

## Phase 4 Management Team Meeting MINUTES

Thursday, September 17, 2020

4:00 p.m.

via Zoom

Attendees: A. Anthony, S. Atkinson, H. Coombs, T. Doyle, N. Duggan, A. Gammal, J. Hearn, T. Hierlihy, K. Keoughan, B. Kerr, T. Lambert, D. Murphy, C. Murray, F. Paulin, C. Peddle, K. Quinlan, S. Reid, L. Russell, E. Smith, D. Stokes, K. Zipperlen,

Invited guest:

Regrets: J. Patterson, C. Smith

| Topic  | Details  | Action Items and person responsible        |
|--|--|--|
| 1 Introduction and Welcome<br>- N. Duggan  | Introduced the new Course Chair, MED 8750 Dr. Stephanie Atkinson and the new Faculty Lead – Assessment (SAS) Dr. Stephanie Reid. | 4:15 pm                                    |
| 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.   | Motioned: E. Smith<br>Seconded: C. Murray  |
| 3 Approval of prior minutes  |  |  |
| July 9, 2020 Special P4M Meeting   | Approved by consensus.   | Motioned: C. Murray<br>Seconded: J. Bishop |
| July 16, 2020 Special P4M Meeting  | Approved by consensus pending changes made as follows:<br>Reference to students on page 3 should be faculty.                     | Motioned: J. Bishop<br>Seconded: C. Murray |
| 4 Review of prior action items   |  |  |
| July 9 and 16, 2020<br>– N. Duggan   | All action items associated with the July 9 and July 16 meetings have been actioned except the following:                        |  |
| Presentation on giving/receiving feedback, proposed session by E. Smith<br>– N. Duggan | N. Duggan and A. Anthony have been in contact with E. Smith and will follow up.  | In progress.                               |
| Survey results to learners<br>– H. Coombs  |  | In progress.                               |

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| Details on proposed Peer Assisted Learning option to P4M (N. Duggan) – M. Goodridge | Being discussed. Should be incorporated into curriculum.  | In Progress.   |
| 5 Presentations   |   |  |
| 5.1 NB Update – T. Lambert<br><br>Lisa Russell                                      | <p>The NB Site Visit will occur Oct 26, 28, 28 with the majority of smaller meetings on October 26. NB will travel locally within in NB and will include MUN staff in a virtual environment. NB is working with the Dean's office to confirm attendees and any additional meetings with MUN staff.</p> <p>Melissa Dunnett, is no longer on staff in NB and the position of Manager, NB is currently vacant.</p> <p>There are no issues with changes in tracks and there are no issues expressed by learners or departments.</p> <p>T. Lambert indicated there have been a few problems with mini CEXs. It is difficult with local coordinators having to sit downs to discuss ITARs. Is this an issue in other places? It needs to be scheduled into the rotation. F. Paulin expressed that in terms of face to face feedback, it is hard to control quality. F. Paulin does meet with learner during mid-point etc and the process is similar to before. D. Murphy indicated it hasn't been an issue in OBS. T. Lambert mentioned that if coordinators are noticing issues and if it is something they can recognize he will get on top of it.</p> | Action: L. Russell follow up with MUN staff regarding the virtual NB Site Visit. |
| 5.2 PEI Update – K. Keoughan  | Current Med 3s have enjoyed their time at home at not having to travel. PEI is busy with scheduling Electives and Selectives. A meeting with Health PEI requesting assistants for students and residents has been pushed back due to COVID-19. Feedback has been positive. N. Duggan mentioned  |  |

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|  | MUN is looking for expansion of clerkship opportunities in PEI.  |  |
| 6 Standing Items   |  |  |
| 6.1 Medical Students Report (Class of 2021) – K. Quinlan | <p>Noted the following to discuss: final exam, getting Electives and Selectives straightened out and concerns about getting ITARs back in a timely manner.</p> <p>K. Quinlan - A lot of students haven't received their final ITARs and there are concerns in particular with completion of IM the formative ITAR does not seem to reflect information on clinic cards. D. Murphy mentioned there are issues with evaluations going out late, the sheer volume having to be done and short rotation that involve overlapping clerks. A. Anthony spoke to clarify issues experience with "rejigging" of schedule that may be contributing to the sporadic issue with the release of the evaluation forms to the units. F. Paulin clarified that if entrustable is marked on clinic card then learner is marked entrustable. With other rotations EPAs may be based on clinic card but in IM clinic cards are not robust enough to determine entrustability or to confirm or refute feedback.</p> <p>N. Duggan – Purpose of clinic cards were brought on board due to request for feedback. We have to provide regular formative feedback. Initially it was a paper card with Likert scale and then moved to EPAs. We have since moved to using the Clinic Card App/T-res. Main performance of clinic card is for feedback on any one day and performance. A lot of preceptors may use collections of cards to support decision of entrustability and a summative ITAR should be done at the end. We need to do more faculty development ensuring preceptors grasp what is necessary. Learners however seem to catch on quickly.</p> | <p>Action: LWS (G. Radu) will oversee and reach out to learners regarding virtual proctoring during remote exam delivery.</p> <p>Action: C. Peddle – More details to be released the week before the exam and once virtual invigilators are trained.</p> <p>Action: N. Duggan to pass on what she learns from UGMS regarding the remote proctoring of the final exam in October.</p> |

