

| PHASE 2 MANAGEMENT TEAM MEETING |   | DATE | January 24,<br>2018 |
|---------------------------------|---|------|---------------------|
|                                 |   | ROOM | M2M240              |
|                                 | Dr. Lisa Kenny, Phase 2 Lead  |      |                     |
| <b>MEMBERS:</b>                 | Dr. Natalie Beausoleil, Community Health<br>Dr. Pushpa Sathya, ILS<br>Dr. Lesley Turner<br>Dr. Barton Thiessen, Assessment<br>Dr. Krista Brown<br>Dr. Norah Duggan, Community Engagement Co-Lead<br>Dr. Maria Goodridge, Clinical Skills<br>Dr. Mike Hogan, Assessment<br>Dr. Amanda Pendergast, Community Engagement Co-Lead<br>Dr. Tanis Adey, Associate Dean, UGME<br>Katrin Zipperlen<br>Gerona McGrath<br>Carla Peddle, UGME Coordinator<br>Diana Deacon, Assessment<br>Mr. David Stokes, HSIMS<br>Dr. Steve Shorlin, Faculty Development<br>Dr. Jacqueline Costello, interim research<br>Akshay Sathya, Class of 2020<br>Rebecca O’Leary, Class of 2020<br>Sheldon Smith, Class of 2021<br>Kaitlin Quinlin, Class of 2021 |      |                     |
| <b>PARTICIPANTS</b>             | Lisa Kenny, David Stokes, Sheldon Smith, Akshay Sathya, Gerona McGrath, Mike Hogan, Tanis Adey, Katrin Zipperlen,<br>Natalie Beausoleil, Carla Peddle, Maria Goodridge, Diana Deacon<br><br>Observer: Jinelle Ramlackhansingh   |      |                     |
| <b>REGRETS</b>                  | Rebecca O’Leary, Jacqueline Costello, Pushpa Sathya, Barton Thiessen  |      |                     |
| <b>RECORDING SECRETARY</b>      | <i>Minutes Recorded – Transcribed by Ms. Vivian Whelan</i>  |      |                     |
| <b>NEW MEMBERS</b>              | Dr. Tanis Adey, Associate Dean, and Dr. Natalie Beausoleil replacing Dr. Vereesh Gadag  |      |                     |
|                                 |   |      |                     |

**MINUTES**

| <b>AGENDA</b>  | <b>ITEM</b>     | <b>DISCUSSION</b>  | <b>ACTION</b>   |
|--|-----------------|--|---|
| 1.0. <b>Review/ Approval of Agenda</b>                                     |                 |  |   |
| 2.0. <b>Review/Approval minutes from June 5, 2017 and October 23, 2017</b> |                 | <p>Motion to approve June 5<br/>                     Motioned by: Maria Goodridge<br/>                     Seconded by: TBD<br/>                     All in favour</p> <p>Motion to approve October 23<br/>                     Motioned by: Maria Goodridge<br/>                     Seconded by: Sheldon Smith<br/>                     All in favour</p>  |   |
| 3.0. <b>Business Arising</b>   |                 | Integrated into Standing Items   |   |
| 4.0. <b>Standing Items</b>   | 4.1. Assessment | <p>Summative Assessments: No major issues with student performance. The process is running smoothly. Questions are being received in a timely manner. Combinations of new and previously used questions are being submitted for review.</p> <p>The exam review group reviewed the Critical Appraisal Assessment. The group has given recommendations for the improvements in question construction for the next iteration of this exam. The students report no major issues with the Critical Appraisal assessment.</p> <p>Students are requesting an extension of the cut off time between sessions and the summative. Currently material covered before the ILS session is examined. This is well within MUN regulations</p> | <b>SAS to review extension of cut off time from sessions to summative</b> |

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|  | 4.2. Evaluation             | <p>No new updates</p> <p>Secondary to previous cohort student feedback regarding feedback fatigue regular QI sessions have not been scheduled. The current Phase 2 students would like to have a few QI sessions. Students gave positive feedback in the QI sessions they had in Phase 1.</p>  | <b>Gerona will circulate possible dates for a QI session.</b>                   |
|  | 4.3. ILS/Life-long Learning | UGME was thanked for helping to find facilitators for the upcoming ILS. We need to formalize a process to recruit and contact Faculty for ILS sessions   |   |
|  | 4.4. Community Engagement   | No issues  |   |
|  | 4.5. Physician Competencies | A Faculty member has given feedback regarding the timing of formal research sessions and the research block. Katrin Zipperlen and Dr. Jacqueline Costello are going to review the timing of the sessions for the next iteration of Phase 2. The Phase 2 Research Lead Dr. Jacqueline Costello and UGME contact Katrin are available for student and Faculty research issues.   |   |
|  | 4.6. Clinical Skills        | <p>Students report ongoing issues with variability of techniques presented by tutors during sessions. The students feel that groups are not getting the same information. This is not a new issue and Dr. Goodridge's team have put processes in place to address this issue. One of the major reasons for this variability is some Faculty do not agree with some of the Physical exam techniques outlined in <i>Bates</i>. The Clinical Skills committee have requested tutors follow the techniques outlined in the textbook <i>Bates</i>. They also send out information to the tutors two days before the sessions and provide tutors with printed outlines the day of the session. The students suggested having a 15 minute session with the tutors at the beginning of the sessions.</p> | <b>Dr. Goodridge will bring student issues to the Clinical Skills Committee</b> |
|  | 4.7. Student Issues         | <p>Students find Lecture Capture very useful. Faculty must opt-in to have their session recorded. There are tech reps in each class who can assist faculty with the recording.</p> <p>Students report that some instructors are still going overtime and students are not getting a break between sessions. There are processes in place to communicate to Faculty that sessions are 50 minutes. Although improving, some Faculty members continue to</p>  |   |

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|                  |  | attempt to cover a voluminous amount of material during a 50 minute session. Some Faculty continue to teach at a postgraduate level. UGME anticipates with the creation of a curriculum lead and structured UCL meetings, we can more effectively address these endemic student issues. |  |
| 5.0 NEW BUSINESS |  |   |  |
| 6.0 NEXT MEETING |  | TBD   |  |