

**Phase 3 Management Team
February 4, 2015
1600- 1730
M2M240
Minutes**

Present:

Joanne Hickey
Susan Mercer
Don McKay
Maria Mathews

Laura Gillespie
Jatin Morkar (via teleconference)
Debra Bergstrom
David Bradbury-Squires (class of 2017)

Staff

Gerona McGrath
Diana Deacon

David Stokes
Vivian Whelan

1.0. Review/Approval of Agenda

Agenda approved.

2.0. Review/Approval Notes February 4, 2015

Motion to approve: Maria Mathews
2nd: Laura Gillespie
All in favour.

3.0. Business Arising

3.1. Faculty Orientation Package

- The faculty orientation package will be ready soon.

3.2. Tutorial Feedback

- For the last block, Steve contacted those who have tutorial content and asked them for a standardized information sheet.
- We have a form letter ready to go out to faculty responsible for small group sessions.
- There was a favourable response from faculty.
- Moving forward, the plan is to send the standardized email to faculty doing small group sessions

3.3. Availability of Phase 4 Preparation Course

- The assessment map has been published.
- Jenny Harris has been to HSIMS several times and has been talking with Eastern Health.
- Steve Pennell has been having meetings with Eastern Health.
- Moya Clarke has been doing some development.

Action: Joanne will follow up with Steve Pennell.

3.4. ILS Assignment Feedback

- The assignment will stay. It builds on life-long learning and meets an important accreditation standard.
- We will take it back to the ILS Working Group to see if there are areas that may need to be tweaked in terms of more flexibility. We will look at the level of detail

required by the Rubric compared to the word count. We will receive feedback after the ILS Working Group meets next week.

- The accreditors may need to know the preparation for life-long learning.
- One assignment is currently being corrected.

3.5. Block 6 Length

- The students did not wish to consider an additional exam
- Block 6 has approximately 63 lecture hours. Block 7 has 51 lecture hours.
- One option for this exam only, is to examine block 6 only without previous blocks included.
- A second option is to redistribute some material to the Block 7 exam. This would make it more equitable.
 - This option will affect the Assessment map. UGMS and SAS should be informed. Diana can recalculate the percentages.
- The students enquired about the Arthritis Patient Demos, if they are Clinical Skills or part of the Chronic Conditions course. They are part of the Chronic Conditions course.

Motion: To adjust the examinable material on Block 6 and Block 7 exams to reflect a more equitable division of time. To move forward some of the late Block 6 material to be examined on the Block 7 exam.

Motioned by Joanne Hickey

2nd: Maria Mathews

All in favour.

Action: Joanne will bring to UGMS. David will bring to students.

4.0. Standing Items

4.1. Integrated Learning Sessions Working Group

- There has been trouble getting a general specialist for the ILS session on April 1 and May 15.
- Joanne will have a look and fill in if needed.
- The stems are all done.
- The first papers are in and are being marked by the graders.
- Joanne is planning on having the assignment out by late next week.

4.2. Assessment Working Group

- There was a high failure rate with the last exam. The majority of those were borderline.
- The exam review process procedure needs to be firmed up. There are rules from the old curriculum that need to be updated to better fit the current curriculum
- Questions were challenged after the results were released and a couple of questions received credits.
- There needs to be a formal procedure in place.
- Joanne informally told the students that until we develop a plan, if they have challenges after the exam, that they should go through UGME/ Phase Assessment working group and not directly to faculty.

Action: Joanne will bring to the Phase Lead meeting on Friday.

- A reminder should be sent to faculty when there is an exam.
- There needs to be a policy regarding challenges.
- Can challenges be added to QuestionMark? David Stokes will ask if QuestionMark is better than actual cards.

4.3. Special Projects/Independent Projects Working Group

- About 20 students are yet to submit updated learning contracts. In future Phase 3 iterations consider a more firm deadline
- Katrin sends the learning contracts to Laura when she receives them.

Action: Joanne will draft an email to send students a reminder.

Action: Don is working on Standard Operating Procedures. He will send to Laura.

