the shortened time frames. Any expected changes – will round off exposure equally across each discipline. Any possible loss can be made up during the 7 weeks of academic time from August 17 to October 2.	
5.2 PEI Update – K. Keoughan	K. Keoughan – with clerkship resuming, they have finalized preceptors and communicated with learners. With COVID concerns, pre approval for travel, students have been told they will have to “work isolate” for 14 days. Students will be told again when arriving in PEI. Students are going to PEI for Peds, RFM, and Surgery rotations.	
6 Standing Items		
6.1 Medical Students Report (Class of 2021) – K. Quinlan	Some questions later when talking later on s/electives. Progress test notification email gone out for date on July 3. Everyone figuring out placements when they go back. Do we know when everything will be confirmed for students regarding sites/which part of the rotations they are going back to? When will confirmed schedule be released for 4 th year? N. Duggan – Proposed template for post core was approved by UGMS re: when s/electives can start. Will defer most questions to C. Murray and C. Patey regarding s/electives. Flexibility was requested regarding when students take vacation time in 4 th year. Last progress test date for the Class of 2021 will be either October 1 or 2. D. Deacon - To update the assessment plan.	Action: D. Deacon to update assessment plan to reflect dates for last progress test.

Phase 4 Management Team Meeting MINUTES

Thursday, June 18, 2020

4:00 p.m.

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6.2 Medical Students Report (Class of 2022) – J. Hearn	Questions about the first 7 weeks about AHD training from August 17 to October 2. N. Duggan – It does have to be hammered out. Can ask questions now? Wants to know what the proposal will look like. Questions about progress testing and what that will look like. N. Duggan discussed what the formative and summative exams will look like regarding proctoring and invigilation. Will hold questions for later in the meeting.	
6.3 Accreditation Update Information - B. Kerr	Good news to share. Referenced meeting with CACMS about ability to postpone accreditation. MUN asking to postpone for one year. Wanting one year of steady data. CACMS said yes to the delay request. It will happen now in April of 2022, exact date TBD. With the delay, we now have the time to gather the steady data.	
7 Business Arising		
7.1 Look at the year ahead for the class of 2021 – N. Duggan	<p>Re-Orientation sessions have been uploaded and made available to the students. N. Duggan is working on session on providing virtual care that will be uploaded. Will ask the CDCs to review to ensure all clinical settings have been addressed.</p> <p>T. Hierlihy – Needing to figure out what to do with clinics and out patients. Hoping for improvements with change in restrictions. Trying to connect with residency program re: involving virtual assessments. Addressed issue with Psychiatry at one site. A 2 week rotation would make it difficult to get the best experience. Due to restrictions, decision was left to one site to address COVID concerns.</p> <p>F. Paulin – Scheduling in IM is pretty straight forward. Students will be doing one block of either MTU or CTU and</p>	<p>Action: N. Duggan to reach out to CDCs to review the virtual care session being developed to ensure all clinical settings have been addressed.</p> <p>Action: T. Doyle to ensure that the schedule for the 2 weeks block is sent out to students.</p>



Phase 4 Management Team Meeting MINUTES

Thursday, June 18, 2020

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	<p>then 2 weeks of a subspecialty. Volume might be slightly different, not back to pre COVID levels.</p> <p>C. Smith – Volume and exposure will be appropriate and may actually be better. There may be concerns with number of learners, tried to give learners choice of sites where possible. Going smoothly so far.</p> <p>T. Doyle – Challenges with organizing rotations. Concerns with switching mid-week, with different levels of learners changing up. Switched up the normal layout of the Peds weeks. Patient volume is down significantly. Looking at other options to complement learner experiences. Confirmation that GFW is able to accommodate some students. Still working on final details, but all coming together. Reaching out to the CB site to see if they can accommodate before we consider placing students there. K. Quinlan - When will schedule be available? The 2-week block coming back is settled but still working on other blocks.</p> <p>J. Bishop – RFM contacted students going back on July 6. Other rotations have been half confirmed. Many preceptors have backed out. May be another week or so before emails of confirmations going out to students. N. Duggan – Is the issue of preceptors backing out due to lack of PPE? What is the issue? The issues have been due to a lack of availability, other commitments. J. Bishop - RMEN has had housing issues, i.e. PAB. Appears they may have been down to half the housing, issues with learners occupying housing along with residents. N. Duggan will update Sandi Badcock from RMEN.</p>	<p>Action: N. Duggan to reach out to and update S. Badcock from RMEN.</p> <p>Action: C. Smith to follow up with A. Gammal.</p>
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Phase 4 Management Team Meeting MINUTES

