



Phase 4 Management Team Meeting
MINUTES

Thursday, November 18, 2021
4:00 pm via Zoom

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

Invited Guests:

Regrets: T. Adey, J. Allison, S. Badcock, A. Haynes, D. Lynch, S. Reid

Topic	Detail	Action Items and person responsible
1 Introduction and Welcome - N. Duggan	A welcome was extended to all attendees. Quorum was not established. While the meeting proceeded, no items were brought forward that required a vote. Item 8.1 - Demo of the e vote option in Outlook will be moved to an earlier place in the agenda because the presenter has another commitment at the scheduled time.	
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 November 18, 2021 – N. Duggan	By E-Vote.	Motioned: T. Lambert Seconded: G. Duguay
3 Approval of prior minutes		
3.1 October 18, 2021 - N. Duggan	By E –Vote.	Motioned: T. Lambert Seconded: G. Duguay
4 Review of prior action items (June 17) Action: N. Duggan – To put together working group to develop orientation package for CDCs and APAs.	A. Anthony distributed message on N. Duggan’s behalf but no responses have been received yet. Not unexpected considering the IT issues in the last couple of weeks, N. Duggan will reach out to see who is interested.	Action: N. Duggan will touch base with CDCs on the development of an orientation package for CDCs and APAs.



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(July 15) Action: H. Coombs will follow up with course leads regarding response reports.	Have sent out the reports for Year 4, Phase 4 and have received all response reports back except one. The reports will be presented at PESC in November. The course evaluation reports for Med 8710 were sent to the CDCs in October so there is still some time to get those response reports submitted.	Action: H. Coombs to touch base with N. Duggan about the missing report not submitted.
(July 15) Action: N. Duggan to follow up regarding skills checklists feedback.	Available to students in D2L.	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.
(Oct 21) Action: E. Fradsham to reach out to C. Smith via email after this meeting concludes.	Met with C. Smith. Both agreed to let students/residents know that an option is there for students on the ACS team they have an option to participate in clinics. E. Fradsham has reached out to his class and this is no longer an issue.	Actioned.
(Oct 21) Action: N. Duggan to draft email to CDCs requesting ITARs be completed no later than two weeks post rotation.	The email was drafted and sent out to the CDCs.	Actioned.
(Oct 21) Action: K. Zipperlen to provide update after EPA Assessment Working Group meets in November	K. Zipperlen – The final report is almost ready and will go to SAS next week.	Actioned.
(Oct 21) Action: N. Duggan to follow up with T. Hearn to request an update.	N. Duggan sent an email to T. Hearn about incorporating accreditation information into grand rounds.	Actioned.
(Oct 21) Action: N. Duggan to include information in the	Will be included in the presentation on November 25.	In progress. Actioned.



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Electives/Selectives presentation happening on November 25 2021.		
(Oct 21) Action: N. Duggan to make recommendation for clarification on the language in the policy to UGMS.	N. Duggan opted not to bring it to UGMS but to the people involved. From there it will go to UGMS.	In progress. Actioned.
(Oct 2021) Action: A. Anthony to touch base with CPSNL/Tanya Drover regarding issuance and storage of MINC #s.	A. Anthony has attempted to reach T. Drover with CPSNL and has not received a response to date. An update will be communicated to the P4M team as soon as it is available.	In progress. Actioned.
(Oct 2021) Action: N. Duggan to reach out to C. Peddle/T. Adey re: # of characters, and where/how to include work experience, who to reach out to.	N. Duggan emailed C. Peddle back in October. C. Peddle does not have anything to add. N. Duggan asked about characters/sentences. C. Peddle thinks we should ask the CDCs about how we are mandated to go one way or the other but iterated we cannot rewrite the comments. J. Hearn personally thinks the email seems adamant but it could be clarified in the email going out to the students. C. Peddle thinks encouraging CDCs/preceptor to write in full sentences may be one option. J. Hearn thinks no limit on characters may be another option to consider when picking a section. Concerns may be raised with differences in writing styles/sentence lengths. The email going out to students next year should provide clarification on what is allowed.	In progress. Actioned.
(Oct 2021) Action: N. Duggan will follow up regarding any updates on visiting electives for the class of 2023.	No update right now. Hoping learners are confident that as soon as we know something we will pass it on.	In progress. Actioned.
(Oct 2021) Action: J. Allison will send out information in a communication blitz in the next month or so.	Nothing to report.	Tabled to next meeting.

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>(Oct 2021) Action: N. Duggan to review the motion regarding the setting of the pass mark at 50 for the class of 2023.</p>	<p>The passmark has been accepted by SAS and UGMS.</p>	<p>Actioned.</p>
<p>(Oct 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.</p>		<p>In progress. Tabled to next meeting.</p>
<p>5 Presentations</p>		
<p>5.1 NB Update – T. Lambert</p>	<p>Not a lot to report right now. Things are going well.</p> <p>A. Anthony provided L. Russell with the NB template for the 2022/2023 academic year for the class of 2024. Main tracks are looking good for next year.</p> <p>T. Lambert sent A. Anthony the NB Newsletter. A. Anthony distributed it to the P4M during the meeting.</p>	<p>Action: T. Lambert to send A. Anthony the NB Newsletter – ACTIONED.</p>
<p>5.2 PEI Update – K. Lane</p>	<p>Things are running smoothly. No issues or concerns have come from learners or preceptors.</p>	
<p>6 Standing Items</p>		
<p>6.1 Medical Students Report (Class of 2022) – J. Hearn</p>	<p>Well into year 4. Enjoying S/Electives.</p> <p>A few questions came in re: recent cyber-attack. Something was sent out from EH that students would be covered re: credit checks etc in relation to the cyber-attack. . Is the P4M committee aware of what services would be provided to students? C. Peddle encouraged J. Hearn to touch base with J.</p>	<p>Action: J. Hearn will touch base with LWS and his class around coverage for issues incurred during the recent EH cyber-attack.</p>



