

Phase 3 Management Team
February 1, 2017
1600- 1730
M2M240
Minutes

Present:

Joanne Hickey – Chair, David Stokes, Steve Shorlin, Carla Peddle, Laura Gillespie, Diana Deacon, Maria Mathews, Lynn Morris-Larkin, Nadine Rockwood, Akshay Sathya, Don McKay, Gerona McGrath, Vivian Whelan

Regrets:

Gokul Vidyasankar, Katrin Zipperlen, Jinelle Ramlackhansingh, Susan Mercer

1.0. Review/Approval of Agenda

2.0. Review/Approval Minutes January 11, 2017

Motion to accept: Maria Mathews

Seconded: Lynn Morris-Larkin

All in favour

3.0. Business Arising

3.1. Undergraduate Content Lead Recruitment

- Surgery is the major outstanding area. There has been discussion with Pathology.
- The UCL meeting in January went well, there was good attendance. They are grasping the logistics of the new curriculum. SAS gave an update on assessment in the curriculum

3.2. Tutorial/small Group teaching guidelines/standardization

- Guide for tutorial development nearing completion. Small group learning professional development faculty workshop scheduled for this month

3.3. Peer Assessment

- There is some positive movement. Joanne and Steve had a chat with the students and received some good feedback. They explained why peer assessment as a process is important. Steve gave tips on meaningful feedback.
- Nadine will send reminders to the class.

3.4. Phase 3 Review Class of 2018

- This is the second Phase 3 review. A summary will be added to the review. Gerona will draft one up and send it to Joanne. Deferred to an e-vote. The next PESC meeting is February 21, 2017.

4.0. Standing Items

4.1. Integrated Learning Sessions – Report

- Susan was absent. The date for the formative peer assessment reflective exercise is extended. Phase 1 ILS is being reviewed. ILS in Phase 1 is harder to organize with a lack of disease oriented cases and the lack of a broader medical knowledge.

4.2. Assessment Working Group – Report

- Most topics are covered on the exams. There was an action item from the last Phase 3 meeting to add stats to the questions and providing the information to faculty. It is a workload issue to provide stats to everyone. Keep the status quo. We will provide the stats if asked by faculty. It is time consuming to review challenge cards and to match them with questions. About 1% of challenge cards are valid. Most credits are a result of question stats. Challenge cards are reviewed by the assessment working group. These issues are being discussed at SAS.

4.3. Research Curriculum/Independent Projects Working Group – Report

- The HREB has contacted UGME with concerns regarding the quality of student research ethics applications
 - A meeting has been arranged with HREB, UGME, the Phase leads and Phase Research Curriculum Leads
- A significant number of students are still awaiting ethics approval or submission for their projects. For next iteration, a formal office tracking system needs to be developed to see where the students are with their project to help keep them on schedule
 - Action: Joanne, Laura and Katrin will meet to review the number of students having difficulty and develop an action plan to help them move forward
- A discussion around the work flow of the research curriculum in Phase 2 and 3 occurred. Need to liaise with Phase 2 to streamline the student work between Phase 2 and 3. Can the ethics application should be completed by end of Phase 2?
- Some challenges in mentoring were discussed. In future, consideration of mentors research experience may need to be more closely considered. Consideration of identifying faculty members with significant experience (eg former ethics committee members) to act as central resources for students and less experienced faculty mentors

4.4. Teaching/Learning Methods Working Group – Report

- Absent

4.5. Clinical Skills – Report

- Absent

4.6. PESC – Report

- No meeting since last Phase 3 Meeting

4.7. Block Review

- Not much feedback.

4.8. Student Issues - Discussion

- There is one issue. On April 24 there is a Patient Safety session. This is the first day back after the spring break and some students won't arrive that evening or the next day. The session is not marked mandatory but there is an in-class assignment. Joanne has reviewed the number of leave requests. Can it be moved to the afternoon?
- Joanne will contact Julia Trahey.

4.9. Faculty Issues - Discussion

- Nothing

4.10 Accreditation

- Nothing.

5.0 New Business

5.1. Student Wellness Concerns - Assessment

- Assessment and reassessment are causing stress and it affects everybody. Students who feel stressed can come to us. Student wellness is always taken into account when a student has to reassess. We will always try to support students if there are issues of stress.
- There is a reassessment booked on the OSCE study day, can this be moved to another day? We will look at it on an individual basis if a student is affected.
- There is a meeting planned with UGME, Student Affairs and student representatives.

5.2. Research Curriculum – Issues with HREB Applications

- Covered during 4.3 above

6.0 Date Next Meeting: March 1, 2017