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	<p>C. Smith – Scheduling clerks seem to be fine, will follow up with Dr. Gammel about any scheduling issues. An initial issue with one clerk going to NB was resolved. He hasn't heard that there are any other issues. N. Duggan - Is everyone alright with the Thursday chosen for the last progress test date, Oct 1 or 2? T. Hierlihy – The benefit of the last Psych exam is to get all the EPAs. T. Hierlihy is not seeing any benefit to having the exam for that one group. It's a mini CEX exam. N. Duggan - What needs to be done to reconcile that? D. Deacon - The main concern from accreditation perspective from the educational experience is that it is equivalent across disciplines. N. Duggan - Thinks there are exceptional circumstances. Why it happened would need to be recorded. T. Hierlihy is OK with this. No one objected.</p>	
7.2 Look at the year ahead for the Class of 2022 – N. Duggan	<p>N. Duggan – Sent a summary of what to consider for the class of 2022 core to J. Hearn and requested feedback. Similar email sent to CDCs. It's a modified core template – one pager for CDCs to think about, discussed the options for the 7 weeks of AHD/Academic time that starts on August 17. Exceptions to EM and ANES. First progress test should be within the first 7 weeks. Need to figure out how to break up that first 7 weeks. Students will start back on October 5, end date will be July 30. This will mean 43 weeks minus 2 weeks for Christmas, now down to 41 weeks. Vacation time needs to be considered. Should we build in flex time to account for restrictions, COVID related matters or issues with self isolation. J. Hearn – To provide student side of what was proposed. Sent out template to see what optimal situation is. People wanted faculty who had the experience and expertise to make the decision. K. Zipperlen – Students may want time during the 7 weeks to spend some time on research. K. Quinlan – Biggest concern with the class of 2021 was with preserving the IM rotation as much as possible. Perhaps</p>	<p>Action: J. Hearn to reach out to see how many in his class want a break during the 7 week academic period.</p> <p>Action: Working group to work on a summary of the 7 week academic period.</p> <p>Action: N. Duggan to send out a summary of the 7 week academic – what it will look like.</p> <p>Action: CDCs to submit their AHDs to the working group.</p>

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



Phase 4 Management Team Meeting MINUTES

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	<p>sessions that are discussion based to be prioritized and scheduled during the 7 week academic period, and the sessions that are lecture based perhaps can be recorded. Each discipline is different. N. Duggan to CDCs – How feasible is this? F. Paulin – The student is bombarded with a lot of information, a lot to fit into 7 weeks for IM, not including the other rotations. Unsure about how much trimming can occur as not familiar with the exact content of each of the AHDs. Obs and Surg are primarily discussion based. C. Smith – Issue is rotation and unit specific concerns, some teaching will have to occur in the first 7 weeks. N. Duggan – Will send out a summary, has been taking notes. Any interest in working group to put things together? T. Doyle, T. Hierlihy and D. Murphy expressed interest. It should not result in impacts on the post core year. Any option to consider teaching at the end of the rotations? CDCs to think about length of rotation and what will be feasible for next year. C. Smith suggested that some teaching happen in the 7 weeks. It seems like there are teaching specific, rotation specific concerns to consider when deciding on the AHDs that will happen during the 7 week academic period from August 17 to October 2.</p>	
7.3 Evaluation Reports – H. Coombs	<p>Evaluation reports for Phase 4 were reviewed. For 8710, the 9- and 12-month reports will not be done this year because the rotations were cancelled. Therefore, the 8710 report was based on the 6-month evaluation data only, which captured student rotation experiences prior to COVID-19. Students did note issues with some rotations related to Snowmageddon. Otherwise, the evaluation results for 8710 were comparable with previous years.</p> <p>For 8720, the overall mean was 3.4, consistent with last year. This course was directly impacted by COVID-19 where</p>	<p>Action: H. Coombs will send the survey to the class of 2021.</p>



Phase 4 Management Team Meeting MINUTES

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curriculum delivery shifted to an online format, faculty were required to adjust quickly, and OSCEs were cancelled. The evaluation results for this course need to be understood within that context.

