

Phase 4 Management Team Meeting MINUTES

Thursday, May 21, 2020

4:00 p.m.

via telephone

Attendees: T. Adey, A. Anthony, J. Bishop, H. Coombs, D. Deacon, T. Doyle, N. Duggan, G. Duguay, M. Dunnett, T. Hierlihy, S. Iqbal, Kerr, K. Keoughan, C. Murray, D. Murphy, C. Patey, J. Patterson, F. Paulin, C. Peddle, G. Radu, L. Russell, K. Quinlan, E. Smith, D. Stokes, B. Thiessen, K. Zipperlen,

Regrets: A. Haynes, T. Lambert, R. Ouellette, R. Tracey

Topic	Details	Action Items and person responsible
1 Introduction and Welcome - N. Duggan		
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. Item to be added: At request of D. Stokes – Request for approval from each of the Phase Leads for program competencies and course goals. Some feedback has already been received. Request to be sent via e vote. A. Anthony to distribute.	
3 Approval of prior minutes		
April 16, 2020 – N. Duggan	Approved by consensus.	Motioned: F. Paulin Seconded: E. Smith
4 Review of prior action items		
April 16, 2020 – N. Duggan		
(7.1) Present draft TOR for Phase 4 to UGMS – N. Duggan	Draft TOR has been distributed for e vote. This will be presented to UGMS when all responses have been received.	



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(7.5.3) K. Quinlan to reach out to students in the Class of 2021 reminding them to follow up with confirming contact information even if there are no changes.	This item was actioned. Majority of students have responded. A. Anthony confirmed responses were received from the majority of students. Spreadsheets containing this information were forwarded to N. Duggan.	Actioned.
(5.1) / (6.2) Action: N. Duggan to get message out regarding what students can complete, with comprehensive schedule out early next week.	Student schedule put on D2L. Responses were given to issues with any “glitches” in scheduling and situations with presenters going over time. A message has gone out from T. Adey reminding presenters to stick to the time allotment.	Actioned.
(6.2) Action: A. Anthony to reach out to CDCs and APAs again regarding coordinating schedules across disciplines	This item has been actioned by A. Anthony. Little feedback, understanding is that it has mostly been run well with few issues.	Actioned.
(6.2) Action: K. Quinlan to reach out to N. Duggan about which disciplines are using non secure option.s	Was discussed at multiple levels. It was decided to allow it to continue with the use of Zoom. D. Stokes – WebEx, new system being introduced soon with plans to upgrade over the summer. Expecting a gradually shifting to WebEx. T. Doyle expressed some teaching concerns with using Zoom. K. Quinlan feels it should still be sent out – it will be left up to discretion of students to use as the sessions referenced are optional.	Actioned.
(6.2) Action: CDCs and APAs to send out advisory on which online platforms to use; HSIMS to confirm suggestions on which ones to use.		Actioned.
(6.2) Action: D. Stokes to bring back to EH to look at ways to fix issues with firewall when using RPD on EH WiFi.	Access point, not expecting any changes to improving that (DS). Firewalls are the issue. Considerations in moving from using Zoom to WebEx, unless using corporate Zoom account. Not sure what will happen with using Youseeu.	Action: D. Stokes to send information to A. Anthony and have it distributed to committee members.

