

Phase 4 Management Team Meeting		DATE	August 17, 2017
		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. 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 (outgoing)</i> <i>Dr. Lyn Power, CDC Rural Family Medicine - joins by teleconference (outgoing)</i> <i>Dr. MaryJane Smith, CDC Pediatrics</i> <i>Dr. Chris Patey, Selectives Coordinator</i> <i>Dr. Keegan Au, Electives Coordinator (outgoing)</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. Tim Hierlihy, Phase 4 Research Curriculum Lead</i> <i>Dr. Donald McKay, Associate Dean, UGME</i> <i>Dr. Scott Maffatt, Assistant Dean, Student Affairs</i> <i>Sally Ackerman, Accreditation Manager</i> <i>Kayla Furlong, student rep, class of 2019</i> <i>Casey Thorburn, student rep, class of 2018</i> <i>Dr. Michael Parsons, Discipline of Emergency Medicine (Acting)</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>		
PARTICIPANTS	Dr. Jasbir Gill, Dr. Lyn Power, Dr. MaryJane Smith, Dr. Jennifer Leonard, Carla Peddle, Lisa Russell, Dr. Chris Patey, Dr. Tim Hierlihy, Kayla Furlong, , Sally Ackerman, Dr. Carrie Ferguson, Dr. Don McKay, Dr. Tom Laughlin, Dr. Jason Chan		
GUESTS	Steve Shorlin		
REGRETS	Dave Stokes, Casey Thorburn, Gerona McGrath, Diana Deacon, Verna McInnis, Dr. Jenny Harris, Dr. Craig Stone, Dr. Michael Parsons		
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. Norah Duggan , Phase 4 Lead, former Director for Family Medicine. New CDC for Family, to be announced replacing Dr. Lyn Power , who is moving to Director. Dr. Jasbir Gill moving to become new Phase 3 Lead. Dr. Tim Hierlihy replaces her as new CDC for Psychiatry. Dr. Keegan Au	Agenda approved by consensus.

		<p>resigning as Electives Coordinator.</p> <p>OPEN: Expressions of Interest for Elective Coordinator.</p> <p>Addition to agenda: establish a sub-committee for T-Res Reports.</p> <p>Welcome to Kayla Furlong, Rep for Class of 2019.</p>	
#3 APPROVAL OF MINUTES: August 17/2017	<ul style="list-style-type: none"> Item 3.1 Minutes 	<ul style="list-style-type: none"> Minutes from June 29, 2017 approved. 	<p>Minutes Approved: Moved: Dr. Smith Seconded: Dr. Hierlihy</p>
#4 PRESENTATIONS	<ul style="list-style-type: none"> Item 4.1 NB Update PEI Update 	<ul style="list-style-type: none"> NB not able to restructure for two week EM rotation. Anticipating backlash over e- clinic card and app, should settle in. “Daily written feedback the greatest leap forward since the wheel, electronic data collection a natural progression” one comment. No PEI update. 	<p>Action item: Steve Shorlin to have another presentation to connect with NB for e-card.</p>
#5 BUSINESS ARISING	<ul style="list-style-type: none"> Item 5.1 New EPAs Faculty Development Plan 	<ul style="list-style-type: none"> Friday’s session to present on UGME move to e-card – overall model for workflow has done a 180°; students active participants is seeking and articulating feedback. Would be great if completion immediately followed discussion, as a joint reflection. Anticipating a rough ride for a few months but then will be second nature. In many parts of country, residents already doing this. A formative coaching assessment rather than a graded clinic card, which will be focus of Friday’s presentation. Will be broadcast live on YouTube and archived. Shorlin will also be visiting with separate disciplines, including residents, plus a Webinar in September. Dr. Laughlin suggested the one-pager from Dr. Stringer be sent out to faculty. Also it was suggested the students receive a card to give to instruct preceptors on app. Nearly 600 names of preceptors have been added to T-Res. Dr. McKay going on a site visit road trip, will rally the troops. Wi-Fi in Janeway raised as an issue. 	

	<ul style="list-style-type: none"> Item 5.2 Mandatory Procedures 	<ul style="list-style-type: none"> Mandatory Procedures card to include Emerg and Anesthesia. Possible to have clinic card on procedures. Unanimous approval of 9 mandatory procedures to continue. 	<p>Mandatory Procedures: Same nine procedures approved unanimously.</p> <p>Action items: Dr. Duggan to meet with Stokes and Pennell for T-Res addition. Check-lists for procedures to be put in handbook.</p>
	Item 5.3 EM rotation and exam	<ul style="list-style-type: none"> Deferred 	
#6 NEW BUSINESS	<ul style="list-style-type: none"> Item 6.1 T-Res Sub-Committee 	<ul style="list-style-type: none"> T-Res developed the App for free but not the reports. 3-6 members of an ad-hoc committee are needed to design a request to T-Res for reports: a template for reports. Includes Dave Stokes/Steve Pennell, Dr. Tim Hierlihy and Dr. Carrie Ferguson – and a student rep. 	<p>Action items: Ad-hoc T-Res Committee to meet to design template for T-Res reports.</p>
#7 STANDING ITEMS	<ul style="list-style-type: none"> Item 7.1 Student Reports 	<ul style="list-style-type: none"> Kayla Furlong said T-Res use will be encouraged. 	
	<ul style="list-style-type: none"> Item 7.2 PESC Update 	<ul style="list-style-type: none"> Deferred. 	
	<ul style="list-style-type: none"> Item 7.3 Clinic Card App update 	<ul style="list-style-type: none"> Covered above. 	
	<ul style="list-style-type: none"> Item 7.3 Accreditation Report 	Ackerman reported the data collection process for DCI has begun. E-mails will be received by Committee looking for data over the next few months.	<p>Action item: Team members to take note of incoming accreditation data request e-mails in near future.</p>
	<ul style="list-style-type: none"> Item 7.4 MSPR Revision Working Group 	Has met 3 times, struggling for attendance but has forwarded suggestions, MSPR is a little long, add superlatives. Dr. McKay to show to sub-committee a mock-up for 2019: a max of 300 words to report about required assessments and narrative description about EPAs assessed without naming EPA. Then a global comment about student.	
	<ul style="list-style-type: none"> Item 7.5 Fac Developm't Updates 	<ul style="list-style-type: none"> Covered above. 	

	<ul style="list-style-type: none">Item 7.7 Progress Testing	MCC is sending timelines. Dr. McKay to send e-mail to MCC. Discipline teaching framework not in 2018's exam. 2019's still writing NBMEs.	
	<ul style="list-style-type: none">Item 7.8 LIC Implementation	<ul style="list-style-type: none">EPA-based, not discipline, CDCs will need to be instructed on how to fill out assessments.	
ADJOURNMENT		<ul style="list-style-type: none">Next Meeting: September 21, 2017	