



UGMS Meeting Minutes

Wednesday, January 20, 2021
4:00-5:30 p.m. via Webex

Members (in alphabetical order):

| | | | |
|---|---------------|--|-------------------------|
| Dr. Tanis Adey (chair), Associate Dean UGME | voting | Dr. Taryn Hearn, Accreditation Lead | voting |
| Lindsay Alcock, Librarian & Head of Public Services HSL | voting | Elizabeth Hillman, Assistant Registrar Faculty of Medicine | voting |
| Craig Campbell, Learner representative Class of 2022 | voting | Dr. Heather Jackman, Phase 2 Lead | voting |
| Dr. Vernon Curran, SAS Chair | voting | Brian Kerr, Curriculum & Accreditation Advisor | corresponding |
| Dr. Norah Duggan, Phase 4 Lead | voting | Dr. Todd Lambert, Assistant Dean NB | voting |
| Dr. Jasbir Gill, Phase 3 Lead | voting | Carla Peddle, Manager UGME | voting |
| Dr. Alan Goodridge, PESC Chair | voting | Dr. Amanda Pendergast, Phase 1 Lead | voting |
| Melanie Greene, Policy Analyst | corresponding | Stephen Pennell, Chair iTac | voting |
| Yaswanta Gummadi, Learner representative Class of 2023 | voting | Dr. Margaret Steele, Dean of Medicine | ex officio (non-voting) |
| Dr. Alison Haynes, Curriculum Lead | voting | UGME Administrator (Vacant) | recording secretary |

Present (in alphabetical order): T. Adey; C. Campbell; V. Curran; N. Duggan; J. Gill; A. Goodridge; M. Greene; Y. Gummadi; A. Haynes; E. Hillman; H. Jackman; B. Kerr; T. Lambert; C. Peddle; A. Pendergast; S. Pennell

Regrets (in alphabetical order): T. Hearn; M. Steele

Absent (in alphabetical order): L. Alcock; UGME Administrator (Vacant)

| Time Est. | Topic | Action |
|-----------|---|--|
| 1 minute | Welcome | |
| 1 minute | Agenda review - Review for Conflict of Interest - none - Confirmation of Agenda | Moved: A. Goodridge Second: V. Curran In Favour: all Opposed: none Abstained: none APPROVED |

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|------------|---|--|
| 2 minutes | Review and approval of prior minutes – December 16, 2020 | Motion to approve Minutes from the previous meeting. Moved: V. Curran Second: A. Goodridge In Favour: all Opposed: none Abstained: none APPROVED |
| 10 minutes | 1. Matters arising from the minutes 1.1. Following-up with learners about preference of teaching methodology(ies). <ul style="list-style-type: none"> • Y. Gummadi reported that students prefer pre-recorded lectures or recorded live lectures. • Attendance at live sessions has decreased. • No consensus. 1.2. Follow-up re. options for skills development in Phase 4. <ul style="list-style-type: none"> • N. Duggan reported learners will have opportunities with specific disciplines to gain the relevant clinical experience. • Other strategies will need to be developed in order to mitigate the decreased number of Clinical Skills sessions in Phases 1-3. | |



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| | <p>1.3. Guiding principles document pertaining to the curriculum and mandatory attendance as aligned with accreditation standards.</p> <ul style="list-style-type: none"> • A. Haynes reported that work still ongoing by COWG. • A review of the Class Schedules for Phases 1-3 was conducted to determine sessions currently labelled as “mandatory,” and three different categories were identified. • B. Kerr inquiring with counterparts at other medical schools in Canada to see how the issue of mandatory attendance is being handled. <p>1.4. Clinical Skills Update (Phases 2 & 3)</p> <ul style="list-style-type: none"> • T. Adey noted that Clinical Skills practice for learners-on-learners was approved last UGMS meeting. • We need policy and administrative support. • CLSC and LWS are at maximum capacity and learners would need to be involved in the administration. • President of MedSoc polling learners. • Class of 2023: 36/80 interested (less than half) | |
| 2 minutes | <p>2. New business</p> <p>2.1. Naming of “SMC / Senate / SCUGS / University issues” section of the Agenda:</p> <ul style="list-style-type: none"> • Associate Dean Update • Faculty Leadership Update | <p>Motion to rename “Associate Dean Update” on the agenda as a standing item.</p> <p>Moved: T. Adey Second: N. Duggan</p> <p>In Favour: all Opposed: none Abstained: none APPROVED</p> |