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	<p>Purcell in LWS. N. Duggan reviewed EH email sent to her to see if there was any reference to students.</p> <p>There are ITAR concerns with certain S/Electives that are heavy in observations but which might not be active in the clinical sense and display all of the 13 EPAs. Is there a way to make ITARs not EPA focused? or Could modification be made? There is student concern that they are not going to pass the rotation. N. Duggan indicated that students should set own objectives for the rotation and a conversation should happen with the preceptor/student as to which EPAs can be obtained on the rotation. Students do not have to check off every criteria for an EPA for it to count. For a student to pass a S/Elective, we need to see “progressing as expected” and “no issues with professionalism”.</p> <p>Students expressed concern about late notification on rotations and subsequent required paperwork/forms to be completed which may require a Commissioner of Oaths etc. J. Hearn asked that as much advance notice as possible be given. A. Anthony indicated that two weeks in advance of a rotation start date, students should receive enhanced scheduling details.</p> <p>J. Hearn was concerned about receiving Meditech late into rotation. A. Anthony followed up with EH and with J. Hearn. Unfortunately A. Anthony was also impacted by IT issues that resulted in a delayed processing. J. Hearn agrees that having all the paperwork completed up front in P4P will go a long ways to smoothing out the process for students and will ensure they have access at the point they need it.</p> <p>J. Hearn – Final Assessment Report. Has the 12 month report been completed or is it still pending? M. Simms - It has been completed and is expecting to send the reports tomorrow.</p>	<p>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 RHAs in NL. Will review duplication of forms already being completed for EH.</p>
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<p>6.2 Medical Students Report (Class of 2023) – E. Fradsham</p>	<p>Current issue with 1st rotation (EM) from one of his classmates that did not meet enough EPAs. Biggest issue/misunderstanding is with verbal feedback where they have met expectations but at the end of the rotation they didn't meet the requirements. Redo of shifts is not because performance is inadequate but that the documentation is inadequate. Why can't verbal evaluation be considered for the ITAR? N. Duggan is aware of this situation. There was background discussion and if someone hasn't had the opportunity to demonstrate skills, opportunities exist within the year by being given time in other rotations throughout the year so student can demonstrate competency.</p> <p>E. Fradsham asked about how the Wellness Half Day proposal will work. N. Duggan indicated that students will return to call after but the Half Day for this initiative will be protected time.</p> <p>There has been talk about a visiting electives cap on the number of visiting electives a student can complete. N. Duggan indicated nothing has been decided because of travel issues and COVID hotspots. E. Fradsham asked that if it comes to fruition it should be very clear what a visiting elective actually entails. Talked about logistics for students in different medical schools eg. MUN versus ON. N. Duggan we have to ensure our students are not being disadvantaged in visiting elective opportunities.</p>	
<p>6.3 Accreditation Update Information - B. Kerr</p>	<p>ISA was completed by the students and a great job was done. MSS was also completed by the ARC. Updated DCI ongoing with the MSS process. Our external examiner, Dr. Susan Andrew from AB has already started reviewing the DCI in preparation for the mock accreditation on December 7 and 8. Screen shared the accreditation website and mock schedule. P4M is scheduled for Tuesday, December 7 from 4:30 to 5:15.</p>	<p>Action: B. Kerr to circulate questions to P4M that may be raised at the mock accreditation.</p>
<p>6.4 LIC Update</p>	<p>No report available.</p>	



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- G. Duguay		
6.5 EPA 14 Working Group - J. Allison	No report available.	
7 Business Arising		
7.1 Progress Testing Dates – Class of 2024 - N. Duggan	Comments from N. Duggan, A. Anthony and K. Zipperlen. In prior years, the baseline exam was scheduled in tandem with the P3 exam. K. Zipperlen – There is flexibility with the CAS exam where we can reduce the number of questions and thus the length of the exam. N. Duggan thoughts on setting up a subcommittee to explore process of setting up CAS exam at least for the initial set up. Right now the balance of the questions is with IM, hoping to put together better ratio of unit specific questions. Feedback on where to place the baseline exam, in P4P or during the 1 st week of year 3? J. Hearn thinks the 1 st week makes the most sense but either could work. Will leave it there and logistically we will see what will be practical for the upcoming year.	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.
7.2 Post-Core Assessment Reports – Class of 2021 - K. Zipperlen	Once an academic year has finished, both PESC and SAS completes a course report and it is directed back to P4M. The next step is for N. Duggan or the course lead to write a report. Screen shared and discussed the following documents – Course Assessment Reports for MED 8720; MED 8730; MED 8740 and MED 8750 for the class of 2021.	
8 New Business		
8.1 Demo of E vote option in Outlook – C. Peddle	Demoed in Outlook. Seemed to work well at least for the example demoed. There are some platforms where the e vote option in Outlook may not work. N. Duggan reminded the team that P4M members are supposed to be using MUN email addresses. This should allow for P4M members to easily set up and participate in an e vote in Outlook.	Action: D. Stokes/C. Peddles to test it out the e vote option in Outlook in a couple of different platforms.
9 Next Meeting	December 16, 2021	
10 Adjournment	6:00 pm	