For Electives and Selectives (8730/8740), the evaluation results were comparable with previous years. Generally speaking, students enjoyed Electives and Selectives. For both courses, there were some rotations that students noted they would not recommend, most being rotations at other schools across Canada. A. Goodridge and H. Coombs will look into those rotations in further detail and compare with previous years to identify potential rotations that are consistently not recommended.

For 8750, the overall mean was 3.3, slightly higher than last year (3.1). Feedback by students indicated concerns with the Leadership in Medicine modules, specifically they are out of place in this Phase.

To capture Phase 4 feedback related to online learning during COVID-19, H. Coombs created a survey for Phase 4 students. The survey includes the same questions as the new section on curriculum delivery during COVID-19 which was added to the course evaluation forms for Phases 2 and 3. Feedback from students about online learning will be helpful for planning curriculum delivery in the fall. H. Coombs welcomes feedback. Hoping to send out by tomorrow or Monday. C. Murray – Will a similar survey be sent to faculty? H. Coombs – Yes, S. Shorlin has already sent a survey out to faculty re: online teaching needs in fall and is hoping to come up with best practices for online teaching and meeting learner needs. D. Stokes – The survey link is below.

Phase 4 Management Team Meeting MINUTES

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	https://mun.az1.qualtrics.com/jfe/form/SV_9GYzNzhJi7W3Sqp K. Quinlan – Is there something similar to be sent out to the class of 2021? H. Coombs – The survey was developed with both classes in mind but it was unclear which class it would go to, we can certainly send it to the class of 2021. D. Stokes – Questioned if the class of 2020 is the best class to ask these survey questions to. K. Quinlan and D. Deacon reiterated this as well. N. Duggan – Feedback from the Class of 2021 will be helpful. H. Coombs – Agreed, will send it to the class of 2021. Is there anything else to ask in the survey? All good.	
7.4 Final clinical exam for curtailed Psychiatry rotation – T. Hierlihy	Addressed earlier in this meeting.	
7.5 Electives and Selectives – Class of 2021 – C. Murray	T. Adey – Motion approved by the AFMC board re: visiting electives of class of 2021. There will be no visiting electives for the class of 2021. Exploring how local electives will be set up, looking at options using the portal. N. Duggan – Will be permitted to book placements in provinces where we have faculty. T. Adey – We do not yet have the answer. We need to be careful, if people start looking for loopholes. K. Quinlan – Expanding S/Elective opportunities catalogue as it exists. C. Murray - Expanding sites, and to consider taking some specialty inquiries for S/Electives. Will need help if it involves personal contact. Any interest in helping out? D. Murphy, N. Duggan, C. Murray stepped forward to assist. K. Quinlan – To forward document where students have identified new sites or off option. Identify ideas not on the current s/electives list and approach sites outside of St. John's There is a S/Electives meeting later next week. K. Quinlan invited to attend and if she cannot attend herself, she will nominate someone to sit in her place. N. Duggan did	Action: K. Quinlan to forward document to working group where students have identified new sites or other elective suggestions.



Phase 4 Management Team Meeting MINUTES

Thursday, June 18, 2020

4:00 p.m.

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	<p>discuss P2P with C. Patey and P2P will cover 8 weeks – the same commitment for length of time as with Selectives requirements. K. Quinlan - Issue identified with students contacting preceptors directly and asked to clarify the policy. Expressed concern with limited opportunities with amended post core schedule and the restrictions that are still in place.</p> <p>N. Duggan – S. Iqbal has stepped down from 8750 and this is her last meeting. She was in the position for 2 terms. Hoping we can identify someone else to step into the role.</p>	
8 Next Meeting	<p>July 16, 2020</p> <p>Note: May call another meeting before July 16 to get everything in order for both classes.</p>	N. Duggan
9 Adjournment	6:58	N. Duggan