

Phase 4 Management Team Meeting MINUTES

Thursday, July 15, 2021
4:00 pm via Zoom

Attendees: A. Anthony, J. Bishop, H. Coombs, N. Duggan, E. Fowler, E. Fradsham, J. Hearn, T. Hierlihy, K. Keoughan, B. Kerr, T. Lambert, C. Murray, F. Paulin, M. Simms, C. Smith, D. Stokes, K. Zipperlen

Invited Guests:

Regrets: T. Adey, J. Allison, S. Atkinson, S. Badcock, A. Gammal, A. Hunt, C. Patey, C. Peddle, L. Russell, J. Thorburn

Topic	Detail	Action Items and person responsible
1 Introduction and Welcome - N. Duggan	A welcome was extended to all attendees. Quorum was not established however the Chair indicated the meeting could proceed and noted that any items requiring an official response, or a motion would be deferred until the next 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	A review for confirmation will take place at the next meeting. Item 6.5.1 will now be 7.2 under Business Arising	
3 Approval of prior minutes		
June 17, 2021	A review for approval will take place at the next meeting.	
4 Review of prior action items		
(6.1 – June 17) Action: N. Duggan – To put together working group to develop orientation package for CDCs and APAs.		Not actioned
(6.1 – June 17) Action: N. Duggan - To send out vacation information to the class of 2023 and arrange to	There should be a reference to the class of 2022 not 2023. Any updates to the UGME website should be sent to the website@med.mun.ca .	Not actioned



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have the updated information uploaded to the website.		
(6.1 – June 17) Action: N. Duggan - To put out message regarding the cancellation policy (at the 6 week mark) surrounding S/Electives		Actioned
(6.1 – June 17) Action: A. Anthony to follow up with N. Duggan re: learner that vacation discussion was about.		Actioned
(6.3 – June 17) Action: B. Kerr to send link for Student Handbook - information on how leave requests related to protected time is handled to A. Anthony.		Actioned
(6.3 – June 17) Action: A. Anthony to include link from B. Kerr under these P4M minutes. Request actioned: See link included in commentary section for item 6.3 of these minutes.		Actioned
5 Presentations		
5.1 NB Update – T. Lambert	<p>With Dr. Natalie Graves recently assuming the role of LWS site director for Saint John, all three LWS site director positions in NB are in place.</p> <p>A meeting was held today with clerks finishing core. Overall it was a very positive and they felt well supported locally and from central campus. They generally felt that their</p>	Action: T. Lambert to touch base with K. Zipperlen next week regarding assessment and clinic cards.



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	<p>experience was very good. The meeting included some discussion at the regarding assessment. T. Lambert will touch base with K. Zipperlen regarding this next week with specific reference to clinic cards.</p> <p>Only talked about orientation related to starting new rotations with certain things happening on some rotations. Will meet next week to talk about clinic cards.</p>	
5.2 PEI Update – K. Keoughan	<p>Majority of core for FM and Surg are booked. Electives and Selectives are moving along.</p> <p>Once placements are confirmed in PEI, K. Keoughan follows up with students to provide them with updated COVID information.</p>	
6 Standing Items		
6.1 Medical Students Report (Class of 2022) – J. Hearn	<p>Recent change regarding in person testing - students are frustrated and anxious. Looking at differences at how other tests were written. Is there any ability to let students have choice to write on or off site? There are concerns about physical distancing if writing in person. N. Duggan - It is safe for the dedicated space and we should not have any concerns. We have to look at all options surrounding exams as proctoring exams are an expense and we have a limited number of invigilators available. Discussed challenges with coordinating the exam scheduled for July 29. We felt that if learners were available to write it in St. John's, then that would be what should happen. Discussion was held on the logistics of writing a virtual exam or writing the exam at a rural site.</p> <p>J. Hearn – Asked about deadline on hearing about Elective applications and what learners should be considering. A. Anthony provided an enhanced explanation on how the applications are reviewed and processed and provided a status update on applications with August start dates.</p>	Action: N. Duggan - Write note to APAs regarding signing off on leave requests for personal leave.



