



Phase 3 Management Team Minutes

Wednesday, September 2, 2020

4:00 p.m.

Webex meeting

Attendees: Jasbir Gill, chair, Rick Audas, Heidi Coombs, Alison Haynes, Nadine Houlihan, Brian Kerr, Claire Pratt, Carla Peddle, Katrin Zipperlen, Vivian Whelan

Regrets: Tanis Adey, Rick Audas, Rod Russell

Topic	Details	Action Items and person responsible
Introduction and Welcome	Welcome to Stephanie Atkinson, the new Physician Competencies Lead for Phases 1, 2, and 3	
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflicts of interest	
Review and approval of prior minutes –Review of action items from previous meeting		
1. Curriculum Lead	<p>There is a major change request. Christina Templeton is asking for an extra hour for her Cyanotic Heart Disease lecture. COWG does not support. It is also in Phase 4 academic half day. Motion to not approve: Alison Haynes Seconded: Jasbir Gill All in favour</p> <p>Add objectives to Heme Metabolism. Motion to approve: Alison Haynes Seconded: Jasbir Gill</p>	Bring to UGMS

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	<p>All in favour</p> <p>Add to the UGME website, a curriculum section which would include the committees and member positions. Link it to the Terms of Reference. Send to the members for confirmation of their position.</p>	
2. Assessment Working Group	<p>The first exam is on September 28. The Rubric for Physician Competencies should be available on Brightspace.</p>	
3. Research Curriculum Group	<p>Having to restart a project probably won't be received well. Can they be given a date and learn to do analysis instead of getting data themselves? Plan B will be case-by-case. Are there other options? Jasbir will contact Rod Russell and copy Jacqueline Costello.</p>	
4. Clinical Skills	<p>Clinical skills met with CLSC. What is doable is not enough. Course system will have 16 x 5 people virtually. There will be two 1-hour sessions one-on-one, one hour for MSK and one hour for Head and Neck. Get students to practice and send video to instructor. Ask to do some summative within bubble.</p> <p>Psychiatry will all be virtual.</p> <p>Pediatrics will have no in-person sessions in the fall.</p>	

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	<p>Obs/Gyne will be delivered virtually.</p> <p>Attendance is mandatory for assessment.</p> <p>There is ongoing feedback regarding clinical skills. Formative assessment will involve witness physical exam after practice. The written portion should be fairly easy.</p> <p>The OSCE is scheduled on April 19, 2021.</p> <p>There are certain procedures that students won't feel comfortable doing within their bubble. Formative assessment can be with a standardized patient. Some that can't be done in pre-clerkship, can be done in clerkship.</p>	
<p>5. PESC</p>	<p>Will send Phase 3 reports for an e-vote. There are new items added to the faculty evaluation regarding remote teaching and learning environment. Not sure if it can be linked to D2L. The email from One45 is a link. Heidi Coombs will speak with David Stokes</p>	
<p>6. ILS</p>	<p>There are two ILS sessions for the fall, one in October and the other in November. They have been placed the day after exams. The class usually meets in small groups and then present to the whole class. Another meeting is needed to discuss which mode of delivery. Waiting for Webex update for breakout rooms. Waiting to see if it will work.</p>	



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	Peer assessment comments will be based on conduct in a virtual setting.	
7. Student Issues	<p>Appreciate the effort for online learning in the schedule. When sessions are live, there is lost time due to technical issues on the presenter side. Can moderator or presenter meet a few minutes ahead? The nine pre-recorded sessions are quite good. Pathology has no pointer and missing images. Some slides has disrupted audio. If the recording is one via Webex, the point can be visible. Certain images are heavy and they would like to have speaker notes added.</p> <p>There are workshops being held for faculty on remote delivery. Steve Shorlin is working on a video of what works well and what doesn't.</p> <p>If there is something wrong with a video, the students can send an email to D2L. They may be able to fix the problem. A Webex recording is the same as lecture capture.</p> <p>The questions on the open-book exams seem to be harder compare to the in-person exams. Katrin Zipperlen will bring this to the assessment group to make sure the questions are appropriate.</p>	
8. Faculty Issues	No issues	



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9. Accreditation Updates	<p>We should have a new timeline in October for the visit of Spring 2022. If something like diversity/bias is being left out, it needs to be brought forward.</p> <p>Any feedback received is sent to appropriate sources. There will be QI sessions this year.</p>	
10. Phase 4 Prep	<p>There are a lot of changes with Phase 4 Prep. There will be another look regarding delivery and where it fits into the curriculum. The P4P course is currently without a Chair. Jasbir Gill has stepped in as an interim Chair.</p> <p>The UGME research curriculum position will be advertised.</p>	
Next Meeting	October 7, 2020	