

**Phase 3 Management Team
February 3, 2016
1600- 1730
M2M240
Minutes**

Present:

Joanne Hickey – Chair, Jinelle Ramlackhansingh, Gerona McGrath, Maria Mathews, Steve Shorlin, Debra Bergstrom, Diana Deacon, Brian Harnett, Maria Mathews, Lynn Morris-Larkin, Steve Shorlin, David Stokes, Susan Mercer, Carla Peddle

Regrets:

Don McKay, Gokul Vidyasankar, Katrin Zipperlen, Laura Gillespie

1.0. Review/Approval of Agenda

No additions

2.0. Review/Approval Minutes December 2, 2015

Motion to approve: Maria Mathews

2nd by: Susan Mercer

3.0. Business Arising

3.1. Proposal to UGMS re: Undergraduate Content Leads

- Medicine, Radiology, Community Health and Pediatrics have responded. The UCL for Endocrinology has been appointed – Brenda Galway.
- Recruitment is ongoing though the Discipline Chairs

3.2. New Research Curriculum Didactic Teaching

- Looked at the didactic teaching for this iteration - overall comprehensive
 - The student have had some good grounding in data collection from Dr. Gadag. But they haven't had clinically oriented didactic teaching for data collection.
 - Ongoing work to develop a clinically oriented module for the class of 2019 – if this is available in time it will be offered to the Class of 2018

4.0. Standing Items

4.1. Integrated Learning Sessions Working Group – Report

- There has been one meeting and another one scheduled.
- There was discussion with respect to the different phases and how the stems are written.
- They talked about developing a bank. Dr. Darcy may write a proposal to have a summer student work on it.
- Will ask the students for their opinion. Gerona is arranging focus groups with both classes. It was suggested by PESC that we also consult faculty. Gerona has been in touch with the appropriate ILS leads for Phases 1 and 2 to get their thoughts. Should have a report for the next meeting.
- Students are as engaged when ILS is before an exam.
- There is only one slot left where a facilitator is still needed.

4.2. Assessment Working Group – Report

- Review of questions is going fairly well. A lot of people are using questions that are already in the bank.
- There are no guidelines for formative assessments outside the patient course. Will start looking at formative assessment for the non-medical expert content.

4.3. Special Projects/Independent Project Working Group – Report

- Student response for the registration form was slow. All registration forms have been received.
- The students would have the same mentor through two years but depending on how the project goes, mentors may be changed as appropriate.

Action: Continue to work on recruiting faculty mentors to build a bank.

- Jinelle has put a call out to all clinical disciplines.

4.4. Teaching/Learning Methods Working Group – Report

- There is no active chair. There hasn't been any recent meetings.
- Steve Shorlin and others are working on a faculty development committee. It will include the Professional Development office.
- There is work happening. There is a Teaching and Learning Working Group Chair for the Faculty of Medicine for the University. It is planned to approach him to see if he would be a part of the committee.
- Is the Teaching/Learning Methods Working Group still wanted? What is the purpose of the Working Group? Dr. Morris-Larkin will bring it up at the next UGMS meeting.

4.5. Clinical Skills – Report

- Ongoing issue with getting clinical skills feedback to the students in a method that is useful and timely.
- One issue is with the electronic write-ups. That has been implemented and the feedback is good. The write-ups now for Phase 3 for the History and Physical are submitted and marked online.
- Some faculty prefer the written format. Within one45 there is no option to make a PDF copy. There is room for comments. There is a link at the top where it can be printed as a PDF. Adam Siscoe is going to see if it can be made more user-friendly and change the format. He will send a memo as to how it can be changed to a PDF and submit it as an alternative method.
- It has eliminated a lot of extra work plus moving around confidential information.
- During some of the system based sessions, some of the feedback was challenging. That is now changing to a new format – any of the clinical skills sessions that are done in a block will require a quorum. There will be a form that they can bring it to say that it was this tutor on this date. They are getting an opportunity to show their skills. This is all formative feedback.

4.6. PESC/Quality Improvement – Report

- ILS is an issue in all Phases.
- During QI, problem based learning sessions was discussed. There is a need for consistency among tutorials.
- There was a suggestion that the Ethics application session that was held January 19 would have been better in Phase 1. It will be moved to Phase 2.
- Students felt there was a lot of redundancy with regard to the pituitary (covered in four different session) and pediatric nephrology (covered previously).

- Faculty only have access to the content of the Phase they are teaching in. They don't have access to content of a Phase that they don't teach in and this can be problematic, not knowing what is being taught.
- Faculty guidelines state that if you are not teaching in a course you do not have access to it. Since it is a spiral curriculum, can Phases 1, 2, and 3 can be considered one course?

Action: Dr. Hickey will re-address this with the UGMS chair

- In order to enroll them, faculty have to individually contact D2L with a request.

4.7. Block Review

- The only feedback received was that some instructors teach in more than one block but consider their content a block.
- A block is the time in between exams.
- We will continue to send out the review based on the calendar block.

4.8. Student Issues - Discussion

- There were mixed review about the PBLs. The students received the tutor version of the PBLs in the middle of ILS.
- Same day exam results are very useful
- The Hofstee method for exams seems to be relieving some stress from students.

4.9. Faculty Issues - Discussion

- Nothing reported

4.10 Accreditation

- Nothing reported

5.0 New Business

- There have been some concerns from students regarding consistency with tutorials.
- The challenge is having different people teaching the same material.
- It is reasonable to have guidelines for people who are doing tutorials.
- The PBLs were well received after the document was published.
- Tutor guides would be helpful.
- Need a Tutorial/Small Group Working Group. The Working Group will gather data from faculty.
- David and Steve will start gathering data.
- Volunteers are needed for the Working Group.

6.0 Date Next Meeting: March 2, 2016