

Phase 4 Management Team Meeting MINUTES

Thursday, October 15, 2020

4:00 p.m.

via Zoom

Attendees: A. Anthony, S. Atkinson, H. Coombs, E. Fowler, G. Duguay, A. Gammal, J. Hearn, T. Hierlihy, B. Kerr, K. Keoughan, T. Lambert, R. Lathange, C. Murray, J. Patterson, F. Paulin, C. Peddle, K. Quinlan, S. Reid, L. Russell, E. Smith, D. Stokes, K. Zipperlen

Invited guest: S. Shorlin

Regrets: T. Adey, A. Haynes, D. Keenan, C. Smith, J. Thorburn

Topic	Details	Action Items and person responsible
1 Introduction and Welcome - F. Paulin	Dr. Paulin chaired the meeting in Dr. Duggan's absence. Everyone was welcomed to the meeting and introductions were announced for Dr. Erika Fowler, the new CDC for ObsGyne and Robin Lathangue, the new NB Program Manager.	
2 Agenda review		
2.1 Review for Conflict of Interest – F. Paulin	No conflicts of interest were brought forward.	
2.2 Confirmation of Agenda – F. Paulin	Confirmed.	Motioned: J. Patterson Seconded: T. Lambert
September 17, 2020 - F. Paulin	Approved by consensus.	Motioned: T. Lambert Seconded: A. Gammal
4 Review of prior action items		
September 17, 2020 – F. Paulin	All action items from this meeting were reviewed and have been actioned or the action is in progress.	
5 Presentations		
5.1 NB Update – T. Lambert	Application dates so far seem to be working out well. No issues with the startup of core on October 5 were reported. COVID-19 changes in NB may affect how we move forward and NB will follow any directives coming from Horizon Health.	

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>The new NB Program Manager, Robin Lathange was introduced.</p> <p>The upcoming NB/MUN site visit schedule is filled with various meetings. The original plan was to travel around NB and that has changed. We will not be going to Moncton. Further changes may occur and it's possible the whole site visit may go virtual.</p> <p>L. Russell noted all is going well with electives/selectives.</p>	
5.2 PEI Update – K. Keoughan	<p>Medical learners coming from within the Atlantic bubble will no longer require COVID testing and need to consider self-isolation/work isolation.</p> <p>Electives going well, being reviewed and processed.</p>	
6 Standing Items		
6.1 Medical Students Report (Class of 2021) – K. Quinlan	<p>Opened with noting first electives/first block are just now ending. From a student perspective it is going well. Wanted to ensure the following were/have been addressed: ensuring timely responses to elective/selective applications, recent situation in PEI with the unavailability of a preceptor for a secured placement. The issue was resolved and another preceptor(s) stepped in to fill the role. These situations would cause a lot of anxiety for students. Would like to ensure preceptor availability is confirmed before elective/selective is booked. K. Keoughan did mention that this was a new employer in PEI and there was a communication error.</p> <p>Some students are wondering about Clinical Skills IV and whether information will be released soon. N. Duggan, J. Thorburn and A. Anthony will be meeting to discuss and plan</p>	<p>Action: A. Anthony, N. Duggan, and J. Thorburn to meet about Clinical Skills IV and to release information to learners as soon as possible.</p> <p>Action: N. Duggan to develop document outlining learner requirements/modules for remainder of year and arrange for distribution to learner through A. Anthony.</p>

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	<p>for the upcoming Clinical Skills IV and information will be released to learners as it is made available.</p> <p>A previous action item regarding the summary of requirements/modules required for the rest of the year was brought up. From a student perspective, this will be helpful. This is being worked on by N. Duggan and will be released as soon as possible. The message expected to be delivered through A. Anthony on her behalf.</p>	
6.2 Medical Students Report (Class of 2022) – J. Hearn	<p>Concerns were raised with increase in COVID cases for students in NB and lack of reassurance of what may happen if things change in NB on whether learners would be pulled/not pulled from rotations. What will this mean for NL? We may need to discuss and consider. T. Lambert will bring that up in discussion with T. Adey in a scheduled meeting. Clarity on next steps should extreme situation occur is needed. Learners are unclear on how to proceed. Learners would like to see communication on this matter. F. Paulin reiterated that we would do as much as possible to avoid pulling clerks but will have to consider and follow public health directives. Learners were reminded to follow those standards set out in July. Learners received a recent reminder via email on those standards.</p> <p>The second matter brought up related to room bookings for AHDs. Learners have been asking about availability of rooms to use for individual study rooms. Learners received information on this topic as part of the October 14 UGME weekly update.</p>	<p>Action: J. Hearn to forward detailed information on learner concerns with # of call shifts on reduced rotations and will follow up with Carla.</p>

