

Phase 4 Management Team Meeting		DATE	April 25, 2019
		ROOM	M2M240
CHAIR	Dr. Norah Duggan		
MINUTE TAKER	Sandy Williamson		
MEMBERS: 2016 - 2017	<p><i>Dr. Norah Duggan, 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</i> <i>Dr. Cathy Murray, Electives Coordinator</i> <i>Dr. Jessica Bishop, CDC Rural Family Medicine (Dr. Chris Patey, interim CDC)</i> <i>Dr. Mary Jane Smith, CDC Pediatrics (Dr. Tyna Doyle interim CDC)</i> <i>Dr. Chris Patey, Selectives Coordinator</i> <i>Diana Deacon, Student Assessment Subcommittee (SAS)</i> <i>Gerona McGrath, Medical Education Scholarship Committee (MESCC)</i> <i>Vacant, 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>Carrie Barlow, Clerkship Coordinator PEI - joins by videoconference</i> <i>Melissa Dunnnett, Manager, (New Brunswick) - joins by teleconference</i> <i>Dr. Tim Hierlihy, CDC, Psychiatry and Phase 4 Research Lead</i> <i>Dr. Tanis Adey, Associate Dean, UGME</i> <i>Dr. Greg Radu, Assistant Dean, Student Affairs</i> <i>Peter Gregory, student rep, Class of 2019</i> <i>Rhiannon Tracey, student rep, Class of 2020</i> <i>Alison Haynes, Faculty Lead, Curriculum</i> <i>Dr. Eric Smith, CDC, Discipline of Emergency Medicine</i> <i>Dr. Barton Thiessen, CDC, 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 – joins by teleconference</i> <i>Dawn Keenan, Program Manager, New Brunswick - joins by teleconference</i> <i>David Stokes, HSIMS</i> <i>Brian Kerr, Curriculum and Accreditation Advisor</i></p>		
PARTICIPANTS	Dr. Tim Hierlihy, Dr. Chris Patey, Dr. Deanna Murphy, David Stokes, Rhiannon Tracey, Dr. Tom Laughlin, Dr. Cathy Murray, Lisa Russell, Gerona McGrath, Diana Deacon, Dr. Barton Thiessen, Brian Kerr, Peter Gregory, Dr. Eric Smith, Dr Alison Haynes		
GUESTS			
REGRETS	Carla Peddle		
AGENDA	ITEM	DISCUSSION	ACTION
#2 THE AGENDA	<ul style="list-style-type: none"> Item 1 and 2 Call to order and Agenda	Agenda approved by consensus with announcement to thank Peter Gregory, Team Member from Class of 2019, for his work and dedication representing his Class.	Agenda approved by consensus. Removed 5.5 Core Rotation template working group update

<p>#3 APPROVAL OF MINUTES: March 21/2019</p>	<ul style="list-style-type: none"> • Item 3.1 Minutes 	<p>Minutes of March 21, 2019, were approved.</p>	<p>Minutes Approved: Moved: Dr. Tom Laughlin Seconded: Dr. Barton Thiessen Approved by Consensus</p>
<p>#4 PRESENTATIONS</p>	<ul style="list-style-type: none"> • Items 4.1,2 • NB Update • PEI Update 	<ul style="list-style-type: none"> • Looking forward to Med Ed in NB, Dr. Duggan, Dr. Power, Dr. Adey and Carla Peddle are going. • No PEI update (quarterly only). 	
<p>#5 BUSINESS ARISING</p>	<ul style="list-style-type: none"> • Item 5.1 POCUS elective proposal update 	<ul style="list-style-type: none"> • Dr. Duggan reported that the main issue is that revision needed to be made re: learners recruiting patients for ultrasound. 	<p>Action Item: Consensus that with the revision it is approved.</p>
	<ul style="list-style-type: none"> • Item 5.2 Research non-core Selective 	<ul style="list-style-type: none"> • Still working on this, Diana Deacon made note that the objectives need to be met re: assessment. 	
	<ul style="list-style-type: none"> • Item 5.3 Date of next Comprehensive Review Meeting 	<ul style="list-style-type: none"> • It was agreed to have the next Comprehensive Review meeting on May 23. 	
	<ul style="list-style-type: none"> • Item 5.4 Progress exam Deferral if remediating August 2 	<ul style="list-style-type: none"> • Will have to wait until July 19 results are in will then decide if August 2 potential remediation can be deferred. 	
<p>#6 NEW BUSINESS</p>	<ul style="list-style-type: none"> • Item 6.1 None 		
<p>#7 STANDING ITEMS</p>	<ul style="list-style-type: none"> • Item 7.1 Student Reports 	<ul style="list-style-type: none"> • An update was requested or contact made re: Core Template Working Group and Leave Policy Group for student members. • Query when specific disciplines approve s/electives. • No more concerns about Progress Testing. 	
	<ul style="list-style-type: none"> • Item 7.2 PESC Update 	<ul style="list-style-type: none"> • Most reports have come in for 8710, 9 month reports next to come out. Class of 2019 evaluative data being brought together (APC and s/electives). Dr. Duggan spoke about the OSCE and the calibre of our learners. 	

	<ul style="list-style-type: none"> • Item 7.3 Clinic Card App update 	<ul style="list-style-type: none"> • For next group, discuss date on card and bulleting. • More discussion on use of Clinic Cards. 	
	<ul style="list-style-type: none"> • Item 7.4 Accreditation Report 	<ul style="list-style-type: none"> • May 2 – 5, 2021 next official accreditation site visit. Accreditation Oversight Committee meeting quarterly. Small group meetings as well, policies that need to be written. 	
	<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"> • Dr. Duggan in NB next week. 	
	<ul style="list-style-type: none"> • Item 7.7 LIC Implementation 	<ul style="list-style-type: none"> • Deferred. 	
	<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 23, 2019 	