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| 3. Standing Committee reports | | |
|-------------------------------|--|---|
| 2 minutes | a) PESC (see attached report) <ul style="list-style-type: none"> • A. Goodridge reported that PESC has had lengthy discussions about Clinical Skills not meeting objectives. • Exploring possibility of having a second learner in each Clinical Skills one-on-one session. • Many opportunities will be required to make up these missed objectives (i.e., Phase 4, boot camps, etc.). | ACTION: T. Adey to request of Task Force that EHS Report be reviewed to consider whether CLSC capacity can be increased. |
| 2 minutes | b) SAS (see attached report) <ul style="list-style-type: none"> • V. Curran reported that Phase 2 Assessment plans and rubrics approved and given to learners. • SAS reviewing invigilation guidelines (scrap paper, permitted behaviors, etc.). | ACTION: C. Peddle to follow up with E. Winter and K. Zipperlin re. official communication concerning scrap paper usage. |
| 5 minutes | c) iTac (see attached report) <ul style="list-style-type: none"> • Flagging issues in QuestionMark have been resolved. • Whiteboard format conversation with QuestionMark and Proctorio. • Assessment questions have been/have to be reviewed in the context of the whiteboard compatibility. • Phase 3 concerns with upcoming exam 1 Feb, 2021 (pedigrees and calculations). • White board tip sheet to be developed that may be shared with Faculty, and to be aware of whiteboard restrictions when preparing questions. • T-res workflow is still in discussion. | ACTION: S. Pennell to request that faculty consider whiteboard limitations when preparing assessment questions. ACTION: S. Pennell to discuss with |

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| | | <p>HSIMS e-Learning Team and Assessment Group a possible approach of looking at assessment questions as submitted in order to flag those that may not work with the currently less-than-flexible whiteboard configuration.</p> |
| <p>2 minutes</p> | <p>d) COWG (see attached report)</p> <ul style="list-style-type: none"> • A. Haynes noted that 66-72 learners interested in the 11 in-person laboratory sessions. | |
| <p>2 minutes</p> | <p>4. Phase 4 report (see attached report)</p> <ul style="list-style-type: none"> • N. Duggan reported that Clinical Skills IV will be completely virtual for the class of 2021... <ul style="list-style-type: none"> ○ Have to develop curriculum for Week 2: <ul style="list-style-type: none"> ▪ ACLS, BCLS, OSCE, and mandatory procedures curriculum in development. ▪ Last year's recorded sessions provided to learners • Assessment using EPAs: <ul style="list-style-type: none"> ○ Still experiencing some logistical issues as to how they are interpreted in terms of formative and summative, so a sub-committee has been setup to review and evaluate that process and make sure things are working in the best possible way. • Implementation of LIC sites in central NL are being explored. • Core Rotation Template Working Group will be re-started. • Core Lottery ran yesterday, and 79% of learners matched with one of their top three stream choices. | |

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| | <ul style="list-style-type: none"> ○ 2-week placement ○ 8 sessions with a clinician over 2 weeks | discussion to Task Force. |
| 2 minutes | <p>6. Phase 2 report (see attached report)</p> <ul style="list-style-type: none"> ● H. Jackman added that she had a meeting with Class of 2024 President regarding learner concerns. ● Exploring potential for virtual ‘meet-and-greet’ between UGME and Class of 2024. | |
| 2 minutes | <p>7. Phase 1 report (see attached report)</p> <ul style="list-style-type: none"> ● A. Pendergast reported that promotions decisions have gone through to Dr. Steele. ● Management Team will meet again in February or March to review Program Evaluation and Assessment reports. | |
| 2 minutes | <p>8. Report from NB</p> <ul style="list-style-type: none"> ● T. Lambert reported that they are developing NB strategic plan to align with Destination Excellence. ● Core Lottery results <ul style="list-style-type: none"> ○ NB streams were not controversial ● Miramichi is the only NB site that has not yet transitioned to the Red Phase (COVID-19 restrictions). <ul style="list-style-type: none"> ○ Considering the implications for these clerks | |
| 2 minutes | <p>9. Accreditation matters (see attached document)</p> <ul style="list-style-type: none"> ● B. Kerr presented revised timeline for Accreditation 2022 project: <ul style="list-style-type: none"> ○ 3-6 April, 2022 site visit ○ MSS, ISA, DCI work moving along ● Mock accreditation planning will evolve. | |
| 5 minutes | <p>10. Learner issues</p> <ul style="list-style-type: none"> ● Will Phase 3 Community Engagement go ahead? ● Will the OSCE go ahead in-person? <ul style="list-style-type: none"> ○ Ask Clinical Skills rep to bring the question forward | |
| 2 minutes | <p>11. SMC / Senate / SCUGS / University issues (see attached report)</p> <ul style="list-style-type: none"> ● T. Adey noted that her report contained all updates. | |
| | <p>12. Policy</p> <ul style="list-style-type: none"> ● M. Greene reported that a number of policies and procedures related to the MD Program are currently under review/revision. | |

