

<b>Phase 4 Management Team Meeting</b>		<b>DATE</b>	January 18, 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. Carrie Ferguson, CDC Obstetrics/Gynecology (Outgoing)</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. Angela McGibbon, Regional Med Ed Coordinator (New Brunswick) - joins by teleconference</i>  <i>Dr. Tom Laughlin, Assistant Dean, New Brunswick – in person</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 Dunnett, 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. Michael Parsons, Discipline of Emergency Medicine (Acting Outgoing)</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>		
<b>PARTICIPANTS</b>	Dr. Carrie Ferguson, Dr. Tim Hierlihy, Peter Gregory, Dr. Craig Stone, Dr. Jennifer Harris, Dr. Michael Parsons, 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, Dr. Tom Laughin, Dr. Tanis Adey		
<b>GUESTS</b>	Dr. Stephen Shorlin, Dr. Jill Allison		
<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> Call to order and Agenda</li> </ul>	No additions to agenda.	<b>Agenda approved by consensus.</b>
#3 APPROVAL OF MINUTES: Nov 16/2017	<ul style="list-style-type: none"> <li><b>Item 3.1</b> Minutes</li> </ul>	Thanks to Dr. Don McKay and Sally Ackerman as well as Dr. Carrie Ferguson for service to Team, and Undergraduate Education.	<b>Minutes Approved: Moved:</b> Dr. Iqbal <b>Seconded:</b> Dr. Lockyer

		<p>Deanna Murphy will be incoming Obs CDC.</p> <p>A quick update on PC – longitudinal should mean that learners are doing this course longitudinally. An e-mail will be sent out to the Class. E-mail also to those who have not logged on yet.</p>	
#4 PRESENTATIONS	<ul style="list-style-type: none"> <li>• <b>Item 4.1</b></li> <li>• Electives</li> <li>• NB Update</li> <li>• PEI Update</li> </ul>	<ul style="list-style-type: none"> <li>• Guest Dr. Jill Allison asked to speak early on Reciprocal Agreements, to ensure our learners have access to International Electives – a subcommittee was struck with Dr. Allison, Dr. Murphy and Dr. Iqbal.</li> <li>• NB – LIC Committee working on pedagogy. Sandy to ask CDCs to map EPAs to Prescribed Clinical Experiences.</li> <li>• Progress Testing – MCC still working on this, Memorial could pair up with Dal and make our own. Dr. McKay following up with MCC, and then a group of Dr. Adey, Dr. Boulay, Dr. Jennifer Hall, Dr. Duggan, and Dr. Laughlin to meet.</li> <li>• PEI – Clerks rotating, gearing up for Years 1 and 2.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Actin item:</b> Sandy to ask CDCs to map EPAs to Prescribed Clinical Experiences.</li> </ul>
#5 BUSINESS ARISING	<ul style="list-style-type: none"> <li>• <b>Item 5.1</b> Accreditation Report</li> </ul>	<ul style="list-style-type: none"> <li>• Sandy reminded Team about the 4 week, and ultimate 6 week deadline for Summative and Finals.</li> <li>• Dr. Adey involved in Interim Accreditation Review for May 28.</li> <li>• Dr. Adey announced that Paula Mullins-Richards will be coming to meetings as Acting Accreditation Manager.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 5.2</b> Resolving Partial Assessments and Clinic Card returns</li> </ul>	<ul style="list-style-type: none"> <li>• Some cards are too long, some not praising enough.</li> <li>• CDCs can provide samples of cards.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 5.3</b> Update on LIC Implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Covered above.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Item 5.4</b> GFW as a site for IM</li> </ul>	<ul style="list-style-type: none"> <li>• Looking into this, ensure selectives will not be affected. Also housing a consideration.</li> </ul>	
#6 NEW BUSINESS	<ul style="list-style-type: none"> <li>• <b>Item 6.1</b> Clinic Card Effectiveness Contest</li> </ul>	<ul style="list-style-type: none"> <li>• Everyone agreed this would be a good thing to do at the UGME level.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 6.2</b> BCLS and ACLS and Practice exam during APC</li> </ul>	<ul style="list-style-type: none"> <li>• Students will have to sign up for these, like last year.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 6.3</b> Clinic card prompts</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Duggan to circulate, work on at SAS level.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 6.4</b> Skype for Business</li> </ul>	<ul style="list-style-type: none"> <li>• Maybe an option, but there are others. Dr. Duggan to bring to UGMS.</li> <li>• HSIMS to liaise with surgery, with tech assistance for teaching sessions.</li> </ul>	
#7 STANDING ITEMS	<ul style="list-style-type: none"> <li>• <b>Item 7.1</b> Student Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Motion was made for a Phase 3 Rep to sit on Committee. Dr. Duggan to take to UGMS.</li> <li>• Reminders not going to preceptors, HSIMS will address.</li> <li>• Peds ITAR is a bit confusing, with 4 sub-groups on it.</li> <li>• Reported good feedback about anesthesia rotation.</li> <li>• NBME pass or fail clarified, all disciplines including Family exam to list it for MSPR.</li> </ul>	<b>All in favour of a Phase 3 Rep on Committee</b>
	<ul style="list-style-type: none"> <li>• <b>Item 7.2</b> PESC Update</li> </ul>	<ul style="list-style-type: none"> <li>• Closing books on last year. The first Phase 4 Report will be the next project. In March, there are the 6 month point evals.</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>• Lots of cards, 70% signed off. A survey about the usability for the app, should be done sooner rather than later.</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>• Covered above.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 7.5</b> MSPR Revision Working Group</li> </ul>	<ul style="list-style-type: none"> <li>• Covered above.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Item 7.6</b> Fac Devmpt Update</li> </ul>	<ul style="list-style-type: none"> <li>• Sandy reported for Dr. Shorlin on ongoing efforts. EPAs and Clinic Card app webinar done in November.</li> <li>• Webinar recording will be on OPD page.</li> <li>• Had Clinic Card App session with IM, and other disciplines that would like a session, please contact Dr. Steve Shorlin.</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>• Covered above.</li> </ul>	
ADJOURNMENT		<ul style="list-style-type: none"> <li>• <b>Next Meeting:</b> February 15, 2018</li> </ul>	