



Phase 2 Management Team Minutes

Monday, January 10, 2022

4:00 p.m.

Webex

Attendees: Heather Jackman (Chair), Jennifer Leonard, Alison Haynes, Alex Darmonkow, Maria Goodridge, David Stokes, Katrin Zipperlen, Carla Peddle, Taryn Hearn, Katie Bonner, Michelle Simms, Stephanie Atkinson, Steve Shorlin, Heidi Coombs

Regrets: Brian Kerr

Recorded by: Vivian Whelan

Topic	Details	Action Items and person responsible
Introduction and Welcome		
Agenda review <ul style="list-style-type: none">- Review for Conflict of Interest- Confirmation of Agenda	No conflicts or changes	
Review and approval of prior minutes <ul style="list-style-type: none">- Review of action items from previous meeting	The meeting in November mainly consisted of evaluations and SAS reports. Motion to approve: Alex Darmonkow Seconded: Katie Bonner All in favour	
1. Business Arising	A major change has been brought forward by Dr. Scott Moffatt. Close Friends and Other Special Populations is given in clinical skills I. It is proposed to remove this 50 minute session from Phase 2.	

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	<p>Motioned to approve: Stephanie Atkinson Seconded by: Maria Goodridge All in approval.</p> <p>Minor changes were previously sent. No comments.</p>	
2. Assessment	<p>Questions are being received and reviewed. There is no one in the assessment position yet. Prepared to move online if needed.</p>	
3. Evaluation	<p>Reports were reviewed and approved by PESC. QI sessions need to be added to the schedule.</p>	
4. The Patient	<p>Teaching as reverted back to virtual. It is going fairly well with modes of delivery via pre-recorded or live Webex. A live recording may be used only under exceptional situations.</p>	
5. Community Health	<p>There is a contingency plan for virtual. The community visit may be in-person or virtual.</p>	<p>H. Jackman to contact the Community Health rep.</p>
6. Physician Competencies	<p>Nothing to report for Research</p> <p>Peer assessment groups were expanded into the ILS groups. 8-11 per group is ideal.</p>	

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	Life-long learning had numerous reassessments last year. S. Shorlin will prepare a series of short videos for any assignment graded by TAs. He will release to E. Winter to distribute to the TAs.	
7. Clinical Skills	In-person clinical skills start tomorrow. Eight hours of instruction for each system has been reduced to two hours of one-on-one. It went well last year. Students who are in the province are scheduled for this week. Out of province students must be out of isolation by January 25.	
8. Student Issues	Good so far. Assessments and reassessments are close together. Can they be rescheduled? Every option of scheduling has been looked at. It was discussed extensively with SAS. There are no other times to reschedule those. Protected Time cannot be used for reassessments.	
9. Accreditation	Documents should be uploaded today.	
10. New Business	Dr. Taryn Hearn was welcomed as the interim Associate Dean for UGME	
Next Meeting	February 7, 2022	

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