

Phase 4 Management Team Meeting
March 19, 2020 Minutes
Meeting held via phone at 4 pm.

Attendees: T. Adey, A. Anthony, H. Coombs, D. Deacon, T. Doyle, N. Duggan, G. Duguay, S. Iqbal, T. Lambert, C. Murray, J. Patterson, C. Peddle, G. Radu, L. Russell, E. Smith, D. Stokes, J. Thorburn, K. Quinlan, R. Tracey, K. Zipperlen

Regrets: K. Keough

1 Introduction and welcome. All were welcomed and thanked for attending.

2 Agenda review - review for conflict of interest and confirmation of agenda.

- No conflicts of interest were declared.
- The agenda as presented with amendments was accepted by the chair.

3 Review and approval of Feb 20, 2020 minutes

- Motioned by J. Thorburn Seconded by C. Murray.

4 Review of prior action items:

(4.4) MedEd Forum/Meetings

- Action: As requested by the Finance Office all committee members, CDCs who have booked travel to attend MedEd Forum and meetings should cancel.

(4.9) Tabled to next meeting.

(6.2) Tabled to next meeting.

(7.1) Members to approve draft of TOR as a followup to the revisions resulting from the Feb 20, 2020 P4M meeting.

- Action: N. Duggan to present draft P4M TOR to UGMS for approval.

(7.3) Tabled to next meeting.

(7.4) Tabled to next meeting.

- Note: Class of 2020 students were notified they had Match Day, March 3 off.

(8.2.1) Pockets of time to be identified during APC to accommodate Practice Continuum Pilot Project.

- Action: Item actioned by A. Anthony.

(8.2.2) Consider curriculum changes to consider where Practice Continuum can take place moving forward.

- Note: skills not addressed in year 4. To consider online option under current circumstances.
- Tabled to next meeting.

5.1 NB update. Nothing to add at this point.

- Note: Request to keep NB updated with the current situation.

5.2 PEI update.

- Tabled to next meeting.

6.1 Medical Students Report, Class of 2020.

- Tabled to next meeting.

6.2 Medical Students Report, Class of 2021.

- Tabled to next meeting.

6.3 Accreditation Update.

- Tabled to next meeting.

7.1 Remediation of mandatory procedures during APC.

- Tabled to next meeting.

7.2 Appeal options - remediation during Phase 4.

- Tabled to next meeting.

7.3 Class of 2020 - Promotion to Graduation.

- All students poised to graduate pending completion of deliverables, ITARs. This will aid in smooth running of next Promotions Meeting. Students completed clinical work as of Mar 17 and are now signed off as Entrustable re: EPAs. Confident they are competent now. APC and components will be considered for online access where able to do so after identifying resources. ACLS/BCLS - to look at options further out. Offer opportunity to self assess where reasonable. HSIMS can offer assistance through D2L and incorporate links to resources and track when students have reviewed and/or completed. Students understanding that this may take a week or two.

- Action: Students to cancel travel plans for APC, and to not travel back for curricular matters. Non curricular matters i.e. are yet to be addressed.

- Action: Research Day - Proof of knowledge translation. Students recommended to upload to Physicians Competencies IV in D2L.

- Action: UGME - Consider possible options to upload MCC Review Week sessions to D2L or other online access, to approach instructors to determine if request can be accommodated.

7.4 APC recommendations to UGMS next week.

- Need to plan that students could be off until end of Core and A record sessions even for those that haven't yet occurred. HSIMS can be involved and offer combo of D2L and phone access. Separate phone codes for each discipline allowing session interaction were distributed.

- Action : CDCs/disciplines to look at assessment in their units/specific rotations and send N. Duggan what can be accomplished while students are "off" along with reasonable schedule to be put in place.

7.5 Class of 2021 Contingency Plans.

- Students expressed interest in as much teaching as possible, less to make up when they return in August. References to online resources accessible to students was mentioned, re: QBank free to students while COVID 19 pandemic is ongoing. Progress testing for April 9 will not happen. Several options exist depending on student return date. Overall core schedule is biggest concern for students. No need to make changes to s/electives yet - too early to call. Students reminded of supports in place and to look after themselves, and to seek help when needed.

- Action: UGME to provide regular updates on current situation to students even if nothing has changed.

- Action: CDCs to identify any "hotspots" between now and end of Core that may need to be addressed.

- Action: Students to provide updated contact info to UGME.

7.6 National Strategy COVID 19.

- Statement forthcoming. Desire expressed for unified national approach to restructuring clerkship that will incorporate consultation and collaboration.

8.1 Phase 4 Assessment Plan for Class of 2022.

- Tabled to next meeting.

8.2 Proposal to split Phase 4 - to provide appeal option at end of Core.

- Note: Communication with the Registrar's office is ongoing, as it involves calendar changes. Need to maintain integrity of program.
- Tabled to next meeting.

9 Next meeting - April 16, 2020

- Note: A special meeting may be called earlier to address revised plan for the Class of 2021.

10 Adjournment

- Meeting adjourned at 5:36 pm.