



## Phase 4 Management Team Meeting MINUTES

Thursday, January 20, 2022  
4:00 pm via Zoom

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

Invited Guests:

Regrets: H. Coombs, A. Haynes, C. Peddle

Topic	Detail	Action Items and person responsible
1 Introduction and Welcome - N. Duggan	A welcome was extended to all attendees.  Quorum was not 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 January 20, 2022 – N. Duggan	Confirmed	Motioned: T. Lambert Seconded: J. Bishop
2.3 Confirmation of Agenda for December 16, 2022 – N. Duggan	Confirmed	Motioned: T. Hierlihy Motioned: J. Farrell
3 Approval of prior minutes		
3.1 December 16, 2021 - N. Duggan	Confirmed	Motioned: T. Lambert Seconded: J. Bishop
4 Review of prior action items		
(Dec 16/21) - Action: A. Anthony to provide B. Kerr with a list of suggestions coming from this meeting.	If anyone wants to add to the list please reach out to B. Kerr. We will be setting-up meetings to discuss the upcoming site visit, and some preparation activities for relevant interviews and groups.	Actioned: B. Kerr will forward that along to P4M committee members and ask for feedback.
(Nov 18/2021) - Action: N. Duggan will touch base with CDCs on the development of an orientation package for CDCs and APAs.	Responses were received from the APA for EM and Psych.	In progress.

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(Nov 18/2021) Action: H. Coombs to touch base with N. Duggan about the missing report not submitted.		Actioned.
(Nov 18/2021) Action: D. Stokes to send N. Duggan a link to the list of the checklists available to students in D2L and a list of any mandatory procedures where checklists are not available. N. Duggan will review.	Out of checklists available in D2L, there were 3 or 4 that did not have checklists.	Action: D. Stokes will resend to N. Duggan and include J. Thorburn on that email.
(Nov 18/2021) Action: J. Allison will send out information in a communication blitz in the next month or so.		Tabled to next meeting.
(Nov 18/2021) Action: N. Duggan to follow up on updating a policy change and process for withdrawal and to also look at the development of a policy for return to clinical duty. Will present at the next P4M meeting.		In progress.
(Nov 18/2021) Action: J. Hearn will touch base with LWS and his class around coverage for issues incurred during the recent EH cyber-attack.	Information forwarded along to the class.	Actioned.
(Nov 18/2021) Action: N. Duggan to follow up with A. Hunt/DME to see if there is any progress with streamlining the number of forms for students to complete in advance of the start of rural rotations at other	DME is working on streamlining/reducing duplication of forms used at the start of rotations.	In progress.

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RHAs in NL. Will review duplication of forms already being completed for EH.		
(Nov 18/2021) Action: B. Kerr to circulate questions to P4M that may be raised at the mock accreditation.	N. Duggan – probably need to review at each P4M meeting to ensure we are ready for the mock accreditation.	Actioned.
(Nov 18/2021) Action: N. Duggan will get back to the team with what is practical for the next P4P course and look to setting up a subcommittee on the CAS Exam set up.	Will be included in email list looking for volunteers.	Actioned.
(Nov 18/2021) Action: D. Stokes/C. Peddles to test it out the e vote option in Outlook in a couple of different platforms.	D. Stokes – Carla and Steve, and David were going to take another look but that didn't happen yet.	In progress.
5 Presentations		
5.1 NB Update – T. Lambert	<p>In Fredericton, R. Ouellette has developed form to assist interprofessional facilitators with completion of ITARs. Following document was screen shared - <i>Interprofessional Collaborator Assessment Rubric</i> to capture information coming from AHPs that can be used on the ITAR. Discussion ensued on the benefits of using Qualitrex for receiving of feedback used in the completion of ITARs. The use of Qualitrex will not replace clinic cards. N. Duggan proposed that we use it in the LIC rotations on a trial basis. Will touch base with R. Ouellette to see if the form could be modified/reduced in length before submission to SAS. If approved at this level it would be a minor addition to the assessment plan, will be sent to SAS and then onto UGMS in February.</p> <p><b>Motion: Pilot the use of the form presented for interprofessional feedback for LIC rotations until the end of the current academic year.</b></p>	Action: J. Farrell with follow up with A. Jensen re: updated mask fit testing requirements.

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	<p><b>Motioned: T. Lambert</b> <b>Seconded: G. Duguay</b></p> <p><b>All in favour. Motioned passed.</b></p> <p>We will proceed with same process for post core in NB for the next academic year. Students will have to apply to DMNB as has happened in recent years. We have to limit certain disciplines to 8 weeks. For the core streams, we may be able to look at options (dates provided during meeting) in NB to accommodate a learner for their Core PEDS rotation to ease the strain on NL sites. Will be reviewed by L. Russell at the time the request is received.</p> <p>Can our students participate with COVID patients (confirmed or suspected) currently? Current information used is consistent with April 2021 guidelines. Has reached out to the COVID taskforce and asked to update document. N. Duggan sent document to Dr. Hearn and asked that she bring to task force and have it ratified.</p> <p>Discussion ensued about situations that students would/could be exposed to that may require the use of an N95 mask and circumstances where a student may need to be refitted.</p> <p>NB to continue forwarding current COVID related documents and information to NL.</p>	
5.2 PEI Update – K. Lane	<p>PEI office has approved temporary support for learners who are placed in Western PEI and Western faculty.</p> <p>Learners will still be considered as health care workers, and will need to currently isolate for 4 days but will have to follow testing regimen. Students will receive fast test pass access.</p>	



