

Phase 4 Management Team Meeting MINUTES

Thursday, November 19, 2020

4:00 p.m.

via Zoom

Attendees: A. Anthony, S. Atkinson, J. Bishop, H. Coombs, T. Doyle, N. Duggan, G. Duguay, A. Gammal, J. Hearn, T. Hierlihy, K. Keoughan, B. Kerr, T. Lambert, R. Lathangue, C. Murray, C. Patey, J. Patterson, F. Paulin, C. Peddle, K. Quinlan, S. Reid, L. Russell, C. Smith, E. Smith, D. Stokes, T. Stuckless, J. Thorburn, K. Zipperlen

Regrets: T. Adey

Topic	Details	Action Items and person responsible
1 Introduction and Welcome - N. Duggan	Welcome extended to all attendees. Thank you was extended to F. Paulin for chairing the October 15 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	Confirmed with the addition of the following item: 8.2 – Clerkship Award Proposal	Motioned: A. Gammal Seconded: T. Lambert
3 Approval of prior minutes		
October 15, 2020	Approved by consensus.	Motioned: J. Patterson Seconded: J. Bishop
4 Review of prior action items		
October 15, 2020 – N. Duggan		
6.1 Action: A. Anthony, N. Duggan, and J. Thorburn to meet about Clinical Skills IV and to release information to learners as soon as possible.	Follow up in item 7.1.1 of this meeting.	Actioned.
6.1 Action: N. Duggan to develop document outlining learner requirements/modules for remainder of year and arrange		Actioned.

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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for distribution to learner through A. Anthony.		
6.2 Action: J. Hearn to forward detailed information on learner concerns with # of call shifts on reduced rotations and will follow up with Carla.	Information was forwarded to Carla shortly after the meeting. She replied and said she would forward it along and let Jason know what comes back.	Actioned. In progress. N. Duggan and C. Peddle to follow up early next week, and check with CDCs to ensure APAs do not overbook learners.
7.3 Action: A. Anthony to receive and track responses from P4 learners on travel plans over the Winter holiday break.	Information forwarded on to C. Peddle. N. Duggan suggested formation of small working group to sort through the list of learners and look at impact for learners. Will have to involve CDCs.	Actioned. In progress.
7.3 Action: A. Anthony to remind learners responses are due by noon, October 23, 2020.	Spreadsheet containing information received from learners has been compiled. Some learner responses submitted by learners after the requested October 23 deadline.	Actioned.
8.2 Action: S. Shorlin will follow up with CDCs on references that might be helpful.	No update available.	
8.3 Action: K. Zipperlen will generate the revised assessment plan for MED 8750 Class of 2022 and N. Duggan will present it to UGMS at their next meeting.		Actioned.
5 Presentations		

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5.1 NB Update – T. Lambert	<p>MUN/NB site visit, October 26 to 28 – Excellent meetings, met with many different groups and units. L. Russell and R. Lathange reviewed all meeting minutes and resulting action items.</p> <p>Ten tracks are ready will be available to the next class with LIC Fredericton ready for the next academic year. R. Lathange and R. Ouellette will soon have administrative support in place. Fredericton currently has a P2P learner. This will allow that site to get used to learners in advance of the start of LIC intakes.</p> <p>COVID #s in NB are increasing with Moncton going back to Orange phase and non-essential travel is discouraged. T. Lambert to send out communication on what students are allowed regarding travel between zones and will reach out to UGME, PGME. K. Quinlan asked about details on isolation requirements. E. Holloway is waiting on information from Horizon Health. T. Lambert expects update on new requirements to be made available tomorrow and that communication will come out through Horizon NB so that all learners in NB get the same message.</p>	Action: T. Lambert to update UGME on communication to learners regarding travel between zones in New Brunswick.
5.2 PEI Update – K. Keoughan	All is running smoothly with learners and preceptors. In PEI, all are now required to wear a mask within a facility. At this point, nothing has changed regarding travel for medical learners. They are considered essential workers. Any updates on this will be communicated to learners by K. Keoughan.	
6 Standing Items		