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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	Not making a recommendation yet, not our role to police it. Helpful that with Zoom, it can be recorded – will be up to students to join. Concerns expressed related to RPD and EH. C. Smith mentioned he is in favour of Zoom re: the option to easily record. C. Peddle/D. Stokes suggested if using Zoom to use corporate account and the transition to WebEx would be easy if already using Zoom. WebEx is being run now as a pilot project. RPD is licensed to April 2021 and we are stuck with whatever MUN authorizes. C. Smith - the easier we make it for teaching, the more consistent and effective it will be.	
(6.2) Action: N. Duggan to provide a list of additional suggested resources (mandatory and ones for self-study) to students.	Balance with being helpful but not overwhelming. A lot of educational resources that were free, nice for students to be aware and students to make choice to use. K. Quinlan - was good with this aspect.	Actioned.
(6.3) Action: T. Adey will get back to N. Duggan with any updates on the upcoming accreditation/CACMS as they happen	Coordinated updates going out to students every Wednesday. Initially they were more frequent.	Actioned.
(8.1) Action: L. Russell to reach out to D. Deacon with information on defining a rural site in NB.		Actioned.
(8.1) D. Deacon to look at best way to incorporate this information into the assessment.		Actioned.
(8.1) Action: N. Duggan/D. Deacon to bring “minor updates” on Phase 4 Assessment Plans for the Class of 2022 to SAS.	Course name changes to Clinical Skills IV and Physician Competencies IV have been approved.	Actioned.

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(8.1) Action: D. Deacon to touch base with A. Haynes and S. Iqbal regarding online modules for Practice Continuum.	D. Deacon - All courses approved since last P4M went forward to SAS and UGMS and were approved.	Actioned.
5 Presentations		
5.1 NB Update – G. Duguay	G. Duguay – Biggest news is advancements of LIC in Fredericton. Committee in Fredericton asked to postpone for one year with concerns due to COVID-19. Looking at the schedule – 9 week return to clerkship. Should be no problem accommodating our students. Should not be a problem reaching program objectives. There maybe some overlap and capacity issues.	
5.2 PEI Update – K. Keoughan	Nothing to report at the moment. N. Duggan has been in touch with one PEI student. Will have to coordinate for a one off situation. How are we going to fit this in? K. Keoughan is Ok with this.	Action: N. Duggan/K. Keoughan to discuss and coordinate plan.
6 Standing Items		
6.1 Medical Students Report (Class of 2020)	No official report was available as R. Tracey was not available to attend. She did offer to pass along any comments, information resulting from this meeting to the Class of 2020. N. Duggan did want to pass along thanks to R. Tracey for her efforts on serving on the committee and providing the connection to her classmates.	
6.2 Medical Students Report (Class of 2021) – K. Quinlan	K. Quinlan – are we on track to finish AHD by time to return? Questions that some tracks were not invited to AHD and wondering if they can be done online later.	



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<p>N. Duggan – Do CDCs want to comment on questions posed. Direction was to get all AHDs completed by the end of June. C. Smith felt it was better kept to last 2 tracks that didn't have exposure. N. Duggan clarified that in communication sent out to students. Are other disciplines on track to complete by end of June?</p> <p>F. Paulin – not quite sure at this point for IM.</p> <p>D. Murphy – will definitely by then in Obstetrics.</p> <p>No real concerns expressed by other CDCs – Psychiatry, Peds, IM, and EM.</p> <p>N. Duggan - Are there any issues with overlapping the AHDs? K. Quinlan – For the most part it has been really good, generally not an issue. N. Duggan, Reminders did go out for anyone that may go over time allotment.</p> <p>K. Quinlan - Return to clerkship for core and s/electives – what is the situation with the rural sites? Mentioned issue with students going back and forth to PEI – those situations will be handled on an individual basis with colleagues in NB/PEI.</p> <p>N. Duggan will look at 2021 – to form working groups to work out logistics. In some cases, use more rural sites to ensure distancing and provide quality experience with lower numbers. Labrador will be off limits and we will looking for alternate sites. N. Duggan - will have to collaborate with RMEN and the RHAs. K. Quinlan – plans for electives/selectives. Is the plan to be 12 weeks each of electives and selectives?</p>	
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N. Duggan - we need to start the discussion and see what we are able to do. K. Quinlan - Noted there are only 30 weeks/not 33 weeks on the template. Recommendations will have to go through various levels/UGMS to ensure we are meeting objectives.

K. Quinlan - For local electives that have already been approved – will there be a clean slate after September 26? Decision beyond P4M but we can make recommendation. K. Quinlan – students leaning toward wiping the slate clean so that all students are starting on a level playing field. Expecting the student portal may open early to allow for applications for placements starting October 5.