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| 2 minutes | 13. UGME office report <ul style="list-style-type: none">• C. Peddle reported that the UGME Administrator position was accepted this morning.• Start date to be determined. | |
| Next Meeting February 17, 2021 Adjourned: 5:32 p.m. | | |

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| Keep in View | UGMS terms of reference, including voting rights Exam deferral policy |
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UGMS Summary Report

January 2021

Phase Team or Sub-Committee: Program Evaluation Subcommittee (PESC)

Liaison to the UGMS: Dr. Alan Goodridge, Chair of PESC

Date of Last Phase Team or Sub-Committee Meeting: 15 / December / 2020

Date of Next Phase Team or Sub-Committee Meeting: 19 / January / 2021

Agenda Items Requiring Phase Team or Sub-Committee Action

| Item | Recommended Action | Status |
|---|---|-------------|
| Concerns Regarding Restrictions: A. Goodridge read out the response from the COVID-19 Task Force to our letter regarding the current restrictions on in-person learning. No further follow-up is required. We will continue to monitor the situation especially as it pertains to Clinical Skills. A. Goodridge suggested inviting Dr. Maria Goodridge to our January 2021 meeting in order to get a better understanding of the situation and impact of restrictions on Clinical Skills. | H. Coombs to invite M. Goodridge to the January meeting. | Complete |
| Accreditation: A. Goodridge presented the program evaluation section of the Interim Accreditation Report from 2018 which included the reviewers' feedback on the program evaluation standards of accreditation. Those highlighted in red were considered to be in non-compliance. The committee reviewed the document and discussed strategies for addressing those standards in the future. | A. Goodridge & H. Coombs to contact the Office of Learner Well-Being and Success and PGME about post-graduation data. | In Progress |
| Course Evaluation Forms: H. Coombs asked for feedback about one of the questions on the course evaluation forms – "In general do you prefer online or in-person instruction?" The committee suggested keeping the question on each form but rewording to: "When the imposed limitations on teaching during COVID-19 are lifted, which curriculum-delivery method do you think would be most effective for the _____ courses?" | H. Coombs to reword the online/in-person question on the course evaluation forms. | Complete |

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January 2021

| Agenda Items Requiring UGMS Action: |
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| 1. |
| 2. |
| 3. |

| Additional Comments, Suggestions, New or Pending Business: |
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| 1. |
| 2. |
| 3. |



UGMS Summary Report

January 2021

Phase Team or Sub-Committee: Student Assessment Subcommittee

Liaison to the UGMS: Dr. Vernon Curran

Date of Last Phase Team or Sub-Committee Meeting: December meeting cancelled

Date of Next Phase Team or Sub-Committee Meeting: 27/January/2021

| Agenda Items Requiring Phase Team or Sub-Committee Action | | |
|--|---|--------|
| Item | Recommended Action | Status |
| Phase 2 assessment plans and rubrics approved and provided to learners | No action required | Done |
| Revision of invigilation guidelines for remote examinations | Will be discussed at next SAS meeting once feedback from legal received | Active |
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| Agenda Items Requiring UGMS Action: |
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| Additional Comments, Suggestions, New or Pending Business: |
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UGMS Summary Report

January 2021

Phase Team or Sub-Committee: iTac

Liaison to the UGMS: Steve Pennell

Date of Last Phase Team or Sub-Committee Meeting: Jan 14, 2021

Date of Next Phase Team or Sub-Committee Meeting: April 8, 2021

| Agenda Items Requiring Phase Team or Sub-Committee Action | | |
|---|--------------------|--------|
| Item | Recommended Action | Status |
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| Agenda Items Requiring UGMS Action: |
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| 1. |
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| Additional Comments, Suggestions, New or Pending Business: |
|---|
| 1. Questionmark Flag issue - resolved |
| 2. T-Res EPA statements |
| 3. Posting materials in Brightspace (D2L) |
| 4. MUN planning: Digitary & ARUCC National Network: The Network will use Digitary’s proven, national-scale technology platform to enable 3 million learners across Canada to access and share their official digital credentials online – anytime, anywhere. https://www.digitary.net/digitary-arucc-national-network/ |
| 5. Search for new Instructional Design Assistant - HSIMS |

