

Phase 4 Management Team Meeting		DATE	August 8, 2019
		ROOM	M2M240
CHAIR	Dr. Norah Duggan		
MINUTE TAKER	Ashley Anthony		
MEMBERS: 2019-2020	<p><i>Dr. Norah Duggan, Phase 4 Lead</i> <i>Dr. Deanna Murphy, CDC Obstetrics/Gynecology</i> <i>Dr. Fred Paulin, CDC Internal Medicine</i> <i>Dr. Chris Smith, CDC Surgery</i> <i>Dr. Cathy Murray, Electives Coordinator</i> <i>Dr. Jessica Bishop, CDC Rural Family Medicine (Dr. Chris Patey, interim CDC)</i> <i>Dr. Mary Jane Smith, CDC Pediatrics (Dr. Tyna Doyle interim CDC)</i> <i>Dr. Chris Patey, Selectives Coordinator</i> <i>Diana Deacon, Student Assessment Subcommittee (SAS)</i> <i>Gerona McGrath, Office of Professional and Educational Development (OPED)</i> <i>Vacant, Course Chair MED 8720</i> <i>Dr. Todd Lambert, Assistant Dean, New Brunswick – joins by videoconference (incoming)</i> <i>Dr. Jason Chan, Undergraduate Coordinator PEI - joins by videoconference</i> <i>Katelyn Keough, Clerkship Coordinator PEI - joins by videoconference (incoming)</i> <i>Melissa Dunnnett, Manager, (New Brunswick) - joins by teleconference</i> <i>Dr. Tim Hierlihy, CDC, Psychiatry and Phase 4 Research Lead</i> <i>Dr. Tanis Adey, Associate Dean, UGME</i> <i>Dr. Greg Radu, Assistant Dean, Student Affairs</i> <i>Rhiannon Tracey, student rep, Class of 2020</i> <i>Dr. Alison Haynes, Faculty Lead, Curriculum</i> <i>Dr. Eric Smith, CDC, Discipline of Emergency Medicine</i> <i>Dr. Barton Thiessen, CDC, Discipline of Anesthesia</i> <i>Dr. Sahar Iqbal, Practice Continuum Course Chair MED 8750</i> <i>Carla Peddle, UGME Coordinator</i> <i>Lisa Russell, Medical Education Coordinator, New Brunswick – joins by teleconference</i> <i>Dawn Keenan, Program Manager, New Brunswick - joins by teleconference</i> <i>David Stokes, HSIMS</i> <i>Brian Kerr, Curriculum and Accreditation Advisor</i></p>		
PARTICIPANTS	Dr. N. Duggan, Dr. D. Murphy, Dr. F. Paulin, Dr. C. Smith, Dr. C. Murray, Dr. T. Doyle, Dr. G. Radu, R. Tracey, Dr. A. Haynes, Dr. E. Smith, Dr. B. Thiessen, C. Peddle, B. Kerr		
GUESTS			
REGRETS	Dr. J. Bishop, Dr. J. Chan, Dr. T. Hierlihy		
AGENDA	ITEM	DISCUSSION	ACTION
#2 THE AGENDA	<ul style="list-style-type: none"> Item 1 and 2 Call to order and Agenda 	<ul style="list-style-type: none"> Agenda approved by consensus. 	<p>Agenda approved by consensus. Moved by Dr. Eric Smith Seconded by Dr. Murray</p>
#3 APPROVAL OF MINUTES: June 20/2019	<ul style="list-style-type: none"> Item 3.1 Minutes 	<ul style="list-style-type: none"> Minutes of June 20, 2019, were approved. 	<p>Minutes Approved: Moved: Dr. Dr. Paulin Seconded: Dr. Eric Smith Approved by Consensus</p>

