



Phase 1 Management Team Minutes

Thursday, October 22, 2020

4:00 p.m.

Webex

Attendees: Amanda Pendergast (chair), Jon Church, Katrin Zipperlen, Natalie Beausoleil, Laura Gillespie, Alison Haynes, Steve Shorlin, David Stokes, Fiona Landells, Brian Kerr, Carla Peddle, Ian Janes, Debra Bergstrom, Joel Koops

Regrets: Tanis Adey, Heidi Coombs

Recording secretary: Vivian Whelan

Topic	Details	Action Items and person responsible
Introduction and Welcome	Welcome Ian Janes to his first Phase 1 meeting	
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflict of interest	
Review and approval of prior minutes Action items	<p>Last minutes</p> <ul style="list-style-type: none"> - Clinical skills are going well - There are concerns regarding Research mentors. Amanda and Carla reached out to mentors. - ToR will be approved later. - D2L organization was confusing. David held a live session but the attendance was low. - There was anxiety regarding Proctorio. <p>Motion to accept minutes: Jon Church Seconded by: Laura Gillespie All in favour</p>	
1. Patient 1 update	The first exam has been done. The second exam is coming up soon. Laura – when face to face, issues	Laura Gillespie, Pam Pike

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	<p>can easily be identified. Can issues be identified other than during Phase meetings? QI sessions have been set up to address concerns. The biggest issue are the anatomy lectures. There is no laser pointer. David - there are versions of PowerPoint that allow the pointer to be seen but some versions don't. It is recommended to use arrows on slides. Ask anatomy if they need help. When recording using Webex, the screen can be seen by the class and they can see the pointer.</p> <p>Laura will reach out to anatomy.</p> <p>Assessment There are no issues with getting questions. Scrap paper will be allowed during exams and it must be discarded after.</p>	
2. Clinical Skills update	<p>Going good. There is an issue with getting evaluations out on time.</p> <p>Formative assessment dates have been set. There has been some confusion. The formative assessment on One45 needs to be filled out. Joel will let facilitators know. If there are any issues, Joel will take on one-on-one.</p>	Joel Koops
3. Physician Competencies update	<p>The project mentor does not have to be faculty. The mentor has to have an academic appointment at MUN. A faculty member must do the assessment.</p> <p>Katrin had an infographic done. It is available online.</p>	Jon Church, Natalie Beausoleil



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	<p>If a learner can't collect data due to COVID, he/she won't be penalized. Amanda encourages group work but still deliver individually. The learners can contact Dr. Church. If they have a supervisor, they are good to go. The learners can send an email to the UGME curriculum account. If changes are wanted, put it in the evaluation. Can Research Pillars change? Natalie did what she could but she can't represent everyone in all divisions.</p> <p>HELM assignments has increased from two to six. This was approved at UGMS and the assessment plan has been updated.</p>	
4. Community Engagement update	<p>There are no updates. There are too many preceptors for Early Clinical Experience. It only consists of a Q&A with physician and resident. The learners asked if they could be a part of patient/doctor calls. They can't due to privacy. There will be opportunities in clinical skills.</p> <p>Curriculum delivery in 2021 will mostly be online. What can't go virtual is being identified. Learners have been asked to move to St. John's for the start of classes in January 2021. The learners are missing hands on learning. They find it convenient to view lectures online when recorded.</p>	Natalie Beausoleil Norah Duggan
5. ILS update	<p>There has only been an orientation to ILS and how to do it. A practice run was done and the class seemed engaged. It was helpful to see how everything goes.</p>	Debra Bergstrom

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	<p>Steve and Debra popped in and out of the rooms and it seemed to go well.</p> <p>ILS consists of break out rooms and then a class discussion.</p>	
6. New Business	<p>There have been two QI sessions since the last meeting. Amanda asks for positive feedback. Faculty are receptive to questions and concerns. About 60 learners attended QI.</p>	Amanda Pendergast
7. Faculty concerns	<p>Some faculty are expressing a lack of engagement with the learners. They don't ask questions, they leave their camera off. It can also be on faculty to encourage engagement. Some don't feel comfortable having their camera on. Faculty sometimes feel as if they are talking to nobody when nobody else speaks. Some learners only have initials and no picture.</p> <p>During small groups, some faculty ask the learners to turn on their camera and they do.</p> <p>Professional development regarding remote delivery is still ongoing. Vivian includes the dates in her email to faculty. With each new theme and each new block, there is a new cycle of people.</p>	
8. Student concerns	<p>They want in-persons sessions but understand given the circumstances. Other issues have been discussed above.</p>	<p>Fiona Landells Georgia Darmonkow Ian Janes</p>

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9. Next meeting	November 26, 2020	
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