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	Concerns were expressed about the # of call shifts required in a reduced rotation. J. Hearn will send along complete details to C. Peddle. It was noted that the APA in Surgery was still fairly new to the role and the message may need to be communicated a little more clearly to her.	
6.3 Accreditation Update Information - B. Kerr	This is still a work in progress. T. Hearn, B. Kerr and M. Osmond are working on the finishing touches on the accreditation website. It is expected that information will start to be released in the next month and this may initiate more discussion and conversation. CACMS may look at a hybrid model for the accreditation visit involving both in person and virtually communication and meetings. Reminder that the accreditation dates are April 3 to 6, 2022.	
7 Business Arising		
7.1 Look at the year ahead for the class of 2021 – N. Duggan	Tabled to the November 19, 2020 P4M meeting.	
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7.3 Planning ahead for the holiday break – UGME update Sep 23, 2020 – N. Duggan	<p>Planning for this is something that the CDCs and the Electives/Selectives Coordinators need to be aware of in the event that a core learner needs to undergo two weeks of isolation affecting their ability to acquire the EPAs and potentially resulting in the need to create a S/Elective experience post Clinical Skills IV.</p> <p>Learners have been asked to forward their travel plans over the Winter holiday break to A. Anthony. Learner responses will be reviewed to gauge what accommodations we may need to consider.</p>	<p>Action: A. Anthony to receive and track responses from P4 learners on travel plans over the Winter holiday break.</p> <p>Action: A. Anthony to remind learners responses are due by noon, October 23, 2020.</p>
7.4 Follow up – QI session, Sep 30, 2020 – N. Duggan, H. Coombs, D. Stokes	<p>A quality improvement session was held on September 30, 2020 and lasted for 1.5 hours. It was a partial QI and partial information session but went well and was well attended.</p> <p>A lot of uncertainty was expressed by learners about the start of core and the tracks. The assumption is that a lot of that has since been ironed out. Some of the issues were with technology and the scheduling of the AHDs with information related to clerkship being NL specific. This was not helpful to NB learners. Learners wanted information ahead of going into core. Throughout the session, N. Duggan addressed many of the issues and concerns as they were raised. One NB learner expressed concerns with EH forms. It was reiterated that while these completed forms may not be needed up front for NB learners, it is expected they will be needed during the post core year or potentially during the core year in the event a NB learner chooses to complete a rotation in NL.</p> <p>Concerns were expressed with information being unavailable or being delivered late to learners completing PEDS rotations. Reference was made to the recent PEDS/St. Anthony situation where the impacted learners were not aware of the site they</p>	

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	would be placed at. This caused a lot of uncertainty for the impacted learners. The situation was resolved.	
8 New Business		
8.1 E-votes P4M - F. Paulin	Tabled to the November 19, 2020 P4M meeting.	
8.2 Faculty development approaches for EPAs and Clinic Cards – S. Shorlin	<p>It was determined that more faculty development/education would be helpful on how to gauge and provide feedback to learners throughout rotation. We want to ensure we are doing things correctly with EPAs and clinic cards and we are looking to identify gaps and approaches.</p> <p>S. Shorlin asked what the issues might be, what the deficit is, what the best way to deliver it is and how we should proceed. Noted that some in person sessions have already happened. T. Lambert mentioned it seems we have gone backward, there is a change in thought process and it seems preceptors are more reluctant to see students as entrustable. K. Quinlan – From a student perspective there is an issue with clinic cards approved and concerns with assessments. Learners are reminded that the issues and concerns only apply to the last two rotations.</p> <p>A document outlining EPAs and providing feedback was distributed to the P4M team during the meeting. All in attendance noted that this would be helpful.</p>	Action: S. Shorlin will follow up with CDCs on references that might be helpful.

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	<p>E. Smith has reached out and will follow up with N. Duggan regarding an EM feedback session being developed. Plan to put together video that will go through EPAs and this will be done in the next little while. Discussions held in clerkship meetings on the need for consistency and the need to educate preceptors.</p> <p>S. Shorlin requested comments from faculty, chairs on approach to this issue. Some options to consider might be a one pager, online information. T. Lambert - Promoting what is in place through department meetings would be a good place to start. T. Lambert and L. Russell will figure out how this might work in NB.</p>	
8.3 Phase 4 Research - K. Zipperlen	Screen shared and discussed document “proposed change to P4 MED 8750 PC4 Class of 2022”. Noted that the data collection was impacted by the pandemic and was missing some information. The solution was found with the move into P4. This would be presented to and approved by UGMS at their meeting next week following review, comments and approval by P4M.	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.
9 Next Meeting	November 19, 2020	F. Paulin
10 Adjournment	5 pm	Motioned: T. Hierlihy Seconded: J. Patterson