



Phase 4 Management Team Meeting
MINUTES

Thursday, September 16, 2021
4:00 pm via Zoom

Attendees: T. Adey, A. Anthony, S. Badcock, J. Bishop, H. Coombs, N. Duggan, G. Duguay, E. Fowler, E. Fradsham, A. Gammal, . J. Hearn, T. Hierlihy, A. Hunt, K. Lane, B. Kerr, T. Lambert, B. Metcalfe, F. Paulin, C. Peddle, G. Radu, L. Russell, M. Simms, D. Stokes, K. Zipperlen

Invited Guests: T. Hearn, D. McKeen, M. Steele

Regrets: J. Allison, S. Atkinson, C. Patey, J. Purcell, S. Reid

Topic	Detail	Action Items and person responsible
1 Introduction and Welcome - N. Duggan	A welcome was extended to all attendees. Introductions were held and directed to invited guests. Quorum was established and it was confirmed that the meeting could proceed.	
2 Agenda review		
2.1 for September 16, 2021		
Review for Conflict of Interest – N. Duggan	No conflicts of interest were brought forward. Committee confirmed alteration to order of presentation of agenda items so that items 7.1 and 6.3 to 6.3.4 would follow the confirmation of the agendas. Item 8.2 to be added under New Business and presented by T. Hierlihy	
2.2 for September 16, 2021		
Confirmation of Agenda for September 16, 2021 – N. Duggan	Confirmed.	Motioned: T. Hierlihy Seconded: G. Radu
2.3 for July 15, 2021		
2.3 Confirmation of Agenda for July 15, 2021	Confirmed. Quorum was not established at original meeting, although meeting proceeded, no matters requiring a vote were discussed in July.	Motioned: T. Hierlihy Seconded: E. Fowler

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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3 Approval of prior minutes		
3.1 for June 17, 2021 meeting		
3.1 June 17, 2021	Confirmed. Quorum was not established at the July 15, 2021 and as such the minutes for June 17, 2021 could not be approved.	Motioned: F. Paulin Seconded: G. Radu
3.2 for July 15, 2021 meeting		
3.2 July 15, 2021	Confirmed. No meeting was held in August 2021. Chair automatically abstained anyone that didn't attend July's meeting.	Motioned: T. Lambert Seconded: E. Fowler
4 Review of prior action items		
4.1 for June 17, 2021 minutes		
(6.1 – June 17) Action: N. Duggan – To put together working group to develop orientation package for CDCs and APAs.	N. Duggan will reach out to see who is interested.	Tabled to next meeting.
(6.1 – June 17) Action: N. Duggan - To send out vacation information to the class of 2023 and arrange to have the updated information uploaded to the website.	There should be a reference to the class of 2022 not 2023. Any updates to the UGME website should be sent to the website@med.mun.ca .	Actioned
4.2 for July 15, 2021 minutes		
(5.1 – July 15) Action: T. Lambert to follow up with K. Zipperlen regarding assessment and clinic cards.		Actioned.
(6.1 – July 15) Action: N. Duggan to write note to APAs regarding signing off on leave requests for personal leave		Actioned.



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(7.1 – July 15) Action: H. Coombs to forward reports to A. Anthony for distribution to P4M team.		Actioned.
(7.1 – July 15) Action: H. Coombs will follow up with course leads regarding response reports.	Has followed up about the Phase 4 Response Reports and we are working on them and they will be presented at PESC in October.	Tabled to next meeting.
(7.1 – July 15) Action: N. Duggan to follow up regarding skills checklists feedback.	Available to students in D2L.	Tabled to next meeting.
(8.1 – July 15) Action: N. Duggan to touch base with P4M team on what direction to take with conference leave.		Actioned
(9.1 - July 15) Action: N. Duggan to reach out to CDCs to secure coverage while she is on vacation.		Actioned.
5 Presentations		
5.1 NB Update – T. Lambert	<p>The NB team will be here October for two nights to review operational matters in UGME. Please reach out to the NB team through UGME if needing to meet outside of already scheduled time.</p> <p>NB has new VP, Medical - Dr. Susan Brain. She is responsible for the educational portfolio in New Brunswick.</p> <p>Smooth transition including LIC Fredericton for the class of 2023.</p> <p>J. Hearn mentioned that his electives experience in NB has gone well and he has no concerns.</p>	



