

## **Phase 3 Management Team**

**January 6, 2016**

**1600- 1730**

**M2M240**

**Minutes**

### **Present:**

Joanne Hickey – Chair, Susan Mercer, Diana Deacon, Maria Mathews, Brian Harnett, David Stokes, Steve Shorlin, Debra Bergstrom, Gokul Vidyasankar, Jinelle Ramlackhansingh, Gerona McGrath, Katrin Zipperlen, Vivian Whelan

### **Regrets:**

Lynn Morris-Larkin, Carla Peddle, Laura Gillespie, Don McKay

#### **1.0. Review/Approval of Agenda**

No additions

#### **2.0. Review/Approval Minutes December 2, 2015**

Motion to approve: Maria Mathews

2<sup>nd</sup>: Debra Bergstrom

All in favour.

#### **3.0. Business Arising**

##### **3.1. Proposal to UGMS re: Undergraduate Content Leads**

- It was approved by UGMS.
- A letter and Terms of Reference will be sent to Chiefs and Heads to nominate people.
- Medicine will be broken into subjects.
- Biomedical will have two people.
- Community Health representation

##### **3.2. Block Review Process**

- We need a formal way to review the feedback.
- It will be added as a standing item for the Phase 3 Management Team.
- Gerona can present the information at the meetings.

##### **3.3. New Research Curriculum Didactic Teaching**

- There is a working group that will be meeting later this month.
- The didactic teaching for Phase 3 is general approaches to data collection analysis.
- Will make sure there are no major gaps before the students go to Phase 4.

##### **3.4. Clinical Skills Leave Limits**

- The language issue regarding definition of “Internal Medicine” sessions was updated and has been resolved

#### **4.0. Standing Items**

##### **4.1. Integrated Learning Sessions Working Group – Report**

- There is a Working Group meeting next week.

- Having difficulty getting a Pediatrician facilitator – discussion regarding suitability of having a senior resident facilitate. After discussion agreed this reasonable if
  - Resident is near the end of training
  - Liases with a faculty member prior to the session to prepare
- Moving forward, Steve is providing informal formative feedback to the group leaders regarding their large group facilitation skills
- The students need to fill in the ILS Peer Assessment forms. The way it is done on one45 has been changed. There is no Peer Assessment Reflective essay anymore
  - *Action:* At next ILS reinforce with students that this is mandatory
    - HSIMS will review the process with students

#### 4.2. Assessment Working Group – Report

- The exam review process tends to be busy.
- Challenge cards are numerous.
- Receiving questions is improving.
- Gokul will draft an email to be sent to faculty regarding questions.
  - Reminder that formative and summative questions cannot be exchanged.
  - Request for ongoing submission of some new/updated questions to improve the question bank
- In keeping with Phase 1 practice, students who could potentially fail a block exam are notified before the grades are released to allow maximum time for remediation

#### 4.3. Special Projects/Independent Project Working Group – Report

- The deadline for forms is tomorrow.
- Two students are waiting for confirmation of a mentor.
- Katrin will email Joanne and Laura about any students who are behind.

#### 4.4. Teaching/Learning Methods Working Group – Report

- No meeting yet. Will regroup in the New Year.
- Four faculty members have been identified who want to change teaching methods. Steve contacted them in December. He heard back from two, one wants to meet.

#### 4.5. Clinical Skills – Report

- No current issues.

#### 4.6. PESC/Quality Improvement – Report

- No update for PESC.
- The students came to QI prepared with a list of what went well and what could be improved.

#### 4.7. Student Issues – Discussion

- Not pleased with the Biochemistry tutorials. Not everyone gets a chance to lead but the leaders are doing all the work. The leader takes several hours to prepare with nobody else in the group doing any work to prepare.
  - *Action:* Review issues with faculty member
- Students who are at risk of failing an exam are pleased to be notified right away.

#### 4.8. Faculty Issues

- No issues.

#### 4.9. Accreditation

- No update.

## **5.0 New Business**

- Need to start work on the Class of 2019, Phase 3 schedule. Want to get the schedule out by Spring.
  - Should chronic topics be taught before acute? Will liase with UCLs
- Starting with the Class of 2020 there will only be two community placements and the timing of the Phases will change. Phase 1 will run September – December, Phase 2 will run January – June, and Phase 3 will run September – June.

**6.0 Date Next Meeting:** February 3, 2016