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<p>6.1 Medical Students Report (Class of 2021) – K. Quinlan</p>	<p>K. Quinlan noted a couple of tracks have not seen the submission of final Pediatrics ITARS. T. Doyle is hoping for that to be done on Monday coming.</p> <p>Mentioned about learner that experienced a delay in starting a P2P rotation in Burin due to miscommunication with placement contact and site. Requested a review of the breakdown in communication is being reviewed. Will provide update to K. Quinlan asap. P2P in Fredericton had some issues with schedule and program manager. T. Lambert encouraging a review of the whole P2P process to ensure standardization, communication especially with more students asking for the experience. Want to make sure it goes more smoothly. C. Patey reiterated that it is longer and more difficult to set up. With a new site outside of province, student is self-directed. T. Lambert indicated learner never knew any of the preceptors for the site he went to, wants to avoid overlap of learners. L. Russell asked C. Patey to reach out to the preceptor for the NB site. C. Patey – Lyn Power is main director. A. Anthony and C. Patey willing to meet to discuss P2P strategy and communication to ensure a repeat of KP in Burin doesn't recur.</p> <p>K. Quinlan followed up on learners requesting conference leave virtually. N. Duggan confirmed the request and approval process hasn't changed.</p> <p>K. Quinlan asked about promotion from year 3 (core). N. Duggan talked about assessment plan and the need to have all pieces in place according to accreditation requirements at the end of 6 weeks post the end of the academic year. Noted that the majority of learners are aware of how they are doing. There are challenges with short rotations, chasing</p>	<p>Action: C. Patey and A. Anthony to meet to review P2P strategy and the start delay for learner completing a P2P rotation in Burin and communicate update to K. Quinlan.</p> <p>Action: N. Duggan to develop and release remediation strategies in post core next week or asap.</p> <p>Action: C. Patey to reach out to the P2P preceptors in Fredericton.</p>
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	down preceptors etc and learners have been contacted in areas where challenges are known. N. Duggan briefly discussed options for remediation in post core with Selectives. Hoping to get it completed next week. If a student identified with issues, they would have already had meeting or be aware of it unless there was an issue with professionalism or the progress exam as there is no official statement that goes out.	
6.2 Medical Students Report (Class of 2022) – J. Hearn	<p>J. Hearn asked about review of travel plans submitted by learners for travel around holidays and whether a working group should be formed. Students are confused on this point. Learners are asking if virtual accommodation are in place if learners travel outside of the Atlantic bubble and whether students can go ahead and book travel. N. Duggan will meet and discuss with discipline coordinators what needs to be considered and come up with arrangements. C. Peddle mentioned that a 2 week elective at end could be offered. Learners are being encouraged to take and enjoy their holiday break free from required academic commitments. N. Duggan – the need to review the #s, to manage quickly is high on the agenda. T. Stuckless (and her team/group) offered assistance with the development of a 2 week elective in virtual health and asked if this would meet some of the evaluation requirements, given that it won't go away. Will need feedback from CDCs. N. Duggan discussed challenges and what it will mean for each learner. For learners, the biggest concern is with clarity and need a firm yes or no whether they can proceed and book travel.</p> <p>J. Hearn asked if any additional travel funding is allocated to learners completing rotations in Labrador in situations where schedule falling before and after the Winter holiday break. Normally this is an option over Christmas given to learners.</p>	<p>Action: N. Duggan to meet with CDCs regarding virtual accommodations for learners travelling during the holiday break.</p> <p>Action: N. Duggan will follow up with T. Stuckless early next week regarding possible review and development of a virtual care elective as one option to consider following feedback from CDCs.</p> <p>Action: N. Duggan to take inquiry about travel funding to senior management.</p>

Phase 4 Management Team Meeting MINUTES

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	<p>Perhaps in this situation we can offer opportunity to not go to Labrador for that rotation. J. Patterson will mention to their clerkship contact and check into extra funding, J. Hearn to let class mates reach out to preceptor for Labrador rotation to ask about extra funding. J. Bishop confirmed funding is available for learners travelling over Christmas, referencing recent contact with K. Battcock.</p> <p>J. Hearn asked about some learners with reduced hours in clerkship, concerns with learners having to cover for other learners who have reduced hours, evenings. Students are worried about heavier rotations because of this. N. Duggan reiterated that no learner should be filing in or doing extra work for another or an accommodated learner.</p> <p>J. Hearn asked about any additional updates on visiting electives or acquiring additional preceptors in NB or PEI. This was left with Drs. Murray and Patey and both agree that we are looking too far ahead to determine what will happen.</p> <p>N. Duggan mentioned that J. Hearn recently won a national award for an app he developed, It was featured on our website.</p>	<p>Action: J. Patterson to mention to clerkship contact and check into extra funding.</p> <p>Action: J. Hearn to let class know to reach out to preceptors in Labrador and ask about travel funding for placements interrupted by holiday break.</p> <p>Action: J. Hearn to send private email to N. Duggan with details and clarifications on this concern.</p> <p>Action: J. Hearn to reach out to classmates regarding FM email and follow up with J. Bishop.</p>
6.3 Accreditation Update Information - B. Kerr	<p>T. Hearn will be giving presentation at strategic planning half day next Friday. Working on communications plan, with timelines for how and when things will take place. It will be released early in the new year. T. Hearn did take part in a virtual accreditation site visit with NOSM. Some or all of the accreditation visit may happen virtually. B. Kerr encouraged everyone to block off Apr 3 to 5 2022 in your calendar in order to be available to answer questions or to provide data to the accreditors.</p>	