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5.2 PEI Update – K. Keoughan	Not much to report this month. Katie was away for some time, not aware of any issues but J. Chan stepped in to oversee in her absence.	
6 Standing Items		
6.1 Medical Students Report (Class of 2022) – J. Hearn	<p>Not much to report. Things are going well overall with Electives and Selectives.</p> <p>MSPRs (Dean’s letter) - Will students receive more info on that process and their role in it? C. Peddle – We are working on that communication now and students should expect to see that shortly. J. Hearn will let his class mates know.</p> <p>A. Anthony will follow up regarding the release of the annual CaRMS presentation. Enhanced details expecting to be released by Rachel Cabana (CaRMS) soon.</p> <p>J. Hearn asked about Clinical Skills IV. A.Anthony provided information outlining an initial meeting with the course chair. Enhanced details to be released as soon as they are available. Specific questions raised about in person components. Efforts will be made to have as many of the components offered via in person sessions as possible with the emphasis on those sessions that do not lend themselves well to a virtual environment.</p> <p>J. Hearn asked about parking on campus. C. Peddle provided overview of options in a recent Newslines email. Suggested students use the Pay and Park option with payment options online.</p>	Action: A. Anthony to update J. Hearn/class of 2022 when information is released on the annual CaRMS presentation.
6.2 Medical Students Report (Class of 2023) – E. Fradsham	Raised question about General Surgery, specifically for students scheduled to be on the ACS team. Students have concerns about clinical/OR time. Asked if ACS is an important aspect of a rotation in St. John’s, Can it be one week as opposed to the full 5 weeks? Is there a way to change that?	Action: N. Duggan will follow up with C. Smith to address student concerns about ACS team schedule.



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	<p>Recently reached out to D. Stokes in HSIMS re: T-res and EPAs/information on completed clinic cards. One suggestion for the incoming class was to provide a sample(s) of what a reasonably completed clinic card looks like. Perhaps include in P4P. N. Duggan – Information was provided in P4P but agrees more needs to be done for the course next year.</p> <p>Asked about potential for visiting electives? N. Duggan – We are hopeful but it’s too early.</p>	<p>Action: E. Fradsham will follow up with his classmates re: changes to call/schedule and requests for leave. Will also provide contact information for T-Res so that students can follow up accordingly if there are any issues.</p>
6.3 Accreditation Update Information - B. Kerr	No report available. Questions should be directed to B. Kerr.	
6.3.1 Notice to Phase 4 Management – Interview by Accreditation Team - T. Hearn/B. Kerr	T. Hearn screened shared document and talked about Accreditation with reference to dates and key messages. P4 should expect to meet with the Accreditation Team. Pointed out the relevant items that the committee should expect to be asked about. The P4 team must be available for accreditation meetings, April 4 to 6 and May 11. We will not know final schedule until March.	
6.3.2 Summative Assessment “Issues” – T. Hearn/B. Kerr	<p>T. Hearn – Spoke about accreditation item 9.8 and screen shared document. T. Hierlihy – Asked for suggestions and what the CDCs are supposed to do? Noted nothing has changed. M. Steele thought that meeting at the very last day of rotation would be the time to complete the ITAR. N. Duggan agrees shortening the amount of time between the end of the rotation and the completion of the ITAR. E. Fowler spoke about challenges with ITARs and clinic cards in OBS and strategies to use that involve residents assisting with feedback and completion of ITARs J. Bishop, D. McKeen – Suggested a recognition strategy to garner timely submission of ITARs.. T. Hierlihy – Any thoughts on changing the ITAR format? N. Duggan – We definitely want some feedback but asked if it is necessary to have comments on each EPA.</p>	<p>Action: D. Stokes to speak with A. Siscoe about removing EPA mandatory commentary when completing ITARs.</p> <p>Action: N. Duggan will draft email to go to CDCs requesting the ITARs be completed no later than two weeks post rotation in order for the CDC have enough time to complete at the 6 week</p>