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|  | <p>The biggest concern is with proctoring of the final exam, i.e. PEI, remotely or in school (library). Looking for clarification. N. Duggan can pass on what she knows from UGMS. There will be virtual proctoring from learner's homes. The administration of the exams, including the booking of computer labs for exam delivery falls under UGME responsibility. K. Quinlan wanted to know how learners express interest in that. LWS's role in this process is limited to solely providing advice and to be part of conversations around eligibility criteria to ensure equitable learner access to exam space. This would allow LWS to remain impartial with respect to the academic curriculum and its administration. C. Peddle will release more details the week before the exam once they are trained for virtual proctoring. Discussed potential glitches with the virtual exam. Learners were assured that if there are glitches we will err on the side of the learner. J. Hearn indicated their first exam went well but there was no proctoring.</p> <p>Larger discussion surrounding Electives/Selectives and concerns expressed by learners took place. Learners were reassured that we are responding as quickly as possible to applications and requests for follow up to submitted applications and aware that there is not a lot of time between now and the earliest start date of October 5. A. Anthony reminded the learners that the Electives/Selectives Team are in regular contact with the placement contacts and RMEN APAs and constantly monitoring portal activity.</p> |  |
| 6.2 Medical Students Report (Class of 2022) – J. Hearn | J. Hearn talked about the online exam, and for the most part it went well. Online training is going quite well. Lots of downtime, time to study. There were some issues with a   | Action: Learners to let UGME know in cases where an instructor |

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|  | <p>handful of late cancellations and no shows for lectures that resulted in a complaint from students. The other issue is lack of centralized schedule. This ongoing was briefly mentioned again. One class mate constructed a google calendar and shared with class mates. What issues might be with students travelling over Christmas? C. Peddle wants learners to take their vacation. MUN will provide a virtual learning experience if it happens that a learner has to self-isolate resulting from travel following the Winter holiday break.</p> <p>The question surrounding Visiting Electives was brought up and J. Hearn asked what are the plans being discussed, contingency plan? C. Peddle responded indicating the decision will have to be made on a national level. The decision to not have visiting options made on national level with smaller schools in mind. MUN has gotten around that a little bit as we have MUN preceptors in NB. N. Duggan – perhaps we can see if we can access more preceptors to secure faculty appointments. J. Hearn – We need this type of conversation even this far out. N. Duggan - Learners should let us know if an instructor does show up, or there is a late cancellation.</p> | <p>does not show up or there is a late cancellation.</p>   |
| 6.3 Accreditation Update Information - B. Kerr               | <p>B. Kerr – Reminded everyone that the accreditation visit will be in the spring of 2022 and that even though we have been granted the extra year the accreditation data is based on a full year before the visit. The better the data the better off we are. He is meeting with T. Hearn to revamp process and communication plan for accreditation. B. Kerr is working on documenting items ahead of accreditation Expecting a week after, information will be made available to share.</p>  | <p>Action: B. Kerr to share updated information surrounding revamped process and communication plan for accreditation.</p> |
| 7 Business Arising   |   |  |
| 7.1 Look at the year ahead for the class of 2021 – N. Duggan | <p>N. Duggan – Class of 2021 is finishing an amended core. What about looking ahead? What do we need to keep in mind?</p>   | <p>Action: N. Duggan will reach out to J. Thorburn</p>   |

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|  | <p>One of the issues may be the Clinical Skills IV course and it may be some combination of virtual and in person during week two with week one happening over the Winter holiday break.</p> <p>N. Duggan to put together listing on what is left before graduation and send out.</p> <p>No other issues to be identified. There are places doing virtual OSCEs – could be a possibility. Learners are encouraged to be monitoring their ITARs especially coming into CaRMS.</p> <p>K. Quinlan mentioned that travelling over Christmas is a concern, re: self-isolate/work quarantine and having to organize stuff virtually. T. Lambert mentioned that in NB you still have to self-isolate for 2 weeks if its non-work related.</p> | <p>regarding the Clinical Skills IV course.</p> <p>Action: N. Duggan to send out listing of what is left before graduation.</p> <p>Actioned: N. Duggan will report regularly on issues and updated information surrounding travel, especially during the Winter holiday break.</p> |
| 7.2 Look at the year ahead for the Class of 2022 – N. Duggan | <p>N. Duggan - COWG brought in virtual AHDs. One question is to consider other amendments and do we try to tackle it for the class of 2022 or leave it for the class of 2023. With compressed clinical experiences, it may not be the time to introduce a new AHD type of situation. S. Atkinson – It should be a possibility. J. earn does not want to see any further reduction in clinical time. N. Duggan – There are no intentions in pulling them from any more clinical experiences. No other issues by the class of 2022 were expressed.</p>   |  |
| 8 New Business   |  | N. Duggan  |
| 8.1 Exam Invigilation  | Discussed in previous section.   |  |
| 9 Next Meeting   | October 15, 2020   | N. Duggan  |
| 10 Adjournment   | 5:34 pm  | N. Duggan  |