

Phase 4 Management Team Meeting		DATE	January 17, 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 (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 – 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. Joe Lockyer, Dr. Tim Hierlihy, Dr. Jessica Bishop, Dr. Chris Patey, Dr. Mary Jane Smith, Rhiannon Tracey, Diana Deacon, Dr. Sahar Iqbal, Dr. Tom Laughlin, Dr. Cathy Murray, Brian Kerr, David Stokes, Lisa Russell, Carla Peddle, Dr. Tanis Adey, Dr. Greg Radu		
GUESTS	Katrin Zipperlen		
REGRETS	Dr. Barton Thiessen, Dr. Alison Haynes, Gerona McGrath, Dr. Chris Smith		
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 added items of Vacation, and Lottery Sub-Committee. (Professional Development Leave Criteria, Leave for Progress discussed during Progress).	Agenda approved by consensus.

#3 APPROVAL OF MINUTES: Jan 17/2019	<ul style="list-style-type: none"> • Item 3.1 Minutes 	Minutes of November 22, 2018, were approved.	<p>Minutes Approved: Moved: Dr. Jessica Bishop Seconded: Dr. Mary Jane Smith</p> <p>Approved by Consensus</p>
#4 PRESENTATIONS	<ul style="list-style-type: none"> • Items 4.1,2 • NB Update • PEI Update 	<ul style="list-style-type: none"> • Dr. Laughlin reported that Moncton LICs are going well. Had a meeting in Fredericton, but we are still on hold for LIC there. • A formal “welcome back” to Lisa Russell, who has been working on faculty appointments, a big project. • No PEI update, reps will join quarterly. 	
#5 BUSINESS ARISING and New Business	<ul style="list-style-type: none"> • Item 5.1 Progress Testing Update and Dates 	<ul style="list-style-type: none"> • Bad weather made for a bit of a scramble for the second Progress Exam, but contingency plan ensured a smooth running. Need guidelines, as many learners wanted to return to St. John’s and more forewarning needed for preceptors, those who requested were accommodated, however. • April 12 is date for third Progress Exam. SAS said it was up to P4M Team for final dates. July 19 will be Final Exam, August 2 for remediation. We made need to do information gathering for next year, issue of not finishing last rotation by Final Exam. 	<p>Action Item:</p> <ul style="list-style-type: none"> • Information gathering for next year’s Progress Final exam dates.
	<ul style="list-style-type: none"> • Item 5.2 POCUS elective 	<ul style="list-style-type: none"> • Dr. Eric Smith will take back to Emergency Clerkship Committee and submit proposal to P4M Team. 	<p>Action Item:</p> <ul style="list-style-type: none"> • Dr. Eric Smith to forward POCUS proposal for next meeting.
	<ul style="list-style-type: none"> • Item 5.3 LIC Fredericton Update 	<ul style="list-style-type: none"> • Covered above. 	
#6 NEW BUSINESS	<ul style="list-style-type: none"> • Item 6.1 Research Repository 	<ul style="list-style-type: none"> • Katrin Zipperlen presented proposal based on Victor Maddalena’s idea to have research repository to count as knowledge translation. Memorial 	

		<p>already has one owned by the library, Katrin reached out to them, and they granted access if it is a full project.</p> <ul style="list-style-type: none"> • Submission guidelines can be based on an existing journal, what are expectations from CMHA? • Mentor and learner would be responsible for academic rigour. 	<p>Action Item:</p> <p>Memorial Research Repository to be receptacle for Med undergrad learners' projects.</p> <p>Approved by consensus.</p>
	<ul style="list-style-type: none"> • Item 6.2 EH Orientation 	<ul style="list-style-type: none"> • EH would like to do during Phase 4 Prep. 	<p>Action Item:</p> <p>Dr. Duggan to talk to Phase 4 Prep Lead re: having EH Orientation during, or week following.</p> <p>No objections from Team.</p>
	<ul style="list-style-type: none"> • Item 6.3 UGME Budget 	<ul style="list-style-type: none"> • Budget in February: • NRP training, learners will pay for exam. • Lisa Russell to look at payment for suturing kits, New Brunswick Core. • Increase travel allotment? • Carla Peddle, Dr. Duggan and Dr. Laughlin to discuss dates for MedEd and attendees. • Carla Peddle, Dr. Duggan to talk about proposal for a P2P Co-Chair to go to Iqaluit. 	<p>Action Items:</p> <p>Lisa Russell to look at payment for suturing kits, New Brunswick Core.</p> <p>Carla Peddle, Dr. Duggan and Dr. Laughlin to discuss dates for MedEd.</p> <p>Carla Peddle, Dr. Duggan to talk about proposal for Iqaluit.</p>
	<ul style="list-style-type: none"> • Item 6.4 Reconvening MSPR Working Group 	<ul style="list-style-type: none"> • Learners were not all happy with gender neutral language, need to bring back and discuss, possible for learner to choose gender neutral or no? • Keep learners aware of professionalism issues. 	<p>Action Item:</p> <p>Reminder to Class Rep Rhiannon Tracey for Class to agree/disagree</p>

		<ul style="list-style-type: none"> • Word limit on Final Assessment. • Low flag for disagreement proposed. • Discussed issue of wording “may be on MSPR”. 	<p>with ITARS in a timely fashion.</p> <p>Consensus to reconvene group. Send out e-mail looking for members.</p>
	<ul style="list-style-type: none"> • Item 6.5 Research Non-Core selective 	<ul style="list-style-type: none"> • Needs to be supervisor-driven, continue a project, outcome-oriented, but danger of learners leaving research until the end of Phase 4, end product should be done by end of Core. • Likely not suitable to do both research elective and selective though, only one or the other. • Written guidelines needed. Dr. Chris Patey to bring back to Team with proposal, working with Dr. Cathy Murray. 	<p>Action Item: Dr. Patey to bring back proposal on research non-core selective.</p>
	<ul style="list-style-type: none"> • Item 6.6 Vacation Fourth Year 	<ul style="list-style-type: none"> • One week must be taken before December break and one week after. 	<p>Consensus to have one week fourth year vacation required before December break and one week after, put on website.</p>
	<ul style="list-style-type: none"> • Item 6.7 Match/Lottery Class of 2021 	<ul style="list-style-type: none"> • The Class of 2021 Core Match/Lottery went well with 86% in top 4 choices. Need to have a Committee next year for special circumstances. 	<p>Action Item: Create Sub-Committee for special circumstances for Match/Lottery next year.</p>
#7 STANDING ITEMS	<ul style="list-style-type: none"> • Item 7.1 Student Reports 	<ul style="list-style-type: none"> • Rhiannon Tracey asked that One 45 program group info be updated. • Hoping that housing details can be shared farther ahead of time. • And that salt be provided at all housing locations. 	<p>Action item: Sandy to ask re: timing of housing details, reminder for availability of salt. All APAs to update One 45.</p>
	<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"> • Dr. Duggan met with Chairs, explained how learners give feedback based on what they are told, completing by phone. 	
	<ul style="list-style-type: none"> • Item 7.4 	<ul style="list-style-type: none"> • Brain Kerr and Dr. Taryn Hearn working on a project plan, met with Dean 	

	Accreditation Report	<ul style="list-style-type: none"> to explain approach. 2021 next accreditation visit. Reminder timely assessments required. 	
	<ul style="list-style-type: none"> Item 7.5 MSPR Revision Working Group 	<ul style="list-style-type: none"> Covered above. 	
	<ul style="list-style-type: none"> Item 7.6 Fac Devmpt Update 	<ul style="list-style-type: none"> We've offered to do more faculty development. 	
	<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: February 21, 2019 	