

PHASE 2 MANAGEMENT TEAM MEETING		DATE	June 4, 2018
		ROOM	M2M240
	Dr. Lisa Kenny, Phase 2 Lead		
MEMBERS:	<p>Dr. Natalie Beausoleil, Community Health and Humanities Dr. Pushpa Sathya, ILS Dr. Lesley Turner Dr. Barton Thiessen, Assessment Dr. Krista Brown Dr. Norah Duggan, Community Engagement Co-Lead Dr. Maria Goodridge, Clinical Skills Dr. Mike Hogan, Assessment Dr. Amanda Pendergast, Community Engagement Co-Lead Dr. Tanis Adey, Associate Dean, UGME Katrin Zipperlen Gerona McGrath Carla Peddle, UGME Coordinator Diana Deacon, Assessment Mr. David Stokes, HSIMS Dr. Steve Shorlin, Faculty Development Dr. Jacqueline Costello, Research Lead Akshay Sathya, Class of 2020 Rebecca O’Leary, Class of 2020 Sheldon Smith, Class of 2021 Kaitlin Quinlin, Class of 2021</p>		
PARTICIPANTS	<p>Lisa Kenny, Natalie Beausoleil, David Stokes, Gerona McGrath, Diana Deacon, Maria Goodridge, Kaitlin Quinlan, Rebecca O’Leary, Carla Peddle, Alison Haynes, Kyle Massey, Katrin Zipperlen, Amanda Pendergast, Pushpa Sathya, Vivian Whelan, Tanis Adey via teleconference</p> <p>Observer: Jinelle Ramlackhansingh</p>		
REGRETS	Steve Shorlin		
RECORDING SECRETARY	<i>Minutes Recorded – Transcribed by Ms. Vivian Whelan</i>		
NEW MEMBERS	Kyle Massey, Accreditation and Curriculum Advisor; Dr. Alison Haynes, Faculty Curriculum Lead		

MINUTES

AGENDA	ITEM	DISCUSSION	ACTION
1.0. Review/ Approval of Agenda			
2.0. Review/Approval minutes from January 24, 2018		Motion to approve Motioned by: Natalie Beausoleil Seconded by: Amanda Pendergast All in favour	
3.0. Business Arising		Integrated into Standing Items	
4.0. Standing Items	4.1. Assessment	SAS course assessment reports were reviewed in detail by Diana Deacon for all phase 2 courses. 6750 – Patient Course 6760 – Clinical Skills 6770 – Physician Competencies (previously Special Projects) 6780 – Community Engagement	Response Reports submitted to SAS
	4.2. Evaluation	Course evaluations will be released on June 22, 2018. Student response rate has been low. Students are encouraged to complete courses evaluation forms. A face to face QI session is scheduled for June 21, 2018. Dr. Kenny noted that students have a comprehensive feedback system particularly student reps are very effective in directing student concerns to the proper channels.	
	4.3. ILS	4.3.1.ILS Review PESC has release their report on the review of the ILS curriculum. With stakeholders input recommendations have been made to improve the	Dr. Pushpa Sathya to review the ILS report at the next phase 2 management meeting.

		<p>ILS experience. The review was presented at the last PESC reviewed that at the last meeting.</p> <p>4.3.2. New peer assessment process. In the new peer assessment process students use a SAS approved professionalism scale to assess peers. The students report they prefer the new summary of peer assessments over the previous collection of individual reports. Katrin Zipperlen reviews all feedback and edits feedback into summary reports. Dr. Kenny reviews any reports that are flagged as a concern before students receive the reports. The majority of feedback is positive. Students state they do feel somewhat uncomfortable assessing their peers. The smaller clinical skills groups in Phase 2 make giving anonymous feedback more challenging. This process gives students an opportunity to practice giving constructive feedback.</p>	
	4.4. Community Engagement	No update	
	4.5. Physician Competencies	<p>4.5.1. Research Day Research day was a success. There are however outstanding issues related to Ethics applications. Approximately 42 students submitting ethics applications. This process will be very taxing on Ethics board. Dr. Kenny has made UGMS aware of this issue. A discussion on alternative research activities was held. One alternative suggested was to encourage students to complete systematic reviews and meta-analysis. There are multiple meetings scheduled to address these issues.</p>	Dr. Costello will provide an update on Research curriculum and Ethics application process.
	4.6. Clinical Skills	4.6.1. As Phase 2 communication skills is a continuation of Phase 1 however the Clinical Skills committee proposed to resequencing Phase 2 communication skills curriculum to facilitate linkages to specific systems. This was proposal was accepted.	

		<p>4.6.2. Students report there are times when there is a disconnect between the scheduling of The Patient course content and Clinical Skills systems. As an example, the majority of the sessions related to GI should be completed before Abdominal system skills.</p> <p>Dr Kenny noted that although every effort is made to coordinate the schedules, this process is very challenging.</p>	<p>Dr Goodridge to work with Dr Kenny and Vivian Whelan to improve the schedule.</p>
	4.7. Student Issues	<p>4.7.1. Students report ongoing issues with instructors are going overtime. An extreme example of 156 slides in 50 minutes was given. Much of the material in this presentation was felt not to be relevant to the objectives. This has been a historical and ongoing issue. Multiple processes are in effect to communicate to faculty via UGME office and D2L on this issue.</p> <p>4.7.2. Students report ongoing issues with the posting of lecture material to D2L. Students are reminded that although faculty are encouraged to post slide etc. on D2L instructors are not obligated to post this material. Students are reminded that content should never be posted on social media (copyright laws).</p> <p>4.7.3. The lecture capture process is well received by students. The Phase 2 management team encourages faculty to record sessions. Some Faculty report feeling pressure to record sessions. Students are reminded that lecture capture is an opt-in process and Faculty are not obligated to participate.</p>	<p>Kyle Massey to bring this issue to the curriculum review committee. He will also address this issue with the Content Leads.</p>
5.0 NEW BUSINESS			
6.0 NEXT MEETING		TBD	