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	<p>D. Stokes – We can look at the mandatory field in the text box and it will not affect reporting for the year. N. Duggan – Suggestion to have ITARs going to preceptors to be completed in two weeks.</p> <p>K. Zipperlen – The EPA Assessment working group will also look at the assessment burden and incorporate that into the final report. T. Hearn – Willing to take on Grand Rounds to speak about accreditation B. Kerr – We definitely need to implement some short term solutions but also need to start planning and considering longer term changes/updates/solutions. N. Duggan – No objections to a reward to getting ITARs completed and submitted on time. T. Hierlihy suggested that we add two components – efficiency and quality.</p> <p>T. Hierlihy is concerned about ITARs getting done but not containing enough or relevant information. A. Gammal asked about removing EPAs not related to specialty. T. Hierlihy provided examples of situations and reasons why all the EPAs need to be included on the ITAR. Students can technically be assessed on all EPAs for each rotation. Suggestion was made that it was easy to just put N/A rather than removing the EPAs.</p>	<p>deadline. Will word it to address concerns raised by F. Paulin.</p> <p>Action: K. Zipperlen – Raise the assessment burden issue with the EPA Assessment Working Group.</p> <p>Action: T. Hearn /B. Kerr/D. McKeen/M. Steele will speak with clinical chairs request support for CDCs. Will also inquire about incorporating Accreditation into grand rounds.</p>
<p>6.3.3 Communication with Remote Sites – T. Hearn/B. Kerr</p> <p>Accreditation Item 8.7 Comparability of Education/Assessment</p>	<p>T. Hearn screen shared document and raised question about the methods and frequency of communicating with other sites. From a CDC perspective, How is communication held with other sites. J. Bishop spoke about how it is being handled in Family Medicine. A. Hunt responded on how communication is held within DME particularly now that the changes in DME have happened. S. Badcock referenced the FM provincial lecture series and the DME newsletter. M. Steele directed the question to T. Lambert who responded in kind about how it is being handled in NB and referenced the NB Medical Education Forum. M. Steele also mentioned the NB/MUN annual site visit.</p>	



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<p>6.3.4 Item 8.8 Monitoring of Time Spent in Educational and Clinical Activities - T. Hearn/B. Kerr</p>	<p>T. Hearn - Screen shared document and discussed the ease with first two years. There is a plan in place for year 3 and asked if something similar is in place for year 4. Agree that the policy is being followed but wondered if there is active monitoring. Any concerns would be directed to the Phase Lead. Beyond that the Phase 4 Lead would reach out to the Electives and Selectives Coordinator. N. Duggan – The biggest challenge has been if a student hasn’t put in the time. There are concerns from CDC about how to handle the ITAR. T. Adey to look at more active way to monitor it. Suggested it be added to the agenda on the next UGMS agenda.</p>	<p>Action: N. Duggan – Include brief discussion in the annual Electives/Selectives Presentation of policy and who students should contact.</p> <p>Action: T. Adey to look at more active ways to monitor time spent in educational and clinical activities.</p> <p>Action: N. Duggan to request monitoring of this accreditation item to be added to the next UGMS meeting.</p>
<p>6.4 LIC Update - G. Duguay</p>	<p>No report available at this meeting.</p>	
<p>6.5 EPA 14 Working Group – J. Allison</p>	<p>No report available. Questions can be directed to B. Kerr</p>	
<p>7 Business Arising</p>		
<p>7.1 Summative Assessments for Clinical Rotations -T. Hearn/D. McKeen/M. Steele</p>	<p>Document screen shared on the UGME Accreditation Update, re: 9.8 Fair and Timely Summative Assessment. Mentioned that LCME was no longer involved, it is just CACMS moving forward. F. Paulin discussed and referenced challenges within IM regarding securing the completion and submission of ITARs that further impact the ability to complete and submit the Final Summative Assessment no later than 6 weeks post rotation. T. Hierlihy discussed challenges in Psychiatry and his strategies to secure information from preceptors on time.</p>	



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8 New Business		
8.1 National Day for Truth and Reconciliation – Sep. 30, 2021 - N. Duggan/C. Peddle	New statutory holiday. Learners will be excused for that day. This statutory holiday will be treated like all other statutory holidays and learners will be excused from duty on that day. Memorial students at distributed sites will also get the day off.	
8.2 Language in Key Dates and Holidays policy. - T. Hierlihy	Asked about requirement for call with specific reference to the Key dates and Holidays policy. The language in the policy is a little unclear. The policy was last updated in May 2020 with a renew date in May 2023.	Action: N. Duggan to ask to have the language in the <i>Key Dates and Holidays</i> policy clarified.
9 Next Meeting	October 21 2021	
10 Adjournment	6:15 pm	