



Phase 3 Management Team Minutes

Wednesday, September 7, 2023

4:00 p.m.

Webex

Attendees: Debra Bergstrom, chair, Mary Jane Butler, Rick Audas, Steve Shorlin, Shruthi Bandi, James Quinlan, Alison Haynes, Michelle Simms, Carla Peddle, Chris Earle, David Stokes, Brian Kerr

Regrets: Jerry McGrath, Heidi Coombs, Suzanne Drodge

Recorded by: Vivian Whelan

Topic	Details	Action Items and person responsible
Introduction and Welcome	Welcomed Dr. Debra Bergstrom as the new Phase 3 lead	Deb Bergstrom
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflicts	Deb Bergstrom
Review and approval of prior minutes – Review of action items from previous meeting	Motion to approved agenda and minutes: James Quinlan Seconded by: Chris Earle All in favour	Deb Bergstrom
1. Assessment Working Group	- The first exam is coming along. - The due date for Dr. Grynszpan’s sessions was changed.	Suzanne Drodge/ Katrin Zipperlen
2. Curriculum Lead Minor change	There is one minor change, which was distributed. - Motion to support minor change: Alison Haynes - Seconded by: Mary Jane Butler - All in support of this change. - The minor change will be brought to UGMS.	

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	<p>There is one major change</p> <ul style="list-style-type: none"> - Motion to remove the Rourke Baby Record session by Alison Haynes - Seconded by Mary Jane Butler - All in support of this major change <p>This will be brought to UGMS</p>	
3. PESC	<ul style="list-style-type: none"> - No update 	Heidi Coombs/ Jasbir Gill
4. Clinical Skills	<ul style="list-style-type: none"> - Looking for a replacement for Dr. Bergstrom 	Debra Bergstrom
5. ILS	<ul style="list-style-type: none"> - Recruiting facilitators and planning ILS is ongoing. 	Jerry McGrath
6. Research Curriculum Group	<ul style="list-style-type: none"> - The research leads met. - There will be formal checkpoints put in place if any students need help. 	Michelle Simms Chris Earle
7. Community Health & Faculty Issues	<ul style="list-style-type: none"> - No issues. 	Rick Audas
8. Physician Competencies	<ul style="list-style-type: none"> - No update 	James Quinlan
9. Learner Issues	<ul style="list-style-type: none"> - Can a learner have a personal day returned if they joined a different group? - Lecture material is not being posted ahead of time. - The study guide for clinical skills is not as developed as in Phase 2. There is a memo on D2L regarding Neurology clinical skills. <p>V Whelan will follow up with M. Goodridge regarding leaves for clinical skills.</p>	Mary Jane Butler Shruthi Bandi
10. Accreditation Updates	<ul style="list-style-type: none"> - There is a new lead in place, Dr. Jasbir Gill. 	Brian Kerr

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	- We have achieved full accreditation until 2030. A report is required September 2024.	
11. New business	-	
12. Next meeting	October 5, 2023	