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January 2021

Phase Team or Sub-Committee: Curriculum Oversight Working Group

Liaison to the UGMS: Alison Haynes / Brian Kerr

Date of Last Phase Team or Sub-Committee Meeting: December 2020

Date of Next Phase Team or Sub-Committee Meeting: January 2020

| Agenda Items Requiring Phase Team or Sub-Committee Action | | |
|---|--------------------|--------|
| Item | Recommended Action | Status |
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| Agenda Items Requiring UGMS Action: |
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| 1. |
| 2. |
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| Additional Comments, Suggestions, New or Pending Business: |
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| 1. Implementation of optional in-person Anatomy/Neuroanatomy laboratory sessions. |
| 2. Dealing with schedules, getting teaching material(s), as well as addressing learner concerns/requests re. curriculum and delivery. |
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Phase Team or Sub-Committee: Phase 4 Management Team

Liaison to the UGMS: Norah Duggan, MD

Date of Last Phase Team or Sub-Committee Meeting: 17 December, 2020

Date of Next Phase Team or Sub-Committee Meeting: 21 January 2021

| Agenda Items Requiring Phase Team or Sub-Committee Action | | |
|---|--|-------------|
| Item | Recommended Action | Status |
| Clinical Skills IV | Development and Implementation of virtual curriculum for Class of 2021 | In progress |
| Assessment using EPAs | Subcommittee established to review and evaluate | In progress |
| Implement LIC choices in NL | LIC Committee developing this | In progress |
| Review/revise 8710 Core Rotation schedule | Working group to be established | In progress |

| Agenda Items Requiring UGMS Action: |
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| 1. |
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| Additional Comments, Suggestions, New or Pending Business: |
|---|
| 1. Clinical Skills IV will be in virtual format for the Class of 2021. One half of the curriculum has been made available to the class to complete by the end of Phase 4. The second week has been moved to April 5-9, 2021. This was intended to be OSCE, Mandatory Procedures testing, ACLS and BLS. ACLS and BLS will not proceed. Dr. Thorburn, the course Chair is in contact with the CLSC regarding the logistics of a virtual OSCE. |
| 2. All students who were affected by the collapse of the Atlantic bubble were provided with individualized modified curricular schedules to ensure they each complete a minimum of 75% of each core rotation. |
| 3. Core rotation lottery for the Class of 2023 was completed yesterday 79% of students matched to one of their top 3 stream choices. |

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January 2021

Phase Team or Sub-Committee: Phase 2 Team

Liaison to the UGMS: Heather Jackman

Date of Last Phase Team or Sub-Committee Meeting: 11/01/2021

Date of Next Phase Team or Sub-Committee Meeting: 01/02/2021

| Agenda Items Requiring Phase Team or Sub-Committee Action | | |
|---|---|-------------|
| Item | Recommended Action | Status |
| Rubric – Community Health Rotation | Review once released and address any concerns | In progress |
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| Agenda Items Requiring UGMS Action: |
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| 1. |
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| Additional Comments, Suggestions, New or Pending Business: |
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| 1. |
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Phase Team or Sub-Committee: Phase 1