#4 PRESENTATIONS	<ul style="list-style-type: none"> • Items 4.1 • NB Update • No PEI Update 	<ul style="list-style-type: none"> • Welcomed Dr. Lambert, new assistant dean in NB. • Feedback from learners – Offer hasn't been accepted for LIC administrator but is in process of being filled. Noted already one in place for Moncton. • Discussion held on use of simulation during Phase 4. • NB reps will be coming to the October Phase 4 team meeting. May not need the fall visit. 	
#5 BUSINESS ARISING	<ul style="list-style-type: none"> • Item 5.1 Practice Continuum Pilot Project 	<ul style="list-style-type: none"> • Curriculum oversight working group to integrate more non-medical CanMeds content into Phase 4, in collaboration with the UCL for Community Health and Ethics. • Plan is to start pilot this year. Proposal is to offer 2 sessions during core. • The committee was supportive of this pilot project. 	
	<ul style="list-style-type: none"> • Item 5.2 Research non-core Selective update 	<ul style="list-style-type: none"> • Update on next steps and application process, as well as the communication to the students. • Update to procedures, form and information reflected on website. 	
	<ul style="list-style-type: none"> • Item 5.3 LIC Update 	<ul style="list-style-type: none"> • LIC for Class of 2020 was successful. • LIC assessment plan for Class of 2021 to be posted at same time as others. • No major changes to LIC assessment. • Need to identify co-chair for LIC. 	
#6 NEW BUSINESS	<ul style="list-style-type: none"> • Item 6.1 MSPR Working Group Update 	<ul style="list-style-type: none"> • Met in May 2019. • Discussed new format of MSPR, changes recommended to be implemented for Class of 2020. • Specific changes relayed to the student rep, Rhiannon Tracey. 	
	<ul style="list-style-type: none"> • Item 6.2 Core Template working Group Report 	<ul style="list-style-type: none"> • All aspects of this have not been confirmed. 	
	<ul style="list-style-type: none"> • Item 6.3 Leave Policy Working Group 	<ul style="list-style-type: none"> • Has not met yet. 	
	<ul style="list-style-type: none"> • Item 6.4 Clinic Card app- word limit proposal 	<ul style="list-style-type: none"> • Word limit on ITARS, option to limit to 125 words or other appropriate length in an attempt to make improvements. Dr. D. Murphy and Dr. C. Smith to assist with provision of examples used on clinic card. 	<p>Action: Dr. D. Murphy to provide a "good" example.</p> <p>Action: Dr. C. Smith to provide a "bad" example.</p>
#7 STANDING	<ul style="list-style-type: none"> • Item 7.1 	<ul style="list-style-type: none"> • Surgery NB – students, the surgery teaching makes students miss rounds, 	

ITEMS	Medical Student Reports	<p>so they have requested it be recorded, via lecture capture.</p> <ul style="list-style-type: none"> • Plans to be in place for Class of 2021. • Concerns that students don't have access to casting. Would be good to have session with casting technicians. Dr. Smith to be talking with Dr. Croft. • FM – student feedback to move formative exam to middle of rotation instead of end, so students can use it as a learning tool. • Issue with preceptors in Surgery signing off on clinic cards. • Feedback on how student exam went. ??? 	<p>Action Item: Dr. Smith to reach out to Dr. Croft for followup.</p> <p>Action Item: Dr. Duggan to reach out to FM for follow up.</p>
	<ul style="list-style-type: none"> • Item 7.2 PESC Update 	<ul style="list-style-type: none"> • Evaluation reports will be available for next week. Ready for Aug/end of Sept?? 	
	<ul style="list-style-type: none"> • Item 7.3 Clinic Card App update And T-Res report update 	<ul style="list-style-type: none"> • Tabled 	
	<ul style="list-style-type: none"> • Item 7.4 Accreditation Report 	<ul style="list-style-type: none"> • Reminder on CACMS workshop scheduled October 1, 2019, invitation to be sent out. 	
	<ul style="list-style-type: none"> • Item 7.5 Fac Devmpt Update 	<ul style="list-style-type: none"> • Tabled 	
ADJOURNMENT		<ul style="list-style-type: none"> • 5:25 pm 	