

Phase 4 Management Team Meeting MINUTES

Thursday, March 17, 2022
4:00 pm via Zoom

Attendees: A. Anthony, S. Atkinson, H. Coombs, T. Doyle, N. Duggan, G. Duguay, J. Farrell, E. Fradsham, A. Gammal, J. Hearn, T. Hierlihy, A. Hunt, B. Kerr, T. Lambert, K. Lane, B. Metcalfe, C. Patey, C. Peddle, L. Russell, M. Simms, D. Stokes, L. Vivian, K. Zipperlen

Invited Guests: J. Allison

Regrets: A. Haynes, T. Hearn, D. Lynch, F. Paulin, C. Smith

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 for February 17, 2022 – N. Duggan	Confirmed. Item 6.5 will be presented out of sequence after agenda confirmed and prior minutes approved.	Motioned: S. Atkinson Seconded: A. Hunt
3 Approval of prior minutes		
3.1 January 20, 2022 - N. Duggan	Confirmed.	Motioned: T. Lambert Seconded: E. Fradsham
4 Review of prior action items		
(Nov 18/2021) Action: J. Allison will send out information in a communication blitz in the next month or so.	Included in faculty handbook – in progress.	In progress. Actioned.
(6.5 Jan 22) - Action: J. Allison/EPA 14 Working Group will send out a message through the CDCs when information is available on the OPED site.	N. Duggan to touch base with J. Allison.	In progress. Actioned.



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(6.5 Jan 22) - 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 designed and ready for distribution.	N. Duggan to touch base with J. Allison. The development modules may not be out yet.	In progress. Actioned.
(4.1 Feb 22) Action: Class of 2022 and 2023 to let P4M and UGME of the next date for the next Wellness Half Day.	Students and LWS will collaborate to decide on the dates for future WHDs.	Action: E. Fradsham will follow up with LWS.
(5.1 Feb 22) Action: L. Russell to send information to A. Anthony to distribute to students in the class of 2023.		Actioned.
(6.1 Feb 22) Action: A. Anthony to follow up with the CLSC/Paula re: access to the independent practice room ahead of the mandatory procedures.		Actioned.
(6.3 Feb 22) Action: CDCs to ask disciplines how residents learn material and inform leadership.		Action: B. Kerr will follow up with A. Anthony to send out information to CDCs.
(6.3 Feb 22) Action: B. Kerr to reach out to A. Anthony regarding available slots in CS4 schedule in which to offer a mock accreditation review		Actioned.
(6.3 Feb 22) Action: H. Coombs will provide response for question # 8.5 on participation rates in some courses.	Some material was put together and presented at the last PESC meeting. B. Kerr indicated that a separate PESC meeting was not expected at the upcoming Accreditation and H. Coombs encouraged to share information with P4M.	Action: H. Coombs will forward response for # 8.5 to the P4M team.

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(6.3 Feb 22) Action: B. Kerr to upload completed spreadsheet to D2L.	List of questions asked at Mock Accreditation and follow up responses uploaded to D2L.	Actioned.
(7.1 Feb 22) Action: N. Duggan will complete the response report and then present it to SAS.		Tabled to next meeting.
5 Presentations		
5.1 NB Update – T. Lambert	<p>Due to technical issues the meeting recording did not fully capture this section. As a result, the NB team has kindly agreed to provide a brief summary of points raised and any ensuing discussion during the meeting. That information will be included in the draft minutes presented for review and approval at the next P4M meeting in April.</p> <p>Message provided by the NB team:</p> <p>The NB electives are opening on March 27th. A virtual meeting was held to discuss the process and learners from NB and NFLD attended. (recording is also available).</p> <p>Dr. Lambert is going to do some NB site visits in May.</p> <p>There was a new employee hired for the LIC admin in Moncton. Unfortunately, she has since left the position due to another opportunity (☺). We will be looking to fill that position as soon as possible.</p> <p>Robin Lathange has resigned from his MUN NB Program Manager role. Due to the phase out of NB with MUN, this position will not be filled. A meeting will be held next week with members of UGME to discuss more.</p>	
5.2 PEI Update – K. Lane	From the perspective of preceptors and learners, no issues have been brought up in conversations with both parties.	