Liaison to the UGMS: Amanda Pendergast

Date of Last Phase Team or Sub-Committee Meeting: 26 / November / 2020

Date of Next Phase Team or Sub-Committee Meeting: 28 / January / 2021

| Agenda Items Requiring Phase Team or Sub-Committee Action | | |
|---|--------------------|--------|
| Item | Recommended Action | Status |
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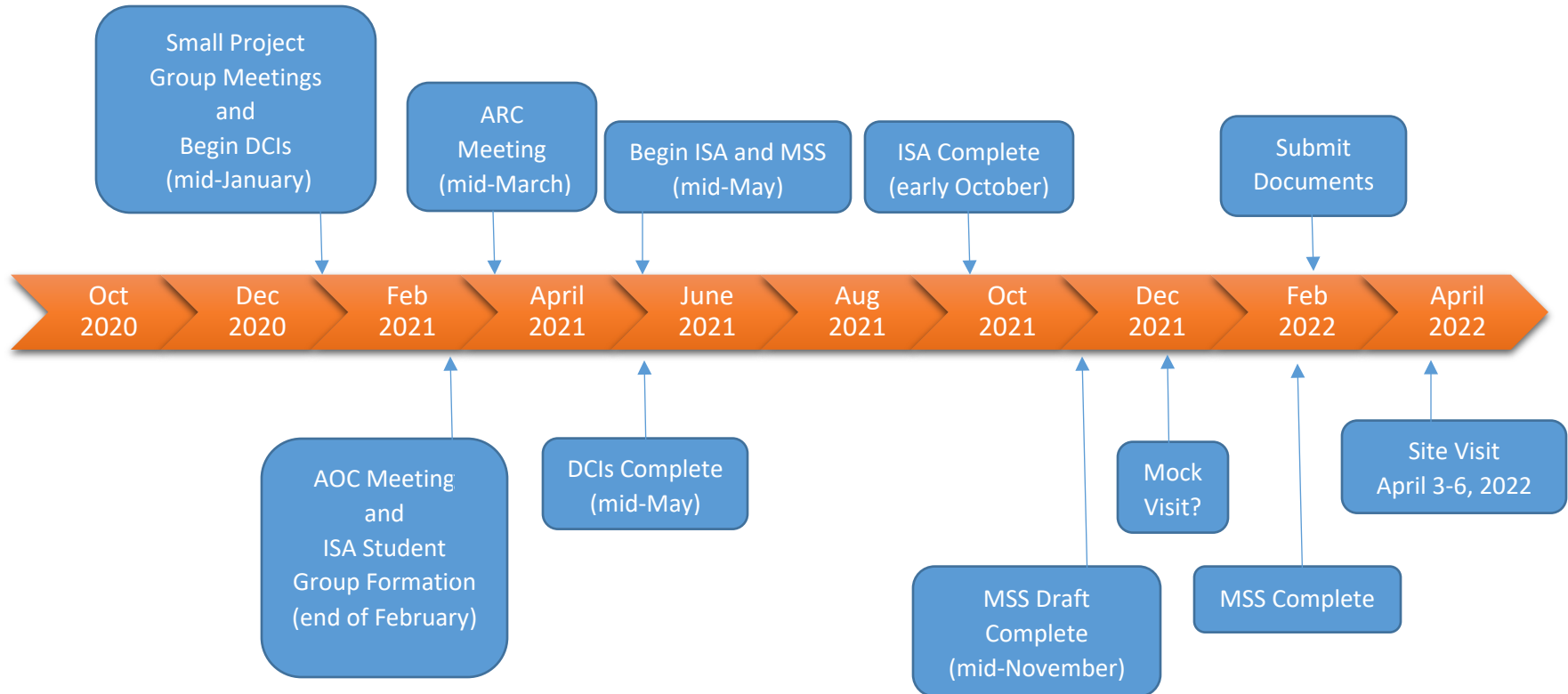
| Agenda Items Requiring UGMS Action: |
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| 1. |
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| Additional Comments, Suggestions, New or Pending Business: |
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| 1. Promotions meeting was Jan 14 |
| 2. Upcoming evaluation and assessment reports |
| 3. |
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UGME Accreditation 2022 Project Timeline

[BACK TO MINUTES](#)





UGMS Summary Report

January 2021

Phase Team or Sub-Committee: Associate Dean, UGME

Liaison to the UGMS: Tanis Adey

Date of Last Phase Team or Sub-Committee Meeting: January 2021

Date of Next Phase Team or Sub-Committee Meeting: February 2021

| Agenda Items Requiring Phase Team or Sub-Committee Action | | |
|---|--------------------|--------|
| Item | Recommended Action | Status |
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| Agenda Items Requiring UGMS Action: |
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| 1. |
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| Additional Comments, Suggestions, New or Pending Business: |
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| 1. Covid-19 Task Force meeting weekly, on Tuesdays – Dr. Adey brings UGME concerns to the Task Force. |
| 2. COVID-19 Vaccinations for Medical Learners – Provincial plan in the coming weeks. Learner concerns brought forward to Task Force. |
| 3. Monthly Dean MedSoc and UGME Learner Leader meetings to address learner concerns. |
| 4. Senate minutes December 2020 https://www.mun.ca/senate/meetings/2011-2020 |
| 5. Faculty and Staff will return to campus full time as of February 1, 2021. |
| 6. Learner leaders have provided feedback regarding pre-clinical lecture delivery. This has been shared to faculty through the UGME Update. |
| 7. Dr. Adey meets monthly with the AFMC UGME Dean’s Committee: <ul style="list-style-type: none"> • Visiting electives for the class of 2022 will not be possible before September 2021 at the earliest, if at all. |
| |

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