



# Phase 3 Management Team Minutes

Thursday, November 2, 2023

4:00 p.m.

Webex

Attendees: Debra Bergstrom, chair, Rick Audas, Shruthi Bandi, Katrin Zipperlen, Steve Shorlin, Brian Kerr, Suzanne Drodge, Heidi Coombs, Jerry McGrath, Carla Peddle

Regrets: Vivian Whelan

Recorded by:

Topic	Details	Action Items and person responsible
Introduction and Welcome		Deb Bergstrom
Agenda review <ul style="list-style-type: none"><li>- Review for Conflict of Interest</li><li>- Confirmation of Agenda</li></ul>	No conflicts or additions	Deb Bergstrom
Review and approval of prior minutes – Review of action items from previous meeting	Motion to approve agenda and minutes: deferred	Deb Bergstrom
1. Assessment Working Group	<ul style="list-style-type: none"><li>- There were some technical difficulties/interruptions during the last exam.</li><li>- There were supposed to be 60 questions on the exam but there were only 58 or 59. Should this be relayed to the class prior to the exam?</li></ul> Assessment reports: MED 7710 Patient III	Suzanne Drodge/ Katrin Zipperlen

**Our Vision:** Through excellence, we will integrate education, research and social accountability to advance the health of the people and communities we serve.

## Phase 3 Management Team Minutes

Thursday, November 2, 2023

4:00 p.m.

Webex

	<ul style="list-style-type: none"> <li>- Theme 10 exam was unable to be delivered. Weighting was updated accordingly for the 9 exams.</li> <li>- The mean score was 84.2</li> <li>- The reliability coefficient is also reviewed. This report system calculates Cronbach's alpha.</li> <li>- The number of reassessments were low.</li> <li>- Item analysis data for summative assessment is reviewed.</li> </ul> <p>MED 7720 – Clinical Skills</p> <ul style="list-style-type: none"> <li>- The overall assessment for Clinical Skills did not change. There were two separate summative reports, the witness physical exam, and the OSCE.</li> <li>- Learners are graded as exemplary, competent or developing. Learners did well.</li> <li>- There is room for improvement for the OSCE stations. Some stations were low. SAS is monitoring. Different assessors may grade differently.</li> </ul> <p>MED 7730 – Physician Competencies III</p> <ul style="list-style-type: none"> <li>- Assessment consists of mostly assignments, group and individual.</li> <li>- Learners usually do quite well with written assignments.</li> <li>- HELM and Professionalism assignments are graded on a pass/fail basis. Professionalism rates a pass as 70% but HELM rates a pass at 100%.</li> </ul>	
--	---	--



## Phase 3 Management Team Minutes

Thursday, November 2, 2023

4:00 p.m.

Webex

	<ul style="list-style-type: none"> <li>- IPE received the highest mean. The mean score overall was 90, which is in line with previous years.</li> </ul> <p>MED 7750 – Community Engagement III</p> <ul style="list-style-type: none"> <li>- Emergency Response Preparedness, Environmental Health, and Public Health sessions were changed to an in-class group assignment (formerly MCQ exam).</li> <li>- The Indigenous Health content was not assessed.</li> <li>- Learners did quite well.</li> <li>- The overall course mean was 91.2, which is in line with previous years.</li> </ul>	
<p>2. Curriculum Lead Curriculum change</p>	<p>There is one major change:</p> <ul style="list-style-type: none"> <li>- Add clinical documentation to an independent learning module in Phase 4 Prep. It is the equivalent of a two-hour learning experience. There is no assessment, just a certificate of completion.</li> <li>- There is time and space available.</li> </ul> <p>Motion to approve the addition of clinical documentation to an independent learning module in Phase 4 Prep: Alison Haynes Seconded by: Rick Audas, Christopher Earle, Shruthi Bandi All in favour</p> <ul style="list-style-type: none"> <li>- Minor curriculum changes are attached for information purposes.</li> </ul>	



## Phase 3 Management Team Minutes

Thursday, November 2, 2023

4:00 p.m.

Webex

3. PESC	<ul style="list-style-type: none"> <li>- A new process for evaluation patient courses has started. Each theme is being evaluated at the end of each theme. Response rates have improved and receiving more timely feedback.</li> </ul>	Heidi Coombs/ Deb Bergstrom
4. Clinical Skills	<ul style="list-style-type: none"> <li>- No major issues.</li> </ul>	Maria Goodridge
5. ILS	<ul style="list-style-type: none"> <li>- ILS is going well. The next one is coming up soon. A family physician has been arranged for that one. Dr. Powell and Dr. Albalawi will be facilitators.</li> <li>- The next one is in January. Not easy finding facilitators.</li> </ul>	Jerry McGrath Steve Shorlin
6. Research Curriculum Group	<ul style="list-style-type: none"> <li>- Two checkpoints were set up; an early semester registration form and a later semester registration form.</li> <li>- There were a couple of minor things, two people wanted to do the same project, we are not allowing that.</li> <li>- Some people are waiting on organizational approval.</li> <li>- The second checkpoint is in December, which the supervisors have to sign as our safety net to make sure nobody is in a last minute crunch.</li> </ul>	Michelle Simms Chris Earle
7. Community Health & Faculty Issues	<ul style="list-style-type: none"> <li>- No news.</li> <li>- Attendance seems to have improved.</li> </ul>	Rick Audas
8. Physician Competencies	<ul style="list-style-type: none"> <li>- No report.</li> </ul>	James Quinlan
9. Learner Issues	<ul style="list-style-type: none"> <li>- There is a discrepancy with assessment between D2L and the assessment schedule online. There are different dates listed for IPE.</li> </ul>	Mary Jane Butler Shruthi Bandi

***Our Vision:** Through excellence, we will integrate education, research and social accountability to advance the health of the people and communities we serve.*

## Phase 3 Management Team Minutes

Thursday, November 2, 2023

4:00 p.m.

Webex

	<p>Action: Katrin Zipperlen will check with Adam Reid.</p> <ul style="list-style-type: none"> <li>- During this theme, there were some lectures that went overtime and other lectures were really short.</li> </ul> <p>Action: Shruthi Bandi to send Alison Haynes and Deb Bergstrom the specific lectures that went overtime or were really short.</p>	
10. Accreditation Updates	<ul style="list-style-type: none"> <li>- No updates. Started completing the Data Collection Instruments for the new year relating to the follow up report in August.</li> <li>- We will be looking to the learners to discuss the independent student analysis.</li> </ul>	Brian Kerr
11. New business	<ul style="list-style-type: none"> <li>- Attendance issues.</li> <li>- There are still issues with personal days being used for mandatory sessions. Attendance for mandatory sessions has been lower than expected.</li> <li>- Any feedback is welcomed.</li> <li>- Can there be a virtual sign-in using a QR code? There was a chat with IT. Apparently each event would need a new QR code. More methods may have to be looked at. This situation is not unique to MUN.</li> <li>- Can there be something on D2L to confirm attendance?</li> </ul>	
12. Next meeting	December 7, 2023	