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	Teaching unit working on strategic plan for growth over the next 5 to 10 years.	
	Next month will begin to assign primary preceptors to the incoming year 3 learners completing RFM, Surgery and Ortho.	
6 Standing Items		
6.1 Medical Students Report (Class of 2022) – J. Hearn	Nearing end of CaRMS interviews. Will be starting Clinical Skills IV next week. Confusion expressed by some students regarding the BLS course. Suggestion made that communication should be routed via email rather than instant message in D2L.	Action: J. Hearn will touch base with J. Thorburn regarding a contingency plan to deal with possible COVID related impacts on Clinical Skills IV.
6.2 Medical Students Report (Class of 2023) – E. Fradsham	Most questions from the class are related to Electives and Selectives. A lot of information presented in early clerkship may be forgotten. Students in the class of 2023 asked in Nunavut Electives would be available. A. Anthony made reference to the recent communication to the class that included the most up to date version of the official Electives Catalogue. Questions from E. Fradsham were posed regarding the possible need to take a three week placement. Response provided by C. Peddle indicated that options would be in place to take a 2, 3 or 4 week Elective.	Action: D. Stokes will track down recording of E/S presentation in Fall 2021. ACTIONED.
6.3 Accreditation Update Information – B. Kerr	Mentioned recently released schedule for the Accreditation Site Visit. Had hoped to do another simulation session. The Site Visit team is behind schedule and were supposed to flag elements that will be talked about during the site visit.	Action: B. Kerr will distribute flagged elements that will be discussed during the Site Visit as soon as it is received.
6.4 LIC Update – G. Duguay	No report available at this time.	
6.5 EPA 14 Working Group – J. Allison	A lot of activity has happened with EPA 14. As a team, we would like to extend the EPA Pilot Project for another year	Action: J. Allison to forward link and

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	<p>and keeping it as a formative assessment. In process of applying for another grant and have developed some training tools for faculty. Documents screen shared by B. Kerr with URL posted in chat function.</p> <p>We have had phenomenal uptake on EPA 14 with a number coming from year 4 with a broad range of disciplines contributing. When more data available may want to explore moving it to a summative assessment.</p>	information to be distributed to APAs/CDCs.
7 Business Arising		
7.1 Confirmation of Progress Testing Dates, class of 2024 – N. Duggan	<p>August 19 2022, December 2 2022, April 6 2023, July 28 2023, August 11 2023 were proposed as the progress testing dates for the class of 2024.</p> <p>As there were no objections, the above dates were confirmed.</p>	
7.2 Confirmation of year 4 timelines, class of 2023 – N. Duggan	<p>Proposed dates for the MCC review week is February 27 to March 3 2022 and the proposed dates for Clinical Skills IV is March 6 to 17 2023. The decision to drop the requirement on when vacation should be taken will continue for the class of 2023 meaning students can take vacation whenever they want in year 4 with the exception of during any blackout periods.</p> <p>An e vote request will be distributed to P4M Voting Members to confirm the proposed dates for Clinical Skills IV and the MCCQE Part 1 Review Week as March 6 to 17 2023 and February 27 to March 3 2023 respectively. Responses will be referenced in the minutes for April 14 2022.</p> <p>E vote results: Responses received from 14 out of 22 P4M voting members all of whom voted in favour of the proposed dates above.</p>	Action: A. Anthony to send out e vote requesting the P4M team confirm year 4 timelines for the class of 2023.
7.3 Review of Current Summative Assessment	Supporting document was screen shared and discussed. The P4M team were all in favour of the suggested edits.	Action: K. Zipperlen will forward to SAS and from



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Procedures for Phase 4 – K. Zipperlen		there it will be directed to UGMS.
7.4 Phase 4 Assessment Plans for the 2022-2023 academic year – K. Zipperlen	Supporting documents were screen shared and discussed. No concerns were identified regarding the assessment plans as presented. The review and implementation of the new exam tool will be delayed for another year.	Action: K. Zipperlen to reach out to COS regarding removal of learning objectives for Selectives/P2P.
8 New Business		
8.1 Motion to handle overdue Electives/Selectives - L. Vivian, C. Patey	A discussion on the motion is essential. L. Vivian presented on C. Patey's behalf. <ol style="list-style-type: none">1) MAKE IT 'MANDATORY' that students have their ITAR completed by preceptor prior to end of rotation.2) Make it 'MANDATORY' that Supervisors review with student prior to departure P4M supports the development of a policy and would like to bring it to UGMS.	Action: L. Vivian with follow up with C. Patey regarding development of a policy/process to ensure ITARs are completed on time.
9 Next Meeting	April 21, 2022	
10 Adjournment	6:05 pm	