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	<p>J. Hearn asked about if teaching sessions would be held in person or if it will be held virtually. N. Duggan responded with details about how mandatory procedures testing would occur and noted that if any challenges are experienced by learners remediation will be offered. J. Hearn - Any thought to updating the list of mandatory procedures? N. Duggan responded and noted that there is an issue with training in a tertiary care centre and in regular practice physicians will do this in practice. List of procedures is routinely reviewed and updated. The list will continue to be monitored to see if we should continue with those skills.</p> <p>J. Hearn – Some student concerns about securing personal days. Students noted how difficult the process is with the students looking for clarification. A. Anthony responded with an explanation indicating that the request for “approval” is so that the unit/service is aware when students are/are not available for clinical responsibilities during the rotation. N. Duggan spoke to CDCs and asked if it is ok for clerks to reach out directly to the APAs to request approval? F. Paulin responded indicating it is ok with him that the contact is made with the APA.</p>	
<p>6.2 Medical Students Report (Class of 2023) – E. Fradsham</p>	<p>Asked about the Pediatrics and Psychiatry schedules not being released. N. Duggan noted that Dr. Doyle will be focusing on the schedule on this coming weekend. That information should be released soon.</p> <p>T. Hierlihy explained that unless you are in NB, all Psychiatry rotations will be at the HSC or the Waterford. E. Fradsham noted there were no other concerns from the class.</p>	
<p>6.3 Accreditation Update Information - B. Kerr</p>	<p>Annual Phase 4 Monitoring Report for the Class of 2021 - will delay release of this report until September.</p>	



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	<p>Accreditation moment for July (Curriculum Change Policy) is focused on faculty and can be found on the faculty web page. Screen shared document on how to change or update learning objectives. There is a reference to the curriculum change policy in the UGME policies and procedures webpage. This is also where you will find the accreditation reminders.</p> <p>B. Kerr reminded meeting attendees of the accreditation dates of April 3 to 6, 2022 and that anyone with questions on accreditation is invited to reach out to B. Kerr or T. Hearn. Anyone that the accreditation visit team would like to have present to answer questions will be notified in advance. There will be a second site visit on May 11, 2022 if anything comes up in the accreditation visit that requires follow up.</p>	
<p>6.4 LIC Update - G. Duguay</p>	<p>Tabled to next meeting.</p>	
<p>6.5 EPA 14 Working Group - B. Kerr</p>	<p>Screen shared a slide, EPA 14 Update – steady and positive progress. Emphasis over next month on communications to CDCs, APAs, and Preceptors.</p> <p>From a resource perspective we are working on case studies, still looking for volunteers to provide case studies. Put out request for volunteers to review the faculty development slide deck to see if anything may be lacking.</p> <p>D. Stokes – EPA 14 will be added to the assessment forms and to T-res for both classes. Updates will be done over the summer and will be ready when both groups transition to the new academic year.</p> <p>While it is now be called formative, everyone will be reminded it will not be counted towards assessment.</p>	

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7 Business Arising		
7.1 Phase 4 Evaluation Reports – H. Coombs	<p>Screen shared Course Evaluation Reports (for MED 8720, 8730, 8740, 8750) for the class of 2021, and provided an enhanced explanation of the content and highlighted areas of concern reflected in the reports. The reports were provided to the relevant coordinators/course chair ahead of this P4M meeting.</p> <p>N. Duggan would like learners to know that we do review the feedback and take it seriously and make efforts for improvements. This comment was directed to the two class reps and their colleagues.</p>	<p>Action: H. Coombs to forward reports to A. Anthony for distribution to the P4M committee.</p> <p>Action: H. Coombs will follow up with course leads regarding response reports.</p> <p>Action: N. Duggan to follow up regarding the skills checklists feedback.</p>
7.2 EPA Assessment Working Group – K. Zipperlen	Screen shared document (Progress update: EPA Assessment Working Group) and provided an enhanced explanation of the group's goals, what has been completed so far, what is next, and short term action items.	
8.1 Conference Leave – N. Duggan	Discussed the processes and timelines for the receiving and approval of conference leave. The current stance from MUN is that there will be no unnecessary travel and only essential travel will happen. We will have to consider what our approach will be moving forward if that changes. Do we need to plan guidelines for the current Pandemic? We have to consider what has already been communicated to the class and decide if/how we will approve conference leave going forward.	Action: N. Duggan will touch with P4M committee to confirm what direction to take.
9 Next Meeting	TBC. Next meeting will be September 17, 2021 unless urgent/important matters develop that require us to hold a meeting on August 19, 2021 as scheduled.	Action: N. Duggan will reach out to CDCs to secure coverage while she is on vacation.
10 Adjournment	6:20 pm	