

Phase 4 Leadership Committee Meeting		DATE	February 16, 2017
		ROOM	M2M240
<b>CHAIR</b>	Dr. Jason McCarthy		
<b>MINUTE TAKER</b>	Sandy Williamson		
<b>MEMBERS:</b>  <b>2016 - 2017</b>	<p><i>Dr. Jason McCarthy, Clerkship Coordinator/Phase 4 Lead</i>  <i>Dr. Carrie Ferguson, CDC Obstetrics/Gynecology</i>  <i>Dr. Joe Lockyer, CDC Internal Medicine</i>  <i>Dr. Craig Stone, CDC Surgery</i>  <i>Dr. Jasbir Gill, CDC Psychiatry</i>  <i>Dr. Lyn Power, CDC Rural Family Medicine - joins by teleconference</i>  <i>Dr. MaryJane Smith, CDC Pediatrics</i>  <i>Dr. Chris Patey, Selectives Coordinator</i>  <i>Dr. Keegan Au, Electives Coordinator</i>  <i>Diana Deacon, Student Assessment Subcommittee (SAS)</i>  <i>Gerona McGrath, (MESC)</i>  <i>Dr. Jennifer Leonard, Course Chair MED 7280</i>  <i>Dr. Angela McGibbon, Regional Med Ed Coordinator (New Brunswick) - joins by teleconference</i>  <i>Dr. Tom Laughlin, Assistant Dean, New Brunswick - joins by videoconference</i>  <i>Dr. Jason Chan, Undergraduate Coordinator PEI - joins by videoconference</i>  <i>Verna McInnis, Clerkship Coordinator PEI - joins by videoconference</i>  <i>Melissa Dunnett, Manager, (New Brunswick) - joins by teleconference</i>  <i>Dr. Donald McKay, Associate Dean, UGME</i>  <i>Dr. Scott Moffatt, Assistant Dean, Student Affairs</i>  <i>Sally Ackerman, Accreditation Manager</i>  <i>Chelsea Ash, student rep, class of 2017</i>  <i>Casey Thorburn, student rep, class of 2018</i>  <i>Dr. Rose Mengual, Discipline of Emergency Medicine</i>  <i>Dr. Jennifer Harris, Discipline of Anesthesia</i>  <i>Dr. Sahar Iqbal, Practice Continuum Course Chair MED 8750</i>  <i>Carla Peddle, UGME Coordinator</i>  <i>Lisa Russell, Medical Education Coordinator, New Brunswick – (incoming) joins by teleconference</i>  <i>Dawn Keenan, Program Manager, New Brunswick - joins by teleconference</i>  <i>David Stokes, HSIMS</i></p>		
<b>PARTICIPANTS</b>	Dr. Carrie Ferguson, Dr. Joe Lockyer, Dr. Craig Stone, Dr. Jasbir Gill, Dr. MaryJane Smith, Dr. Jennifer Leonard, Carla Peddle, Dr. Lyn Power, Sally Ackerman, Verna McInnis, Dr. Don McKay, Dave Stokes, Diana Deacon, Lisa Russell, Gerona McGrath, Dr. Lyn Power		
<b>GUESTS</b>	Katrin Zipperlen		
<b>REGRETS</b>	Dr. Keegan Au, Dr. Tom Laughlin, Melissa Dunnett, Chelsea Ash, Casey Thorburn, Dr. Chris Patey, Dr. Jennifer Harris, Dr. Jason Chan, Dr. Rose Mengual		
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
#2 THE AGENDA	<ul style="list-style-type: none"> <li>Item 1 and 2</li> <li>Call to order and Agenda</li> </ul>	<ul style="list-style-type: none"> <li>While awaiting quorum, NB and PEI updates occurred. Later, agenda approved with additions throughout meeting.</li> <li>Item 5.1 - EM exam deferred. 5.2 Progress testing, will be a standing item. 5.3 LIC Implementation also a standing item. 6.5 added, APC.</li> </ul>	<b>Agenda approved unanimously, in progress through meeting.</b>

