

## Phase 3 Management Team Minutes

Wednesday, June 2, 2021

4:00 p.m.

Webex meeting

Attendees: Jasbir Gill, chair, Alison Haynes, Katrin Zipperlen, Rod Russell, David Stokes, Heidi Coombs, Michelle Simms, Rick Audas, Stephanie Atkinson, Steve Shorlin, Carla Peddle, Brian Kerr, Debra Bergstrom, Jerry McGrath, Nadine Houlihan

Regrets: Tanis Adey, Claire Pratt

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	No conflict Motion to accept agenda: R. Audas Seconded by: A. Haynes All in favour	Jasbir Gill
Review and approval of prior minutes –Review of action items from previous meeting	Motion to accept last minutes: R. Audas Seconded by: R. Russell All in favour	Jasbir Gill
1. Curriculum Lead	There have been some minor changes. Objectives are being reviewed and updated if needed. There is on major change proposed by Dr. Sean Hamilton. He is proposing to move the <i>SLE and Sclerodema</i> lecture to be moved from Phase 3 to Phase 2. It would be more appropriate in the Joint Pain them in Phase 2. COS is putting the motion forward.	Alison Haynes

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	<p>Motion to move the lecture to Phase 2: Alison Haynes Seconded by: Stephanie Atkinson All in favour J. Gill will bring this to UGMS.</p> <p>Meetings with individual UCLs have been ongoing. Objectives, sequence and content is going reviewed. Receiving good feedback so far.</p> <p>Mandatory sessions are being defined. It has not been formally defined. The criteria for mandatory include introductory, interactive, sessions by LWS, and if there is an assessment attached. Working with UCLs to recognize mandatory and add them to the assessment plans.</p> <p>The schedules should be ready to send to UCLs approximately June 20, 2021.</p>	
<p>2. Assessment Working Group</p>	<p>All exams are finished. Plans have been discussed at SAS and approved.</p> <p>There is a big change with Med 7710 – Palliative Care will change to a written assignment.</p> <p>With regard to the administration of exams, no word yet if they will occur in-person or virtually.</p> <p>Promotions want clarification from learners of what might trigger not achieving a pass. Extra wording</p>	<p>Suzanne Drodge/ Katrin Zipperlen</p>



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	<p>was added regarding criteria for deferrals. A section will be added for mandatory sessions. A section will be added that all mandatory session must be attended and all material completed. A definition for mandatory will be added.</p> <p>There are no changes for Physician Competencies.</p> <p>Phase 4 Prep will be based on in-person delivery.</p> <p>Community Health – assessment will be changed.</p> <p>HELM – there is a group assignment for each session. If all are done, received 100%, if minimum, receive 70%. If any sessions are missed, must submit a leave request.</p>	
3. PESC	<p>Sending course evaluations when courses are finished. So far MED 7710 has been sent out. Responses have been very low. N. Houlihan will send a reminder to the class.</p>	Heidi Coombs/ Jasbir Gill
4. Clinical Skills	<p>M. Goodridge is putting together a letter for T. Adey. Psychiatry went well. Some felt stressed having to come in but they were well prepared. They each received less sessions than normal. If this happens next year, more options need to be available. One-on-one takes a lot of tutor with little flexibility.</p>	Debra Bergstrom
5. ILS	<p>The last ILS was more than a month ago. J. McGrath and D. Boone have been working with learners on</p>	Jerry McGrath

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	<p>developing cases for the next ILS session. The cases are pretty good but need some tweaking. Things like end of life will be added.</p> <p>There were a number of failures for the life-long learning assignments. Training for the TAs will roll out next year.</p>	
6. Research Curriculum Group	<p>Research analysis is due June 14. Some extension requests have been received, but not many. Everything is on track for Research Day.</p>	Rod Russell
7. Community Health & Faculty Issues	No issues	Rick Audas
8. Physician Competencies	Attendance issue was raised.	Stephanie Atkinson
9. Learner Issues	Nothing raised. The last block went good. There was a good mixture of pre-recorded and live Webex sessions. The community placements are going well.	Claire Pratt/ Nadine Houlihan
10. Accreditation Updates	<p>The June accreditation moment is not ready yet. The accreditation moments highlight some key points to remind everyone about them. April 3 – 6, 2022 is the date of the visit, which will be virtual. Dr. Hearn is familiar with that format. Anybody can be called upon for questions. DCIs are out and data is being received. There will be a pre-accreditation report. Accreditation will also have a pre-accreditation report. If anyone would like to join the team, reach out to B. Kerr or Dr. Hearn. Student analysis will be</p>	Brian Kerr

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	prepared by the learners at the end of ILS on June 23.	
11. Next meeting	September 2021	