

Phase 4 Management Team Meeting MINUTES

Thursday, June 17, 2021
4:00 pm via Zoom

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

Invited Guests: J. Allison

Regrets: T. Adey, S. Atkinson, K. Keoughan

Topic	Detail	Action Items and person responsible
1 Introduction and Welcome - N. Duggan	A welcome was extended to all attendees. 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 – N. Duggan	Confirmed with the addition of item 8.1 Physician Competencies IV Module for Professionalism	Motioned: A. Hunt Seconded: T. Hierlihy
3 Approval of prior minutes		
April 15, 2021	Approved by consensus.	Motioned: A. Hunt Seconded: J. Hearn
4 Review of prior action items		
(5.1 – May 20 2021) Action: L. Russell to touch base with C. Peddle if any administrative changes to be considered. This will follow T. Lambert meeting with DAL.	Update from T. Lambert. Nothing would change for this year. Met with working group to review what will happen for next year. May look at minor changes on how MUN clerks apply for NB Selectives versus Electives.	Actioned.

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5 Presentations		
5.1 NB Update – T. Lambert	<p>LIC faculty development for Fredericton preceptors (may include those for Moncton too) is well under way and they are getting prepped for students coming in August. Interviews for the LWS rep is up coming.</p> <p>Scheduling for 3rd meeting with MOU - NB/MUN. Hoping to have that ready to present to the NB cabinet in the Fall.</p> <p>L. Russell - Orientation being handled for the next group coming in. NB learners already here and those coming will be able to book their 2nd vaccine dose.</p> <p>G. Duguay – No updates. Things going well in Moncton</p>	
5.2 PEI Update – K. Keoughan	No report available.	
6 Standing Items		
6.1 Medical Students Report (Class of 2022) – J. Hearn	<p>Follow up on NBME testing. Have been in touch with Dr Reid. Class was not satisfied with proposed solution with changing exam part way through year. Issue with progress being difficult to assess. Propose to take best scores as a solution. S. Reid– Proposal later today in business arising.</p> <p>Concerns with delay in receiving evaluation, sometimes months after completing a rotation. Reference made to this issue raised rep from the class of 2021. N. Duggan – Are there specific disciplines where this is a concern? There were a lot of schedules changed to accommodate. Auto One45 sendouts may have been impacted. That was identified as one issue on many of the rotations. That shouldn't have been an issue for the majority of the class. J. Hearn – Based on comments from classmates it didn't seem to be an issue related to COVID.</p>	<p>Action: N. Duggan – To put together working group to develop orientation package for CDCs and APAs.</p> <p>Action: N. Duggan - To send out vacation information to the class of 2023 and arrange to have the updated information uploaded to the website.</p> <p>Action: N. Duggan - To put out message</p>



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	<p>E. Fowler - Concerns, frustrations about OBS ITARs, repetition with commentary on forms. Asked as to how other disciplines are handling the situation. S. Reid - EPA working group is collecting relevant data on how disciplines are handling ITARs with information and recommendations expected to go out next week. T. Hierlihy - Orientation packages good idea so that we are all doing it in a similar fashion. ITARs getting done within 6 weeks. J. Hearn - Asked about EPAs/clinic cards, ITARs – strengths and weaknesses. N. Duggan – This is a matter of cumulative assessment over time. We may need to look at workflow with each block to do their piece and the CDC to do the summary piece. EPA working group are looking at that.</p> <p>J. Hearn – Asked about next comprehensive assessment. S. Reid advised it will happen following this P4M meeting with information going out to students next week.</p> <p>J. Hearn – Asked about vacation time and if the need was still there to no longer to save one week post CaRMS. A lot of questions about vacation time from classmates as information online is not clear and is relevant to pre COVID times.</p> <p>J. Hearn – Asked about flexibility surround cancelling Electives and Selectives <6 weeks out. Responses not back on all applications with an August 2 start date. N. Duggan - Electives are difficult to get. We will be flexible with changes to placement requests being received on short notice.</p>	<p>regarding the cancellation policy (at the 6 week mark) surrounding S/Electives</p> <p>Action: A. Anthony to follow up with N. Duggan re: learner that vacation discussion was about.</p>
<p>6.2 Medical Students Report (Class of 2023) – E. Fradsham</p>	<p>There is some confusion surrounding the formative and summative assessment component of Phase 4 Preparation. Is there a way to give an organized schedule of assessment? N. Duggan reiterated that questions regarding this course should be directed to Phase 3 and to Dr. Gill who is the Phase 3 Lead and the interim course chair for Phase 4 Preparation.</p>	



