



Phase 2 Management Team Minutes

Monday, April 20, 2020

4:00 p.m.

Teleconference

Attendees: Heather Jackman (Chair), Heidi Coombs, Diana Deacon, Maria Goodridge, Yaswanta Gummadi, Amanda Pendergast, David Stokes, Barton Thiessen, Carla Peddle, Katrin Zipperlen, Tanis Adey, Maisam Najafizada, Brian Kerr, Vivian Whelan

Regrets:

Topic	Details	Action Items and person responsible
Introduction and Welcome		
Agenda review - Review for Conflict of Interest - Confirmation of Agenda		
Review and approval of prior minutes - Review of action items from previous meeting	deferred	
1. Business Arising	There are two major items. Clinical Skills – curriculum change needs to be discussed. Add a two-hour research session to the already scheduled research block. Learners are concerned with research proposal. Give the learners an opportunity to review processes. About 18 learners would like to take part. Katrin has been fielding questions. Learners are anxious, away from supervisor, etc. The two-hour session will be a live webinar session.	

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	<p>The team approved to add the two-hour session. It will be brought to UGMS for approval.</p> <p>Clinical skills – Communications skills were all done except for GI. System skills that are left are GI, MSK and Breast Health. For GI, a video was sent with objectives and a study guide. MSK needs to be figured out. Maybe do a condensed version in September or have a one week block before Phase 3 starts. Have a deadline of September 14 to have the Phase 2 clinical skills done. Then have a formative OSCE.</p> <p>There was a formative assessment and feedback. Communication write-ups were completed. The summative assessment is based on the communications report. CLSC would have to be back by August 10 to accommodate up to September 14.</p> <p>There are no clashes with Phase 1. If there are clashes, CLSC won't be able to support. Carla received a request from CLSC to coordinate requests for all Phases. There is a separate budget for COVID 19 that can probably be used. All sessions in CLSC are finished by 5:15.</p> <p>The learners want some certainty of when they will be returning. There is no answer yet, it depends on the Department of Health. We will send a message when a decision is made.</p>	
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	If classes resume in June, there will be a meeting to discuss clinical skills. The OSCE is scheduled on June 12. The learners will need a couple of weeks' notice if it is going ahead. If it is not going ahead in June, should can it be moved to September?	
2. Assessment	The first open-book exam went ahead. The marks are similar to previous exams. There were a couple below the Hofstee. There were five credits done. Everyone passed.	
3. Evaluation	UGMS has approved a new evaluation plan. Faculty evaluation has been suspended. Course evaluations will continue. The evaluation forms will reflect the changes. Heidi is looking at having a less formal QI feedback session. Weekly won't work. Maybe have it once per month.	
4. The Patient		
5. Community Engagement	Community Engagement was revised and approved.	
6. Physician Competencies	An internal review process is going ahead. Feedback will be provided one-on-one with the learners. The learners can contact Katrin or Jacqueline.	
7. Clinical Skills		
8. Student Issues	The learners want reminders of deadlines.	

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	They are collecting information for QI. They can forward to Heidi on a regular basis. Overall, there are not too many concerns.	
9. New Business		
10. ILS		
Next Meeting	May 4, 2020	