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6.4 LIC Update	N. Duggan – the rollout for NL is still being worked on. The dean has signed off on it and the proposal is now sitting with government. LIC Fredericton is ready for the next academic year with two seats.	
7 Business Arising		
7.1 Look at the year ahead for the class of 2021 – N. Duggan	<p>K. Zipperlen shared document with students for various deliverables for graduation. Reminder going out to learners to ensure Electives/Selectives ITARs are submitted on time. N. Duggan asked K. Quinlan to remind class mates ITARs are completed and signed off on time as it will make end of year go smoothly.</p> <p>An email was sent out about timing of course, amendment to finish dates. Referenced email sent out on November 12 and explained proposed dates, Apr 5 to 16 with extra time to accommodate OSCE and Mandatory Procedures. A change in curriculum would have to go to all levels, including SAS and UGMS. Before that it will have to be ok with the class of 2021. Discussed flexibility with completing modules by end of part two of Clinical Skills IV. K. Quinlan to ask class how they feel about it, share reasoning. K. Quinlan will send email to N. Duggan with results who will share with committee and send to e vote, has to go to P4M, SAS and UGMS.</p> <p>J. Thorburn indicated Clinical Skills IV will be split into two groups with the part one online asap and to open once holiday break starts with request to complete by the end of the complete course. Changes to proposed dates will allow more time to facilitate in person components such as OSCE and Mandatory Procedures.</p>	<p>Action: K. Quinlan to remind fellow learners in the class of 2021 that ITARs to be completed and signed off on time.</p> <p>Action: N. Duggan to send out email about timing of course and the amendment to finish dates.</p> <p>Action: K. Quinlan will reach out to fellow learners in the class of 2021 to see how they feel about the proposed new timelines for the last 4 weeks of the year that would see part two of Clinical Skills IV occur during April 5 to 16, 2021.</p> <p>Action: K. Quinlan to send results of class poll to N. Duggan</p>

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		Action: N. Duggan to share class of 2021 poll results with P4M committee. If the P4M committee is in favour of date changes to accommodate Clinical Skills IV, it will then be sent to UGMS for an e vote.
7.2 Look at the year ahead for the Class of 2022 – N. Duggan	<p>Expecting to adhere to normal schedule for Electives/Selectives. It will be a wait and see situation on decisions about where they can be completed.</p> <p>N. Duggan will email once she has had a chance to discuss with C. Peddle and will try to get back to J. Hearn tomorrow. C. Peddle and T. Adey would like for learners to enjoy their time off over the Winter holiday break.</p>	Action: N. Duggan will email once she has had a chance to discuss with C. Peddle and will try to get back to JH tomorrow
7.3 Course Assessment Reports – K. Zipperlen	<p>Reports went to SAS and are now back with P4M to address issues and concerns. Showed template to allow members to better understand report data.</p> <p>Explained that MED 8720 Advanced Procedural Competencies (now Clinical Skills IV) didn't really happen the way it should of. All learners passed the course and learners documented through T-res. MED 8730 – All learners received progressing as expected. Feedback was positive. MED 8740 – There was no real COVID impact, same ITAR. All learners successfully completed. MED 875 Practice Continuum (now Physician Competencies IV) leadership in medicine, and research block. Only thing that changed was the research day. Knowledge translation was confirmed. Feedback was</p>	Action: N. Duggan to touch base with course leads for MED 8720, 8730, 8740, 8750 regarding feedback from course assessment reports and a review of the leadership in medicine module.



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	low, below benchmark of 3.5. Perhaps we need to look at leadership in medicine modules. N. Duggan will touch base with the course leads, MED 8720, 8730, 8740, 8750.	
8 New Business		N. Duggan
8.1 E-votes P4M	N. Duggan sought permission from group to add policy around e votes on P4M matters to keep meetings manageable and to respond more quickly. N. Duggan - Can we proceed with e votes for P4m matters and for P4M Team Meetings to be official forum to record e votes and communication.	Motioned: F. Paulin Seconded: T. Hierlihy Approved by consensus.
8.2 Clerkship Award Proposal	We are looking for volunteers to take this on. Nice to have this set up. Can send email around looking for responses or feedback. T. Lambert happy to help with potential to have student involved to help develop.	Action: N. Duggan to send out email looking for volunteers, responses or feedback.
9 Next Meeting	December 17, 2020	N. Duggan
10 Adjournment	6 pm	