K. Quinlan - will one week electives be an option because of shortened time? C. Murray – 1 week electives never really looked on favourably. Would have to be discussion on it. Decision not made by C. Murray alone. N. Duggan expressed that one week electives wouldn't hold a lot of weight. D. Murphy – Completing 1 week electives may actually be more harmful to the students.

Blank schedule was put out there. Will need to look at flexibility. If it benefits students before CaRMS we can look at that. Discussed new dates for CaRMS that is taking place in 2021. This can be put on the table. Perhaps look at a limit. Looking at 16 weeks of electives going into CaRMS. N.

Action: A. Anthony – to forward new CaRMS dates to the P4M committee member. (Actioned by A. Anthony)



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	<p>Duggan expecting students will come out as good as they did in the past.</p> <p>K. Quinlan – Expressed concerns with mandatory procedures, witnessed Hx and Px, possible reduction in the number of clinic cards. N. Duggan – these questions will have to be answered by individual CDCs. N. Duggan - Our curriculum is competency based. EPAs – it determines our students promotion. Can clinic cards #s be reduced? Not expecting EPAs will be reduced. N. Duggan - Any thoughts from CDCs? Clinic cards potentially could be reduced. N. Duggan - most rotations are backed up by AHD. J. Bishop– it seems reasonable to shorten the # of clinic cards. Others agreed but not to reduce the # of EPAs required. N. Duggan - Mini CEX – expecting it will be still required as it is an accreditation requirement. Maybe disciplines look at when it can be done. Referenced rationale for introducing it.</p> <p>K. Quinlan - Progress testing – unknowns with 2 tests. Is NBME by distance an option? Other schools have done it. Does it have to be invigilated? Still unknowns.</p> <p>K. Quinlan – discussed the research component. K. Zipperlen – it hasn't been fully discussed. T. Hierlihy – We do need to discuss what options are available.</p>	<p>Action: N. Duggan – to find out if we can proctor the NBME from a distance and determine what options may be available.</p> <p>Action: K. Zipperlen – to reach out to Research Advisory Group and to report back.</p>
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	<p>H. Coombs - Medical Educational Scholarship – some options for here in St. John’s. Options for research day online, possibly over a couple of days. Projects can be presented this way – and this would provide an option to cover the knowledge translation piece.</p> <p>K. Quinlan – concerns expressed around assessment. Is there a way for students to be assessed to date? N. Duggan - any student that may be failing would most likely already be aware. The only exception would be if a student had failed the 2nd test and also failed the remediation test. This would be looked at and the student would get a meeting. All the ITARs have to be back (6 weeks post rotation) before final word would be out.</p> <p>K. Quinlan - Brought up shadowing specific to clerks. Can’t happen for insurance and licensing reasons, liability for students and the university. N. Duggan - Frowned on due to student wellness and protected time. Students have to take the time. K. Quinlan – should there be an official communication to students surrounding shadowing? Timelines will be tight, no time to complete shadowing</p>	
6.3 Accreditation Update Information - B. Kerr	Paused by CACMS since Pandemic, move forward with communications plan. Moving with DCI and small project teams. Looking at the objectives for the Phase 4 learning experiences, didn’t get to meet with everyone. Need to reach out to those	