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	Over the holiday break, a lot of internal Health PEI policies changed and those changes will be forwarded to learners.	
6 Standing Items		
6.1 Medical Students Report (Class of 2022) – J. Hearn	<p>CaRMS interviews on the horizon.</p> <p>Questions about Clinical Skills IV / individual components and concerns with the timing of the OSCE after email was sent out this morning. Discussion ensued with commentary provided by N. Duggan and A. Anthony. J. Hearn will follow up with his colleagues on the points discussed and will reiterate that attendance at all sessions reflected on the official CS4 schedule is mandatory.</p> <p>J. Hearn – Asked about where the MINC # can be obtained and that the current process is arduous. The college currently provides those numbers. Students were previously directed to MCC as the local college (CPSNL) was experiencing technical difficulties.</p>	
6.2 Medical Students Report (Class of 2023) – E. Fradsham	<p>Students are asking if there is any form of Peer Assessment in P4. N. Duggan – It hasn't been part of our process in P4. K. Zipperlen – The process not in place for P4.</p> <p>Asked about policies re: AHD/duties while on call. The policy says no new clinical work after 8 am but attendance at AHD while post call is required.</p> <p>Asked about the news that visiting electives have been cancelled for the class of 2023 as well. N. Duggan – No firm decision has been made yet.</p>	



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6.3 Accreditation Update Information - B. Kerr	<p>All documents have been uploaded to the CACMS website ahead of the accreditation visit.</p> <p>B. Kerr/T. Hearn will get all groups together again including those who participated in the mock accreditation in December and those who will be participating in the accreditation visit in April to have a debrief and discuss how the mock accreditation went and how to handle the accreditation visit in the Spring.</p> <p>Following the mock accreditation meeting in December, N. Duggan wrote a document summarizing all the stages we went through, extent of shutdown, changes to curriculum, and serial/partial shutdowns for other reasons.</p>	Action: D. Stokes will have another look at data to see what is reflected for each discipline and forward to B. Kerr.
6.4 LIC Update - G. Duguay	Included in item 5.1 NB Update.	
6.5 EPA 14 Working Group - J. Allison	<p>Screen shared document on EPA 14 update. Recent data provided by HSIMS/D. Stokes was highlighted.</p> <p>Planning for professional development videos underway. We are hoping to get funding for a research project around professional development on encouraging stronger coaching conversations. An introductory presentation and professional development slides on SDoH are already in place that OPED/HSIMS has assisted with and that should be up on the OPED site shortly.</p> <p>In February we are hoping to send out a survey and do interviews with students and preceptors.</p> <p>A proposal out there for a learner award with the incentive to develop really good case studies. Will be looking for donors through OPED for that.</p>	<p>Action: J. Allison/EPA 14 Working Group will send out a message through the CDCs when information is available on the OPED site.</p> <p>Action: CDCs - to remind preceptors about EPA 14.</p> <p>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</p>

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		designed and ready for distribution.
7 Business Arising		
7.1 Review of Current Summative Assessment Procedures for Phase 4 (reference to supporting document) – K. Zipperlen		Tabled to next meeting.
7.2 EPA Assessment Working Group Report – Key Points from Final Report (reference to supporting document) – K. Zipperlen	<p>Screen shared documents highlighting key points including: working group tasks, what has been completed to date, where things currently stand, areas for improvement (accreditation, workflow and faculty relevant) and next steps. This committee could provide recommendations to SAS on how to tackle the list of areas of improvement.</p> <p>N. Duggan screen shared document – EPA Assessment Working Group Report – Final Report, SAS Recommendations. Discussion ensued on each item noted on the document.</p> <p>Good idea that subgroup formed to monitor orientations across all disciplines. Perhaps we could get help from outside.</p>	<p>Action: N. Duggan to provide feed back on how tackling the list of improvements might work.</p> <p>Action: N. Duggan to send email to CDCs requesting feedback on which recommendations could be operationalized and will forward to SAS next week.</p> <p>Action: CDCs to provide feedback to N. Duggan on which of the improvements could be implemented and how they might work.</p>
7.3 Med 8710 Core Experiences Class of 2022 Assessment Report (reference to supporting document) – K. Zipperlen		Tabled to next meeting.
7.4 Wellness Half Day – J. Farrell	Feedback coming back from students indicated that they do not know what they need to do if they are mistreated. That is very concerning. Discussion ensued.	Action: J. Farrell will meet with students and report back to N. Duggan.

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	When the half day was suggested, P4M/UGME approved the time off and how the time is used would be a collaboration between the student and LWS.	
8 Next Meeting	February 17, 2022	
9 Adjournment	6:40 pm	