



Phase 2 Management Team Minutes

Monday, June 3, 2019

4:00 p.m.

2M240

Attendees: Heather Jackman (Chair), David Stokes, Katrin Zipperlen, Gerona McGrath, Jennifer Leonard, Carla Peddle, Logan Slade, Norah Duggan, Maria Goodridge, Brian Kerr, Diana Deacon, Steve Shorlin, Vivian Whelan

Regrets (in alphabetical order): Tanis Adey, Natalie Beausoleil, Jacqueline Costello, Alison Haynes, Barton Thiessen

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 Community Visit Issues	Deferred until next meeting	
2. Assessment	No issues. Resolved block 5 and block 6 question at SAS. ENT remain split between blocks 5 and 6 but it will be resolved next year. One question on block 5 was supposed to be on Block 6. There are five questions going back. There is nothing else outstanding. There were seven students below	Heather will send returned questions to Diana.

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	70% before credits. There is one exam left.	
3. Evaluation	Evaluations will go out for Phase 2 at the end of June. There will be a QI on June 20 after ILS. Paper copies will be done. Dr. Stringer and Dr. Craig are assigned to facilitate ILS.	
4. The Patient	Heather and Brian met on Friday to go through the Microbiology sessions. Should have a final outline in the next couple of weeks for next year.	
5. Community Engagement	Can Field Prep be removed from the schedule?	
6. Physician Competencies	Research Day on May 17 went well. The medical learner research review panel is meeting on Thursday. The panel includes Dr. Costello, Dr. Daley, Moorehead, and Dr. Bergstrom. There are 20 projects to review. Dr. Costello will communicate to the learners. The workshop that Chandra Kavanagh was going to do was cancelled. A video has been created that will be published online soon. The video will be helpful for mentors and learners.	
7. Clinical Skills	The OSCE is Monday. There is an ongoing problem getting tutors for clinical skills. Sometimes they don't	Maria Goodridge will try to get stats of who doesn't sign up for clinical skills.

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	<p>show up. Can the number of sessions be decreased and with larger groups? There is a clinical skills meeting tomorrow. 80% are filled. When there is a problem getting tutors, the Chairs are contacted. Does it need to come from the Dean? The APAs send out the notice to the tutors. Part-time GFT can sign up also. There are about 1100 sessions per year. GFTs should sign up for 10-12 sessions and part-time should sign up for 6 sessions.</p>	
<p>8. Student Issues</p>	<p>The overtime issue is getting better. The Phase reps were asked by a Med Soc representative to email Dr. Adey with feedback. There are still one of two that go 10 – 15 minutes overtime. We need to know who and how big of a problem it is. MSK clinical skills was challenging because the schedule kept changing.</p>	
<p>9. New Business</p>		
<p>Next Meeting</p>	<p>4:00 p.m., July 8, 2019, room 2M240</p>	