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	he couldn't get in touch with. Meeting with CACMS for this coming Monday. Hopefully arrive at new date for the accreditation cycle. T. Hearn/B. Kerr, the Dean hoping to get accreditation pushed off for a year.	
7 Business Arising		
7.1 Look at the year ahead for the Class of 2021 – N. Duggan	<p>N. Duggan - Questions sent to CDCs, anticipating a meeting for some idea of what could be proposed and to have working documents before we start. Justification for amended rotation – appreciate feedback on this if the right approach has been taken. N. Duggan – took timelines that each CDC suggested, rounded off weeks. Reached out to CDCs, looked at each discipline and reasoning why the rotation was amended the way it was. Built some flex time into amended rotations in the event to accommodate leave submissions and necessary time away from the rotation. N. Duggan - With the revised timeline, revised core for the Class of 2021 will finish by end of September.</p> <p>Any comments, feedback? T. Hierlihy – any thought to minimum required time for these timelines. Whatever we propose, it will be taken to UGMS re: concerns with some rotations < 75%. Students will motivated to be there to be there as much as possible. Will have to consider student exposure to COVID and will have to build in allowances for these kinds of situations. F. Paulin - will we exclude conference leave? What about online conference leave, maybe pots of time to be allowed for attendance virtually for conferences.</p>	



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T. Adey – review leave. Came up at MedSoc this week. Look at scenario something like what happened during Snowmageddon – individual considerations will have to be looked at. May have look at making an amendment to the policy for this situation. N. Duggan – one of the initiative before students come back is to look at incorporating virtual care into clerkship. Even if student is isolating, perhaps they can still participate virtually. C. Smith – rotations are already shortened, expectation for leave needs to be realistic. If a student with isolation would be different. Even more important for students to be around as much as possible and for students to do as much personal stuff done on own time. N. Duggan - Conference leave may have to be looked for class of 2022 and beyond – perhaps it will need to be restricted to the post core year. T. Adey – would like to have it today to bring back to students. Student portal – when/if it will open for booking. Local electives were also put on hold shortly after the visiting electives – AFMC aligned with local electives. What will happen with our local electives that are sitting in the one45 schedule? T. Adey to K. Quinlan – the comments were in favour of wiping the slate clean and to start from scratch. If committee in agreement, T. Adey to communicate back to students. Question is will local electives be cancelled? T. Adey mentioned considerations and allowances. Recommendations from AFMC re: local electives aligned with visiting. P4M recommended cancellation of all pre booked s/electives and start

Action: T. Adey to bring to task force on Monday, May 25 that students be allowed to travel

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	with a clean slate. Motion: T. Adey, Seconded by: K. Quinlan. Motion passed. P4M recommending students can travel within the province for core and s/electives. T. Adey will bring to task force on Monday. L. Russell mentioned issue with NB students and students completing s/electives in NB will have to reviewed at the time.	within the province for s/electives.
7.1.1 Communication to the UGME Class of 2021 and preceptors (F & P/T) surrounding the booking of s/electives and changes related to COVID-19 – T. Adey/C. Peddle	<p>T. Adey – students are not supposed to reach out directly to preceptors. UGME update going out on Wednesday's about returning to class, getting back to class along with other reminders. T. Adey – encouraging to read the updates, applicable to students and staff.</p> <p>T. Adey - Class of 2021 – will there be a re-orientation or COVID related orientation before coming back to campus or starting rotations for e/selectives. Re-orientation before starting post core – lots gets forgotten with students being away. N. Duggan - for core – need to develop module on virtual care – hoping to have ready for middle of June. Lot of good videos online. D. Murphy - Good idea to use local stuff – EH has some information for re-orientation. Lots of leg work needs to happen before July in advance of the restart of the core rotations. C. Smith – will update the Surgery handbook to reflect COVID related stuff. D. Stokes – contact with EH, Peggy Sheppard. There may be some information that can be uploaded to D2L.</p> <p>What is the supply issue with PPE for medical students? Has MUN spoke with EH about what</p>	<p>Action: C. Smith – to update the Surgery handbook to reflect COVID related information.</p> <p>Action: T. Adey – to reach out to the task force re: sending</p>



