

Phase 3 Management Team Minutes

Wednesday, April 7, 2021

4:00 p.m.

Webex meeting

Attendees: Jasbir Gill, chair, David Stokes, Alison Haynes, Rod Russell, Claire Pratt, Heidi Coombs, Brian Kerr, Katrin Zipperlen, Rick Audas, Suzanne Drodge, Jerry McGrath

Regrets: Michelle Simms, Debra Bergstrom, Tanis Adey, Nadine Houlihan

Recorded by: Vivian Whelan

Topic	Details	Action Items and person responsible
Introduction and Welcome		Jasbir Gill
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	Motion to approve agenda: Rod Russell Seconded by: Alison Haynes	Jasbir Gill
Review and approval of prior minutes – Review of action items from previous meeting	Review of minutes Motion to accept: Rick Audas Seconded by: Suzanne Drodge All in favour	Jasbir Gill
1. Curriculum Lead	A Community Health objective was updated. Objectives are being reviewed with the UCLs. There are two curriculum changes – theme. Add Pain Management to the Palliative Care theme. Motion to approve the change of the theme name: Suzanne Drodge Seconded by: Rick Audas Jasbir Gill will bring this to UGMS	Alison Haynes



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	<p>Move some content from Bob Gendron’s 3-hour Vision session. Take one hour of content and move it to Phase 1 as an Introduction lecture. Alison Haynes will bring this to Phase 1 for an e-vote. Motion to approve pending approval from Phase 1 to move one hour of Vision to Phase 1: Rick Audas Seconded by: Rod Russell Jasbir Gill will bring this to UGMS</p> <p>The schedules are currently being drafted for 2021/2022. Brainstorming assessment – may tie participation to assessment as was done in the past. Encouraging attendance is a great idea. We would like a group discussion for Community Health. HELM is a good example of active participation.</p>	
2. Assessment Working Group	<p>The assessment team meet on a weekly basis. The turnaround time for faculty to review questions after an exam has been going well. There is a reassessment rep in the class and wants to know if the reassessment on April 21 can move to April 13.</p> <p>Starting to see feedback re: no lecture notes. Answers may not be included in the lecture notes.</p>	Suzanne Drodge/ Katrin Zippelen
3. PESC	Nothing to report. QI is coming up later this month.	Heidi Coombs/ Jasbir Gill
4. Clinical Skills	No report	Debra Bergstrom
5. ILS	It went well again. Dr. Boone and a surgery resident contacted Jerry McGrath wanting to participate.	Jerry McGrath

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	They want to develop an ILS. Clerks and residents can develop ILS for surgery and trauma. Are there any students interested in developing ILS?	
6. Research Curriculum Group	Sent out requests for updates and so far have received 60 out of 80 responses. Michelle will follow up with the remainder. We don't know yet if med students are allowed in the labs, seeking answers. Most concerns are going to Robert Gill. They have been trying to continue data collection. Unless they are close to completing, they should be able to pivot. There may be an extension. The learners can contact Rod.	Rod Russell
7. Community Health & Faculty Issues	The only issue is attendance.	Rick Audas
8. Physician Competencies	No report	Stephanie Atkinson
9. Learner Issues	Most questions are regarding timelines. How are community placements being organized? Drs. Duggan and Pendergast organize the placements. Jasbir Gill will follow up with them. HSIMS helps with ranking. Phase 4 Prep will be virtual. It is still being sorted out. As soon as a schedule has been confirmed, it will be sent.	Claire Pratt/Nadine Houlihan
10. Accreditation Updates	The date of the visit is April 3-6, 2022. The website has been released. There will be monthly accreditation moments up on the screens in the Med school with important information highlighted.	Brian Kerr

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	Meeting with MedSoc on Friday. Reassemble the accreditation review committee. Contact Brian Kerr or Taryn Hearn if you want to be on the committee.	
11. Next meeting	May 5, 2021 Motion to adjourn meeting: Alison Haynes Seconded by: Jerry McGrath	