

Phase 4 Management Team Meeting		DATE	April 12, 2018
		ROOM	M2M240
CHAIR	Dr. Norah Duggan		
MINUTE TAKER	Sandy Williamson		
MEMBERS: 2016 - 2017	<p><i>Dr. Norah Duggan, Clerkship Coordinator/Phase 4 Lead</i> <i>Dr. Deanna Murphy, CDC Obstetrics/Gynecology</i> <i>Dr. Joe Lockyer, CDC Internal Medicine</i> <i>Dr. Chris Smith, CDC Surgery (Incoming)</i> <i>Dr. Cathy Murray, Electives Coordinator</i> <i>Dr. Jessica Bishop, CDC Rural Family Medicine</i> <i>Dr. Tyna Doyle, CDC Pediatrics</i> <i>Dr. Chris Patey, Selectives 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. Tom Laughlin, Assistant Dean, New Brunswick – joins by videoconference</i> <i>Dr. Jason Chan, Undergraduate Coordinator PEI - joins by videoconference</i> <i>Verna McInnis, Acting Clerkship Coordinator PEI - joins by videoconference</i> <i>Melissa Dunnnett, Manager, (New Brunswick) - joins by teleconference</i> <i>Dr. Tim Hierlihy, CDC, Psychiatry</i> <i>Dr. Tanis Adey, Associate Dean, UGME</i> <i>Dr. Scott Moffatt, Assistant Dean, Student Affairs</i> <i>Peter Gregory, student rep, class of 2019</i> <i>Casey Thorburn, student rep, class of 2018</i> <i>Dr. Eric Smith, CDC, Discipline of Emergency Medicine</i> <i>Dr. Jeremy Pridham, Acting CDC, Discipline of Anesthesia (incoming)</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 – joins by teleconference</i> <i>Dawn Keenan, Program Manager, New Brunswick - joins by teleconference</i> <i>David Stokes, HSIMS</i> <i>Paula Mullins-Richards (Acting Accreditation Manager)</i> <i>Kyle Massey (Curriculum and Accreditation Advisor)</i></p>		
PARTICIPANTS	Dr. Tom Laughlin, Dr. Tanis Adey, Dr. Tim Hierlihy, Casey Thorburn, Dr. Eric Smith, Gerona McGrath, Verna McInnis, Diana Deacon, Dr. Jessica Bishop, Dave Stokes, Dr. Cathy Murray, Carla Peddle, Peter Gregory, Dr. Joe Lockyer, Dr. Tyna Doyle, Lisa Russell		
GUESTS	Dr. Steve Shorlin, Dr. Don McKay		
REGRETS	Dr. Jennifer Leonard, Dr. Sahar Iqbal		
AGENDA	ITEM	DISCUSSION	ACTION
#2 THE AGENDA	<ul style="list-style-type: none"> Item 1 and 2 Call to order and Agenda	Welcome to Dr. Pridham, new Acting CDC for Anesthesia. Welcome to Dr. Kyle Massey, Curriculum and Accreditation Advisor.	Agenda approved by consensus.

#3 APPROVAL OF MINUTES: April 12/2018	<ul style="list-style-type: none"> • Item 3.1 Minutes 	Minutes of March 22, 2018, were approved.	Minutes Approved: Moved: Dr. Lockyer Seconded: Dr. Murray
#4 PRESENTATIONS	<ul style="list-style-type: none"> • Item 4.1,2,3 • Dr. McKay and Progress Testing • NB Update • PEI Update 	<ul style="list-style-type: none"> • Progress Testing item revealed that assessing medical knowledge based on Progress Testing a good solution for the clerks in general, move from a subject exam to progress testing, assessed on a wide range of comprehensive topics, can be formative or summative. 3 iterations beginning, middle and end of core, would be the proposal for testing, would gain a week of time, but clerks would have to return to centre for exam, or offer at distributed sites, possibly cost prohibitive. CCSA, 200 questions, CDCs would not review unless it is a different bank of questions. Three options would include: 1. MCC Progress testing (which is no longer an option for the upcoming year, as it is not ready to be rolled out) 2. NBME block testing (status quo) 3. NBME Progress Testing • Dr. Laughlin updated the Team on the progress of the LIC Implementation Committee, assessment and faculty development. • PEI update: students rotating. 	Action Items .
#5 BUSINESS ARISING	<ul style="list-style-type: none"> • Item 5.1 LIC Assessment Update 	<ul style="list-style-type: none"> • Diana Deacon spoke of revisions made to procedures and overall assessment plan for Phase 4, the 8710 LIC Plan forms and documents and will forward to the Team for feedback, Dr. Massey contributed feedback during meeting. 	
#6 NEW BUSINESS	<ul style="list-style-type: none"> • Item 6.1 Formative Assessment Policy Review 	<ul style="list-style-type: none"> • Students should be getting feedback at mid-point, requires more formative aspect. 	
#7 STANDING ITEMS	<ul style="list-style-type: none"> • Item 7.1 Student Reports 	<ul style="list-style-type: none"> • Discussion on the issue of unmatched students, and eligibility for MedCareers course requiring ranking of two specialties, the dilemma of those who wish to rank their top choice only. 	
	<ul style="list-style-type: none"> • Item 7.2 PESC Update 	<ul style="list-style-type: none"> • CDCs have received evaluations. 	
	<ul style="list-style-type: none"> • Item 7.3 Clinic Card App update 	<ul style="list-style-type: none"> • Nothing to report. 	

	<ul style="list-style-type: none"> • Item 7.4 Accreditation Report 	<ul style="list-style-type: none"> • Report has gone to the Dean, Interim Review at end of May. 	
	<ul style="list-style-type: none"> • Item 7.5 MSPR Revision Working Group 	<ul style="list-style-type: none"> • Deferred. 	
	<ul style="list-style-type: none"> • Item 7.6 Fac Devmpt Update 	<ul style="list-style-type: none"> • Deferred. 	
	<ul style="list-style-type: none"> • Item 7.7 LIC Implementation 	<ul style="list-style-type: none"> • Covered above. 	
	<ul style="list-style-type: none"> • Item 7.8 Progress Testing Implementation 	<ul style="list-style-type: none"> • Covered above 	
ADJOURNMENT		<ul style="list-style-type: none"> • Next Meeting: May 17, 2018 	