



Phase 3 Management Team Minutes

Wednesday, February 3, 2021

4:00 p.m.

Webex meeting

Attendees: Jasbir Gill, chair, Katrin Zipperlen, Rod Russell, Steve Shorlin, David Stokes, Claire Pratt, Stephanie Atkinson, Alison Haynes, Nadine Houlihan, Brian Kerr, Rick Audas, Heidi Coombs, Debra Bergstrom

Regrets: Tanis Adey, Suzanne Drodge, Jerry McGrath

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: Claire Pratt	Jasbir Gill
Review and approval of prior minutes –Review of action items from previous meeting	Review of minutes Typo under accreditation, ISM should be ISA Typo under Research, vacation should be vacant Typo midway, David will get chant, should be chat. Motion to accept with revisions: Claire Pratt Seconded by: Rod Russell All in favour	Jasbir Gill
1. Curriculum Lead	Responses from faculty going fairly well compared to the beginning.	Alison Haynes
2. Assessment Working Group	Exam 5 was on Monday. One section had no questions. Instructors decided not to submit	Suzanne Drodge/ Katrin Zipperlen

***Our Vision:** Through excellence, we will integrate education, research and social accountability to advance the health of the people and communities we serve.*



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	<p>questions. Another section had a low number of questions.</p> <p>Reassessment #6 is moved to March 2. The white board is not popular. Comments on the challenge cards are read. The white board has a calculator feature. Not able to erase the white board but there is a new one with each question. The size of the white board cannot be changed. Can't change a typo. Will write over text that's there.</p>	
3. PESC	There will be QI sessions on February 16 @ 11:00 and April 27 @ 9:	Heidi Coombs/ Jasbir Gill
4. Clinical Skills	The same issues are still issues. Schedule changes and last minute tutor cancellations has been challenging and stressful. The clinical skills schedules were developed later than normal.	Debra Bergstrom
5. ILS	<p>ILS went well yesterday. There was one new facilitator. There was a lot of interaction. During the Phase 2 ILS this morning, there was no interaction. Maybe it's because the first year class haven't been together in person and the second years have been together. The second year class has been more interactive virtually. Learners don't have to turn on their cameras.</p> <p>There will be a meet and greet with Phase 2 on Friday.</p>	Jerry McGrath



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6. Research Curriculum Group	<p>T. Adey organized a meeting. Language of in-person research was reviewed. It affects learners differently, depends on the type of research. Four types of research are highlighted by the document, which will be ready soon. R. Russell is getting emails of how to contact advisor, etc. Some projects may need to be converted.</p> <p>There is a new person joining UGME soon and will help with research, Michelle Simms. Rod will set up a town hall soon for any questions the learners may have about research.</p>	Rod Russell
7. Community Health & Faculty Issues		Rick Audas
8. Physician Competencies	No update.	Stephanie Atkinson
9. Learner Issues	<p>Want the policy changed for instructors to submit content. There was a two hour live session last week that was not recorded and no slides available. There was a snow storm at the same time and some learners were scheduling in order to make it to their in-person clinical skills session in the afternoon. It is not fair to not have access to material.</p> <p>An email was sent out that during an exam, the learners cannot leave the exam for more than 8 minutes. They can reach out to Wellness for exam accommodation. This 8 minutes has not been approved yet by UGMS but it has been approved by SAS.</p>	Claire Pratt/Nadine Houlihan

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	<p>There are some concerns regarding clinical skills. They will be submitting a video as formative the same week as exam. Can the due date be moved to February 21, which is after the exam? Debra will contact Maria.</p> <p>Out of province learners want to know how Phase 4 Prep will be delivered. It is currently in discussion. There is no answer yet. Some may be delivered virtually and move some elements to Phase 4. Learners can contact Dr. Gill or Ashley Anthony with any questions regarding Phase 4 Prep. There is currently no chair for the course.</p> <p>Snow days regarding virtual sessions was questioned. HSIMS ask faculty to send presentation. There are very few you refuse to submit. Rick encourages CHH to record but some refuse. It is unfortunate if there are no notes in advance. Lectures are not recorded without written consent when in-person and verbally when live. Some don't want to record due to copyright issues or privacy concerns. Some provide the slides after the lecture. Notes don't have to be confidential, they can be made up and not focused on an actual patient. Cases can be made up based on situations. The answer key can be sent after the session.</p> <p>More content is being provided since COVID than before. For those that haven't provided material or</p>	
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	<p>recording, is something for their chairs and evaluation. Chairs can disseminate importance of material. Who contacts the chairs? There will be a UGME leadership meeting later this month and it can be discussed then. There are some chairs who teach.</p> <p>Some have many years of service and don't provide material. Maybe assign someone new. There has been feedback in the past regarding overtime and too many slides. It happens with the same people. Some don't read evaluations.</p>	
10. Accreditation Updates	<p>Timeline is up to April 2022. Reaching out to student reps this month. Data will be collated and analyzed by October. Elements of accreditation to be completed by November. The visit will be April 3-6, 2022. Don't know yet if it will be virtual or on site.</p>	Brian Kerr
11. Next meeting	<p>March 3, 2021 Motion to adjourn meeting: Rick Audas Seconded by: Claire Pratt</p>	