#3 APPROVAL OF MINUTES: February 16/2017	<ul style="list-style-type: none"> <li>Item 3 Minutes</li> </ul>	<ul style="list-style-type: none"> <li>Minutes from January 19, 2017 approved.</li> </ul>	<b>Minutes Approved</b> Moved: Dr. Gill, Seconded: Dr. Stone
#4 PRESENTATIONS	<ul style="list-style-type: none"> <li>Item 4.1 NB Update PEI Update</li> </ul>	<ul style="list-style-type: none"> <li>Lisa Russell had nothing to report for NB.</li> <li>PEI's Verna McInnis also had no matters to report.</li> </ul>	
#5 BUSINESS ARISING	<ul style="list-style-type: none"> <li>Item 5.1 EM Summative MCQ exam</li> </ul>	<ul style="list-style-type: none"> <li>Deferred.</li> </ul>	
	<ul style="list-style-type: none"> <li>Item 5.2 Progress testing</li> </ul>	<ul style="list-style-type: none"> <li>Will continue to discuss in future, in standing items, and during Progress.</li> <li>Introduction of MCC Exams on the horizon: would replace NBME and EM exam, and would be both pre- 8710, so pre-core experiences – formative, and post- core – summative, and use selectives for remediation, as well as another at end which would be formative and would also be MCC Prep. Have to consider EPA relevance. Can still make our own exams too.</li> </ul>	
	<ul style="list-style-type: none"> <li>Item 5.3 LIC Implementation</li> </ul>	<ul style="list-style-type: none"> <li>Will be in standing items, will be happening here as well as NB. Dr. Power reported the NB LIC is developing, more to report in the future.</li> </ul>	
#6 NEW BUSINESS	<ul style="list-style-type: none"> <li>Item 6.1 Cardiology EKG Q1 Pilot Proposal</li> </ul>	<ul style="list-style-type: none"> <li>Will have an EKG session during APC.</li> </ul>	
	<ul style="list-style-type: none"> <li>Item 6.2 Program Evaluation Surveys for fourth year courses</li> </ul>	<ul style="list-style-type: none"> <li>Gerona McGrath will bring program evaluation surveys at 6, 9 and 12 month Comprehensive Review Meetings. PESC is doing a Phase 4 review with guidance from UGMS.</li> </ul>	
	<ul style="list-style-type: none"> <li>Item 6.3 Phase 4 Leadership Committee Terms of Reference</li> </ul>	<ul style="list-style-type: none"> <li>Dr. McCarthy would like to have terms of reference in place, some members not on list of old terms of reference from 2005, which was revisited in 2015 but never approved. Need to specify quorum.</li> </ul>	

	<ul style="list-style-type: none"> <li>Item 6.4 Mapping AFMC EPAs</li> </ul>	<ul style="list-style-type: none"> <li>Deferred. (Need to remap).</li> </ul>	
	<ul style="list-style-type: none"> <li>Item 6.5 Advanced Procedural Competencies</li> </ul>	<ul style="list-style-type: none"> <li>Need examiners for OSCE. Staffing challenges suggest OSCE may be revisited, would have to be approved by UGMS if cancelled from course. Dr. McKay to help out with recruiting examiners.</li> <li>Mandatory Procedures – faculty needed, 2 Emerg and 2 Anesthesia. Dr. McKay will talk to the Dean. NG equipment discussed, will we have it?</li> </ul>	<p><b>Action item:</b> Dr. McKay to help recruit examiners.</p>
#7 STANDING ITEMS	<ul style="list-style-type: none"> <li>Item 7.1 Student Reports</li> </ul>	<ul style="list-style-type: none"> <li>It was noted that there were no students present, and a suggestion was made that at least one student be present for quorum.</li> </ul>	
	<ul style="list-style-type: none"> <li>Item 7.2 PESC Update</li> </ul>	<ul style="list-style-type: none"> <li>McGrath already provided.</li> </ul>	
	<ul style="list-style-type: none"> <li>Item 7.3 Clinic Card App update</li> </ul>	<ul style="list-style-type: none"> <li>Webpage ready to go with some wordsmithing. There is a website with a demo video. NB faculty need as well.</li> </ul>	
	<ul style="list-style-type: none"> <li>Item 7.4 Accreditation Report</li> </ul>	<ul style="list-style-type: none"> <li>Will be a standing item from now on.</li> <li>Ackerman reported that we will have a response from accreditation status report by March meeting.</li> <li>Zipperlen and Williamson continue to monitor ongoing standards.</li> <li>PESC, as reported earlier, is going to formalize evaluation of s/electives as part of accreditation initiative.</li> <li>Will be undertaking the interim accreditation review which will be ongoing during 2017.</li> </ul>	
	<ul style="list-style-type: none"> <li>Item 7.5 MSPR Revision Working Group</li> </ul>	<ul style="list-style-type: none"> <li>Will be a standing item.</li> </ul>	
	<ul style="list-style-type: none"> <li>Item 7.6 Fac Dev Updates</li> </ul>	<ul style="list-style-type: none"> <li>Faculty Development will be a standing item.</li> </ul>	
	<ul style="list-style-type: none"> <li>Item 7.7 Progress Testing</li> </ul>	<ul style="list-style-type: none"> <li>Will be a standing item, reported on earlier in meeting.</li> </ul>	
	<ul style="list-style-type: none"> <li>Item 7.8 LIC Implementation</li> </ul>	<ul style="list-style-type: none"> <li>Will be a standing item, ongoing.</li> </ul>	
ADJOURNMENT		<ul style="list-style-type: none"> <li>Next Meeting: March 16, 2017</li> </ul>	

(C. C. Minutes Typed March 15, 2017, SW) Draft until approved at next meeting.