

## Phase 3 Management Team Minutes

Wednesday, November 4, 2020

4:00 p.m.

Webex meeting

Attendees: Jasbir Gill, chair, Claire Pratt, David Stokes, Heidi Coombs, Katrin Zipperlen, Rod Russell, Steve Shorlin, Nadine Houlihan, Suzanne Drodge, Rick Audas, Jerry McGrath, Brian Kerr, Debra Bergstrom, Alison Haynes

Regrets: Tanis Adey, Stephanie Atkinson, Carla Peddle

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	Motion to accept agenda: Rick Audas Seconded by: Jerry McGrath  No conflict of interest	Jasbir Gill
Review and approval of prior minutes –Review of action items from previous meeting	Motion to approve minutes from October 7, 2020: Rick Audas Seconded by: Suzanne Drodge  Action items from last meeting: <ul style="list-style-type: none"> <li>Curriculum change to add 30 minutes to Antepartum Care to include Psychiatry was approved by UGMS.</li> <li>Jasbir completed and submitted the assessment reports to Katrin for SAS</li> </ul> All in favour	Jasbir Gill



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<p>1. Curriculum Lead</p>	<p>Still tracking faculty for modes of delivery. Some were not available yesterday and today. The learners were advised to go ahead and view those that are already recorded. Learners are concerned about the missing lectures. It will cram next week prior to the exam. We are actively working on Thrombosis 2+1 hour November 6 and 10 @ 11:00. We are waiting to hear back from Dr. Chitsike. Slides can be posted ahead of the lecture time, if they have been received. Material can be scheduled up to and including Friday before a Monday exam. ILS, which were previously scheduled on the Friday before an exam, are now scheduled the day after an exam. Good feedback has been received regarding ILS after the exam.</p> <p>Do we have virtual care? It is included in the Phase 4 Prep course. It is also covered in Phase 4 since COVID-19.</p>	<p>Alison Haynes</p>
<p>2. Assessment Working Group</p>	<p>The Assessment Working Group is meeting weekly. Turn around with staff and challenges has been good. There are guidelines for flagging learners during exams.</p> <p>Exam 7 that was scheduled on March 15 has moved to March 16. March 15 is a staff holiday.</p> <p>Jasbir will complete the clinical skills assessment report template and submit to Katrin.</p>	<p>Suzanne Drodge/ Katrin Zipperlen</p>

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	<p>The delivery of clinical skills was affected due to COVID-19. The OSCE was removed. Not all learners were able to complete summative assessment due to restrictions. For those, a grade was completed using formative assessments. All learners passed. There were no reassessments and no fails. The mean ratings were all above 4.5.</p> <p>Motion to accept clinical skills assessment: Debra Bergstrom Seconded by: Claire Pratt Jasbir will complete the template and include concerns going forward. All in favour</p>	
3. PESC	<p>Response reports were presented and are satisfied that issues were addressed.</p> <p>The next QI is on November 17.</p>	Heidi Coombs/ Jasbir Gill
4. Clinical Skills	<p>Clinical skills have decreased a lot due to restrictions. Extra cleaning is being done. In-person sessions are down 3-4 hours for the year. Some sessions are hard to deliver virtually. But some have to be done in-person. It has been robust. Clinical skills are valuable.</p> <p>Can we look at other spaces on campus that are bigger? Other options are being looked at. It is a part of accreditation that they have clinical skills. Hoping to have more information for the next</p>	Debra Bergstrom



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	<p>meeting. Maria Goodridge and Tanis Adey have been discussing options. Anyone who has suggestions may pass them along to Deb.</p> <p>The class can pen a letter to Maria Goodridge and Tanis Adey. The Phase 1 learners are doing the same.</p> <p>One learner per session plus cleaning takes a lot of time. Some want to use CLSC also for research.</p>	
<p>5. ILS</p>	<p>We had the first ILS session. Cases were received well. ILS went really well. It is great to be able to record and look back after. Facilitators feel that learners were more engaged through chat. Good feedback is being received from learners. It is working better after an exam.</p> <p>Deb and Steve popped in and out of the groups. It has not been evaluated yet.</p>	<p>Jerry McGrath</p>
<p>6. Research Curriculum Group</p>	<p>The learners were supposed to submit their research plan by October 23. The Research Advisory group should have a meeting. We need to know who many have submitted their plans. Rod has helped 13 so far. Some want to do research on campus. Trish Cousins and Paul Tucker are working on that.</p> <p>The vacant position with UGME has been advertised.</p> <p>Action: Brian will set up a meeting or ask Jackie to set it up.</p>	<p>Rod Russell</p>

***Our Vision:** Through excellence, we will integrate education, research and social accountability to advance the health of the people and communities we serve.*



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7. Community Health & Faculty Issues	Low attendance is an ongoing issue. It is easy for learners to not attend when resources are available ahead of time.	Rick Audas
8. Physician Competencies		Stephanie Atkinson
9. Learner Issues	<p>Concerned about clinical skills. They will pen a letter from the class.</p> <p>Almost all notes are not uploaded before live sessions. Then 10 minutes are wasted at the beginning. The instructor knows they only have 50 minutes so the session either is rushed or goes overtime. It is not mandated to provide slides. The process has not changed. If files are too big to be delivered to D2L, it may slow things down.</p> <p>Is there an appropriate cut off time for schedule changes? Can the policy be changed to protect Fridays? The schedule already incorporated Protected Time on Tuesday afternoons. The schedule is extremely complicated. Things are placed where they are for a purpose. Clinical skills, sequencing and faculty availability are all taken into account. Aware of when exams are. There are only so many hours available. There is a combination of low morale and stress. Is there a cut off time of when a session gets rescheduled and is no longer testable?</p>	Claire Pratt/ Nadine Houlihan



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	<p>Action: Jasbir will bring to Tanis Adey the learner concerns. Most exams are on Mondays and they have the weekend to study.</p> <p>Class morale has improved since the last meeting. They feel that their concerns are being looked at.</p>	
10. Accreditation Updates	<p>Communications are working on a website. Concerned that clinical skills could be a big issue. We have to make sure we deliver. Hoping to have the website up and running by next month</p>	Brian Kerr
11. Next meeting	<p>December 2, 2020 Motion to adjourn: Rick Audas Seconded by: Nadine Houlihan All in favour</p>	