

<b>Phase 4 Management Team Meeting</b>		<b>DATE</b>	February 15, 2018
		<b>ROOM</b>	M2M240
<b>CHAIR</b>	Dr. Norah Duggan		
<b>MINUTE TAKER</b>	Sandy Williamson		
<b>MEMBERS:</b>  <b>2016 - 2017</b>	<p><i>Dr. Norah Duggan, Clerkship Coordinator/Phase 4 Lead</i>  <i>Dr. Deanna Murphy, CDC Obstetrics/Gynecology (incoming)</i>  <i>Dr. Joe Lockyer, CDC Internal Medicine</i>  <i>Dr. Craig Stone, CDC Surgery</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 (incoming)</i>  <i>Dr. Jennifer Harris, Discipline of Anesthesia (outgoing)</i>  <i>Dr. Jeremy Pridham, 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 – (incoming) 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></p>		
<b>PARTICIPANTS</b>	Peter Gregory, Dr. Craig Stone, Dr. Eric Smith, Gerona McGrath, Verna McInnis, Diana Deacon, Dr. Joe Lockyer, Dr. Jessica Bishop, Dr. Sahar Iqbal, Dr. Jennifer Leonard, Carla Peddle, Dave Stokes, Dr. Cathy Murray, Dr. Tyna Doyle, Lisa Russell, Dr. Deanna Murphy, Paula Mullins-Richards		
<b>GUESTS</b>	Dr. Teri Stuckless, Jacinta Reddigan		
<b>REGRETS</b>			
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
#2 THE AGENDA	<ul style="list-style-type: none"> <li><b>Item 1 and 2</b></li> </ul> Call to order and Agenda	<p>We acknowledged the tragic passing of Dr. Angela McGibbon, and recognized her contribution as Regional MedEd Coordinator.</p> <p>No additions to agenda. LIC and NB items added to NB update.</p>	<b>Agenda approved by consensus.</b>

#3 APPROVAL OF MINUTES: January 18/2017	<ul style="list-style-type: none"> <li>• <b>Item 3.1</b> Minutes</li> </ul>	Note to correct Dr. Murray's name is previous minutes.	<b>Minutes Approved: Moved:</b> Dr. Murray <b>Seconded:</b> Dr. Iqbal
#4 PRESENTATIONS	<ul style="list-style-type: none"> <li>• <b>Item 4.1</b></li> <li>• Course in Post-Match Results</li> <li>• NB Update</li> <li>• PEI Update</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Teri Stuckless and Jacinta Reddigan presented on a proposed Course in Post-Match Results - with CaRMS getting more competitive and more learners applying for the same spots, this has become essential. Learner would not graduate in May, possibly do 12 weeks of extra electives in May/June to August. May not have to participate in both round of the Match. Learners may have to accept that they may not always get what they choose.</li> <li>• NB – LIC update, need for recordings of didactic curriculum.</li> <li>• PEI – Learners currently rotating.</li> </ul>	<b>Team Consensus in favour of new course in Post-Match Results</b>
#5 BUSINESS ARISING	<ul style="list-style-type: none"> <li>• <b>Item 5.1</b> Partial Assessments and Clinic Card Returns</li> </ul>	<ul style="list-style-type: none"> <li>• IM getting better feedback, and successful in obtaining more cards, but students sometimes feel like they are evaluating themselves, show preceptor the phone.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 5.2</b> GFW as a site for IM</li> </ul>	<ul style="list-style-type: none"> <li>• Pending.</li> </ul>	
#6 NEW BUSINESS	<ul style="list-style-type: none"> <li>• <b>Item 6.1</b> April 12 for Comprehensive Review</li> </ul>	<ul style="list-style-type: none"> <li>• Everyone agreed that April 12 will be date for Comprehensive Review Class of 2019, plus regular meeting, in place of April 19 meeting.</li> </ul>	<b>April 12 will be date for Comprehensive Review Class of 2019.</b>
#7 STANDING ITEMS	<ul style="list-style-type: none"> <li>• <b>Item 7.1</b> Student Reports</li> </ul>	Peds Clinic Cards discussed, to announce in Orientation that possibly only one EPA per card from clinic, Dr. Doyle to bring up at next meeting.	
	<ul style="list-style-type: none"> <li>• <b>Item 7.2</b> PESC Update</li> </ul>	<ul style="list-style-type: none"> <li>• No news to report.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 7.3</b> Clinic Card App update</li> </ul>	<ul style="list-style-type: none"> <li>• Dave Stokes working with APAs, most content in reports good, some delays.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 7.4</b> Accreditation Report</li> </ul>	<ul style="list-style-type: none"> <li>• Paula Mullins-Richards reported on survey.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 7.5</b> MSPR Revision Working</li> </ul>	<ul style="list-style-type: none"> <li>• Deferred.</li> </ul>	

	Group		
	<ul style="list-style-type: none"> <li>• <b>Item 7.6</b> Fac Devmpt Update</li> </ul>	<ul style="list-style-type: none"> <li>• Deferred.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 7.7</b> LIC Implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Covered above.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 7.8</b> Progress Testing Implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Brief mention if would be formative.</li> </ul>	
ADJOURNMENT		<ul style="list-style-type: none"> <li>• <b>Next Meeting:</b> March 22, 2018</li> </ul>	