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| Phase 4 Management Team Meeting | | DATE | February 21, 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</i> <i>Dr. Mary Jane Smith, CDC Pediatrics</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 Dunnett, 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. Greg Radu, Dr. Jessica Bishop, Dr. Deanna Murphy, Dr. Mary Jane Smith, Rhiannon Tracey, Dr. Tom Laughlin, Dr. Cathy Murray, Brian Kerr, David Stokes, Lisa Russell, Carla Peddle, Dr. Tanis Adey, Dr. Barton Thiessen, Peter Gregory, Carrie Barlow, Dr. Eric Smith | | |
| GUESTS | Katrin Zipperlen | | |
| REGRETS | Dr. Sahar Iqbal, Dr. Joe Lockyer, Dr. Chris Patey, Dr. Chris Smith, Dr. Jason Chan, Dr. Tanis Adey, Diana Deacon | | |
| 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 a warm welcome to new Anesthesia CDC, Dr. Barton Thiessen. | Agenda approved by consensus. |

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| <p>#3 APPROVAL OF MINUTES: Feb 21/2019</p> | <ul style="list-style-type: none"> • Item 3.1 Minutes | <p>Minutes of January 17, 2019, were approved.</p> | <p>Minutes Approved: Moved: Dr. Mary Jane Smith Seconded: Dr. Tim Hierlihy</p> <p>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"> • Dr. Laughlin reported that there should be an answer to the Fredericton LIC by end of March. The Moncton LIC is going well. • The May 2 and 3 MedEd Forum in NB is fast approaching. (Budget update, every CDC can go to NB at least once a year, good time to get your request in to Carla Peddle) • In PEI, students are rotating, working on computer logistics to provide the Progress Exam. | |
| <p>#5 BUSINESS ARISING and New Business</p> | <ul style="list-style-type: none"> • Item 5.1 Progress Testing Update and Dates | <ul style="list-style-type: none"> • Exploring if we will switch to LMCC Exam, not set up for next year. Discussion around merits of both. Carla Peddle indicated longevity/consistency important. Consensus to use same NBME exam in 2019-2020. | <p>Action Item:</p> <ul style="list-style-type: none"> • Consensus to use the same NBME Progress Exam for Class of 2021 |
| | <ul style="list-style-type: none"> • Item 5.2 POCUS elective | <ul style="list-style-type: none"> • A one month elective with a couple clerks rotating in the spring and fall and open to Visiting as well. Will be brought to UGMS. Will still be considered an EM elective, do not have to pass POCUS to pass elective. | <p>Action Item: To bring POCUS elective to UGMS</p> <ul style="list-style-type: none"> • Dr. Eric Smith moved, Dr. Cathy Murray seconded. All in favour. |
| | <ul style="list-style-type: none"> • Item 5.3 Feedback from SAS Meeting | <ul style="list-style-type: none"> • During a recent SAS meeting, feedback from learners raised a number of issues primarily that learners feel they are not getting enough appropriate feedback from clinic cards, however it was pointed out the cards are not being submitted in a timely manner. • The E-Card was designed to ensure a “conversation” was happening. • Discussion on Clinic Cards. • EPAs for disciplines was also discussed, with CDCs and potentially learners to contact Dr. Duggan re: any feedback on revisions relevant to their discipline and/or any CDC or learner with feedback on EPAs in general. • EPA 11 for example, general procedures was brought up, as an EPA that | <p>Action Items: CDCs and learners to contact Dr. Duggan with EPA feedback.</p> <p>Dr. Duggan to meet with each of the CDCs individually and go over workflow leading to Final, also not intending to use clinic card comments.</p> |

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| | | <p>needed clarification. And 10 is being revised.</p> <ul style="list-style-type: none"> • Feedback from learners about Progress Testing was brought up, with a relatively short timeline, the baseline exam having been in the fall rather than during Phase 4 Prep as initially hoped but delayed by approval process. • Coaching also brought up, but we cannot provide as we are the assessors. Need to create a body that will identify coaching opportunities. • In the midst of discussion Practice Continuum was brought up, reiteration that longitudinal aspect not really working as intended. | |
| #6 NEW BUSINESS | <ul style="list-style-type: none"> • Item 6.1 Call for members Core Rotation template working Group | <ul style="list-style-type: none"> • A sign-up sheet was circulated. | |
| | <ul style="list-style-type: none"> • Item 6.2 Reconvening MSPR Working Group | <ul style="list-style-type: none"> • Deferred. | |
| | <ul style="list-style-type: none"> • Item 6.3 Research Non-Core selective | <ul style="list-style-type: none"> • Brian Kerr reported that progress was being made on drafting a process to discuss further, with a form for the learner to fill out. | |
| #7 STANDING ITEMS | <ul style="list-style-type: none"> • Item 7.1 Student Reports | <ul style="list-style-type: none"> • More discussion on PC course and exam, as well as APC and OSCE. Also Peter Gregory enquired about the LMCC, however UGME does not handle this component. | |
| | <ul style="list-style-type: none"> • Item 7.2 PESC Update | <ul style="list-style-type: none"> • Insert here. | |
| | <ul style="list-style-type: none"> • Item 7.3 Clinic Card App update | <ul style="list-style-type: none"> • Insert here. | |
| | <ul style="list-style-type: none"> • Item 7.4 Accreditation Report | <ul style="list-style-type: none"> • Insert here. | |
| | <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 and Dr. Adey offered more Faculty development to Discipline Chairs. Obs would like more. | |

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| | <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: March 21, 2019 | |