Action: David Bradbury-Squires will ask the students how much time they need to do the learning contracts.

- Students and faculty need to know that learning contracts cannot be approved until there is ethics approval.

Action: David-Bradbury-Squires will feedback to students if ethics is a concern.

- Need to know who is responsible for Special Projects, Poster, etc. Grading of deliverable and presentation has been different for each Phase. We need a plan and put it in the Handbook.
- Phase 2 judges gave grades, Phase 1 judges didn't.

Action: Joanne will bring to Phase leads of who is responsible for what with the Posters.

4.4. Teaching/Learning Methods Working Group

- This group may be better working at a higher level. They should be reporting to UGMS instead of the Phase Management Team. The Working Group isn't Phase specific.
- There was a workshop last month that had good attendance. Some had a presentation on new teaching methods which were well received. They were broken up into small group discussions. Then there was follow up with Steve Shorlin or David Stokes on what they want to do.
- Radiology and Anatomy that is being taught now are being done more as group activities as opposed to pointing to various things on an x-ray. Students are given blank copies with arrows and determining what the answers are in their small groups. They are given feedback after as to what the correct answers are. The students are applying what they learned in Anatomy to Diagnostic Images.
- Microbiology and Infectious Diseases has changed. Lectures that were didactic, Peter Daley has them recorded. They are put online; the students review them before going to class, and then discuss the cases.
- Some changes have come out of the workshop. They will try to do more workshops.

4.5. Quality Improvement/PESC

- The last Quality Improvement session was last Friday.
- Tutorials were well received. Renal tutorial had handouts.
- Students are getting curious about Phase 4.
- Students have an issue with 75% pass mark. The students would like to know why the pass mark is 75%.
- Joanne fed back to the students about the philosophy of competency based learning and the importance of exams as learning tools, etc. Joanne will contact MELT to see what the original process was to provide more feedback to the students.
- PESC (Program Evaluation Sub-committee) that in addition to getting feedback on parts within a Phase, it also looks at how individual phases are functioning and then how all three phases are functioning together.

- At each PESC, Gerona presents the latest results of the evaluation surveys that have been completed.
- At the last meeting they had the first Phase 2 evaluation. Phase 1 evaluation is coming up.
- One recurrent issue is that different instructors teach the same thing.
- The OSCE that was just completed received positive feedback.

4.6. Student Issues

- There is a class after the exam on April 2. The students would like it moved.
- The reassessment date in July needs to be confirmed.
- There is a reassessment on May 22, which is one week before exam 7. Students would like to have more time in between. Moving the reassessment may not be an option. Students asked about having it on a Tuesday afternoon. In order to have it during protected time, there would have to be 100% agreement among the students.
- The students also questioned a couple of lectures that have the same name as lectures taught in Phase 2. To clarify, the lectures in Phase 2 covered Acute and Episodic while the lectures in Phase 3 cover Chronic conditions.
- Students are concerned about not having contracts, special projects in on time. If students have workload concerns they should contact Laura Gillespie or Joanne Hickey.
- Phase 3 lost one week of Special Projects. Some students would like to have two weeks. There is going to be a discussion in the near future about how that can be negotiated with Dr. Stringer, Dr. McKay. Possibly Dr. Hickey and Dr. Gillespie should be there also. We would like to deal with the students who want longer Special Projects. If the contract is too ambitious, they can meet individually with Joanne Hickey.

4.7. Faculty Issues

- No issues.

4.8. Accreditation

- The Accreditors visited last month. The visit went exceedingly well.
- The faculty were well prepared.
- The exit letter was very positive. There are three areas that Dr. McKay is anticipating we will get compliance with monitoring: (1) ED 1 – mapping of objectives (Phase 4 hasn't been mapped). (2) ED 35 – Phase review, we've only have one Phase review report. (3) Life-long learning.
- We will receive a draft report in April and the earliest for a final report is June.

5.0. **New Business**

6.0 Date Next Meeting: April 1, 2015, 4-5:30