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	<p>N. Duggan and J. Gill are in regular communication regarding this and A. Anthony as the Phase 4 APA is heavily involved with the coordination of the course. E. Fradsham – Asked about students being provided with an organized schedule of the assessment components of the course. A. Anthony spoke on the message that was very recently delivered to the students that addressed the original inquiry with a reference to looking at consideration for the inclusion of an assessment schedule for the following year. Dr. Gill reinforced the information that was provided was comprehensive and that for this year (class of 2023) nothing more could be added to the discussion.</p>	
<p>6.3 Accreditation Update Information - B. Kerr</p>	<p>Screen shared a document on the accreditation moment for June - Blood Borne Pathogens Policy. Our accreditation visit will be virtual. Based on process for virtual visit they may do a return visit – possibly week of May 9 2022. This is where they will get down to finite details. DCIs have been pouring in and T. Hearn has been busy reviewing them. ARC hope to meet at end of month/early July to start the MSS. Deadline for revisions - to be back asap but preferred by end of June/early July.</p> <p>N. Duggan – It is our responsibility to ensure that disciplines and CDCs are aware of the <i>Protected Time and Duty Hours Policy</i>. We need to ensure students don't work beyond hours they are supposed to.</p> <p><i>“A learner may request two (2) hours off service each week to attend to personal business (with preceptor approval) ... a form for this is not required; however, a learner MUST seek prior approval from their preceptor. A ‘Leave Form’ is necessary for other types of leave, and definitely for leave in Phase 1, 2, and 3, but not for the 2 hours/week personal time in Phase 4.”</i></p>	<p>Action: B. Kerr to send link for Student Handbook - information on how leave requests related to protected time is handled to A. Anthony.</p> <p>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.</p>

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	<p>Student Handbook – Leave Requests https://www.med.mun.ca/StudentHandbook/Leave-Requests.aspx</p>	
<p>6.4 LIC Update - G. Duguay</p>	<p>Nothing new in Moncton. Faculty development for the new preceptors in Fredericton is moving ahead.</p>	
<p>6.5 EPA 14 Working Group – J. Allison</p>	<p>Have agreed on wording for EPA 14 and have sent it out to colleagues to try out with learners. Positive feedback regarding facilitating conversation around SDoH. Will move forward meeting next week with S. Pennell to get it into the system. Will add section on the ITAR for EPA 14, recognizing that it will not be part of learner progress. Will liaise with CDCs and APAs to put in place for the coming year. Materials to be distributed to CDCs to further reach out requesting contributions to the case study. We are on track to have this ready to go for August.</p>	
7 Business Arising		
7.1 Progress Test Update		
<p>7.1.1 Mitigation of learner concerns surrounding social sciences content - S. Reid/K. Zipperlen</p>	<p>7.1.1. Document was screen shared and discussion ensued on recent changes to the NBME on the social sciences component. Group got together to discuss solutions. Following meeting with NBME, we will be able to let everyone know # of questions on the exam related to social sciences. Proposed solution - All students will get a pass on social sciences portion of the exam. This will be a benefit to the students. There was no other solution that would be fair to all students writing the exam. The concern might be that the students will get bogged down or concerned with any questions with social sciences content not realizing they will automatically be credited with those questions.</p>	



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	<p>Motion: To credit class of 2022 learners with social sciences questions on the upcoming summative NBME exam.</p> <p>Motioned: S. Reid Seconded: T. Lambert</p> <p>Motion passed.</p>	
<p>7.1.2 Proposal to use a new NBME product, Customized Assessment Services, for the class of 2023 - S. Reid/K. Zipperlen</p>	<p>K. Zipperlen screen shared document, NBME Custom Assessment Services for progress testing. Currently using the CCSE. K. Zipperlen discussed the benefits and concerns with the current CCSE exam and provided enhanced details, benefits and drawbacks with the new CAS exam option provided by NBME. The new CAS exam option was found to be user friendly. We need to get moving on what options we are moving forward with as it relates to the class of 2023 and their first exam on August 20, 2021. Need to involve UCLs along with CDCs to assist with the blueprinting in July, question selection and standard setting exercise down the road. We felt the balance of questions may have been low for their discipline. The questions with this new set up could be more evenly distributed. F. Paulin – We would definitely need to involve the UCLs, too much for the CDCs to take on. N. Duggan asked that from a timeline point of view, if this is something we can we achieve. Options to consider continuing as we are for the class of 2022 or use second option to use auto pass for social sciences questions. Third option could be status quo for the class of 2023 and look to try and implement new plan for 2024 and beyond that.</p> <p>Motion: To move to CAS format for NBME exam for August 2021 for the class of 2023.</p> <p>Motioned: S. Reid Seconded: N. Duggan</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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	<p>Motion did not pass. Two objections. No abstentions.</p> <p>Motion: To move to CAS format for NBME exam for August 2022 for the class of 2024.</p> <p>Motioned: S. Reid Seconded: N. Duggan</p> <p>Motion passed. No objections or abstentions.</p>	
8 New Business		
8.1 Physicians Competencies IV, Module on Professionalism – B. Kerr	<p>Document on Curriculum Change Form on <i>Professionalism in Practice</i> was screen shared. Curriculum change form will be presented to UGMS. D. Stokes highlighted those sessions already in place throughout Phases 1 to 3 that are dedicated to professionalism.</p> <p>H. Coombs – There will be several versions of the Professionalism in Practice. The one being discussed at this meeting is for Phase IV and is related clinical learning and faculty.</p> <p>Motion: To introduce <i>Professionalism in Practice</i> into Phase 4.</p> <p>Motioned: N. Duggan Seconded: T. Hierlihy</p> <p>Motioned passed. No opposition or abstentions.</p>	
9 Next Meeting	July 15, 2021	N. Duggan
10 Adjournment	6:05	