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situations students will be exposed to? All students will have to be fitted N95 fitted. Class of 2021 to return on July 6 – will there be things students will not be doing. Need input from all CDCs. Need to reach out to RMEN – they have offered to act as resource. N. Duggan – need several meetings over the next couple of weeks to try to make these decisions, issues – PPE, clerkship rotations. T. Adey – suggested formation of subcommittees to look at issues. C. Smith to jump on PPE committee, provide info and recommendations and reach out to the other RHAs and to touch base with preceptors, things keep changing, what is happening now is not the same as maybe in July. N. Duggan – in terms of overlap, any major issues, is it workable with timelines? N. Duggan - send out amended rotations in the am to CDCs F. Paulin – reference issue with EM embedded in IM. C. Smith – shouldn't be an issue for EM, capacity is there but may have to look at variance in shift layouts. L. Russell – brought up issue with IM in NB, structure with amended rotation. F. Paulin – discussed how this could be handled with selecting one subspecialty rather than reduced time with more than one. N. Duggan– sounds like consensus on timeline, will need to look at sites/locations to help with that. Logistical piece is that the RHAs have to be OK with this.

N. Duggan – In terms of post core for the Class of 2021, sent out blank schedule. Flex time during CaRMS, which will be held 100% virtually – allow to

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.

Action: C. Smith to reach out for support with committee looking at the PPE issue surrounding students returning to clerkship. Will forward information back to the P4M team.

Action: 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.



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attend, and takes away need to travel but will need time to attend the interviews. N. Duggan – We have to decide on what stays and what goes. Discussed APC and the LMCC course in terms of the total # of weeks.

K. Quinlan, C. Murray, D. Murphy– to work on timelines, schedules for post core, other commitment. How long before we need to have another meeting? Perhaps this can be late next week? N. Duggan– we are not going to overlap our clerks. Can we fit it all in? N. Duggan – reach out to CDCs to identify best time period for AHDs, re: IM and Obs clash, will send to CDCs. N. Duggan – tweak draft templates and send them out for review, but OK for K. Quinlan to distribute. N. Duggan will send out call for other working group. Anyone interested in developing module for virtual care? Will need feedback from each discipline. C. Peddle - to reach out to Peggy Sheppard regarding module on virtual care development, D. Stokes can help with this. Another meeting to discuss working groups findings late next week – around May 29.

Action: K. Quinlan, C. Murray and D. Murphy to form working group to work on timelines for s/electives – the post core time frame and how can it be trimmed.

Action: N. Duggan, D. Murphy, K. Quinlan to meet regarding timelines for return to core and the fit of all academic components into 6 weeks.

Action: N. Duggan to reach out to CDCs to identify best time period for AHDs.

Action: N. Duggan – will reach out to the P4M committee – re: groups that were formed, to send out meeting request next week.

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7.2 Look at the year ahead for the Class of 2022 – N. Duggan	<p>Detailed discussion tabled to next meeting.</p> <p>T. Adey - Start with AHD for 6 weeks, on normal schedule but remote. A lot can wait until next meeting unless big items to discuss.</p>	
8 New Business		
8.1 Proposal – Laboratory Medicine curriculum change – B. Kerr	<p>B. Kerr – received change form from Dr. Taher. It was sent out with supporting documents. We weren't sure how to approach it. Was also looked at last year - at that time it wasn't applicable. This time it was submitted as a pilot. As part of due process, COWG has to bring it up and bring to P4 and then UGMS. What are people's thoughts? Questions? Because of shortened timelines, it may be an issue with all of this going on especially with scheduling issues. Is that the main concern? F. Paulin - adding new section to curriculum, is that topic a priority? Perhaps it should be considered for s/electives and not core – time demands from core disciplines. Is Lab Medicine even popular, what about Radiology etc. D. Murphy – re: proposal academic rationale – that can be said for Radiology, Microbiology. N. Duggan and D. Murphy spoke with the proposer in terms of what is involved, what is considered into schedule. N. Duggan– it doesn't sound like at this time we will entertain the Lab Med proposal. B. Kerr – to bring P4M comments to UGMS</p>	<p>Action: B. Kerr to bring the Lab Medicine proposal to attention of UGMS. It will then come back to P4M.</p>
9 Next Meeting	June 18, 2020	N. Duggan
10 Adjournment	6:50 pm	N. Duggan