



Phase 3 Management Team Minutes

Wednesday, April 23, 2020

4:00 p.m.

Teleconference

Attendees: Jasbir Gill, chair, Debra Bergstrom, Rod Russell, Jerry McGrath, David Stokes, Katrin Zipperlen, Heidi Coombs, Mallory Pitts, Meena Saad, Brian Kerr, Tanis Adey

Regrets: Rick Audas, Carla Peddle, Alison Haynes

Topic	Details	Action Items and person responsible
Introduction and Welcome		
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	Motion to approve agenda: Jerry McGrath Seconded: Rod Russell All in favour	
Review and approval of prior minutes –Review of action items from previous meeting	Motion to approve minutes from March 26, 2020: Jasbir Gill Seconded: Jerry McGrath All in favour	
1. Phase 4 Prep	Jasbir has stepped in as the lead for Phase 4 Prep for now. Phase 4 prep is scheduled June 15 – 26, 2020. Jasbir did a canvas to get a sense of what can be done online. Some components can be done virtually. MedCareers and CaRMS Prep can be done online. The Preparation for Ward Workshop can have an online didactic session with some notes. The workshop review cases is not possible online. BCLS can only be done hands on. Some of NRP can be done online but will still need one day in person before starting Phase 4. Suturing can be added later	

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	<p>but some of it can be done online. They won't need an ID card until they are ready to start Phase 4.</p> <p>It was decided to place online modules at the scheduled times. There is no decision of when the remainder of Phase 4 will occur. The class can be promoted conditionally upon completion of the Phase 4 prep course. About 5 days will need to be added to complete Phase 4 prep. Students going away for Pediatrics, would need about ½ day in-person NRP. Progress testing will need to be rescheduled.</p> <p>If sessions are done by live teleconference, different time zones may be an issue.</p> <p>Jasbir will bring it to UGMS. She will notify Diana for assessment plan.</p>	
<p>2. Clinical Skills</p>	<p>Most of clinical skills is hands on. It is possible for an online OSCE but it can't be done right now. It will possibly be done in the fall, if needed. Most of clinical skills was done by March 17 but two learners didn't pass. Looking at how to reassess. Maybe have someone to examine while being recorded. It can be assessed by a faculty member. The learners will describe the motions.</p> <p>Death & Dying and Giving Bad News will be virtual with assignment. Susan MacDonald will be available for support to the learners. Looking at where to fit Family Day in Violence.</p>	

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	Jasbir will take to UGMS for approval. Motion to accept proposed changes to clinical skills and Phase 4 prep: Jasbir Gill Seconded: Tanis Adey All in favour.	
3. Research Curriculum Group	Some learners don't have data. Looked at a few options. For those that have collected data, they can submit what they have. For those who have not, there is a modified report, which has already been approved by UGMS. The Rubric has also been approved by UGMS.	
4. Assessment Working Group	Going well. Most plans are updated. Exam was done online and all passed. There were some credits. Overall, grade scores were a little bit higher.	
5. PESC	Other schools have cancelled faculty evaluation. Focus on feedback from class; timely manner, online material. Suspend faculty evaluation and revise the form for course evaluation. Implement QI. The learners can contact Heidi with feedback. Looking at when to time it. Changes were approved by UGMS.	
6. Curriculum Lead	Draft schedules are done for the next academic year.	
7. Student Issues	Slides only lectures does not provide optimal learning. It will be removed as an option when	

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	<p>contacting faculty. Extra notes do help. Live teleconference or recorded are the best options.</p> <p>The Child Abuse lecture with pictures was very emotional. There was an offer to talk with a specific person after. Death & Dying next week is also emotional. Look at lectures from a legal point of view with lectures of bruised children.</p>	
8. Faculty Issues	No issues. HSIMS has spent a lot of time redoing lectures. Some faculty thought they were recording when they weren't. Issues are being worked out.	
9. Accreditation Updates	All planned dates have been postponed. There will be an update in due course. Still moving forward with data collection. Meeting with Communications to move forward with communication piece.	
Next Meeting	May 6, 2020	<p>Motion to adjourn: Debra Bergstrom Seconded: Tanis Adey All in favour</p>