

<b>Phase 4 Management Team Meeting</b>		<b>DATE</b>	July 19, 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, 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. Tyna Doyle, CDC Pediatrics (Outgoing)</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>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 and Phase 4 Research Lead</i>  <i>Dr. Tanis Adey, Associate Dean, UGME</i>  <i>Dr. Scott Moffatt, Assistant Dean, Student Affairs (Outgoing)</i>  <i>Peter Gregory, student rep, class of 2019</i>  <i>Alison Haynes, Faculty Lead, Curriculum</i>  <i>Dr. Eric Smith, CDC, Discipline of Emergency Medicine</i>  <i>Dr. Jeremy Pridham, Acting 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>Kyle Massey, Curriculum and Accreditation Advisor (Outgoing)</i></p>		
<b>PARTICIPANTS</b>	Dr. Tim Hierlihy, Gerona McGrath, Dr. Tom Laughlin, Carla Peddle, Dr. Sahar Iqbal, Peter Gregory, Dr. Tyna Doyle, Dr. Deanna Murphy, Dr. Joe Lockyer, Dr. Cathy Murray, Dr. Alison Haynes, Dr. Eric Smith, Lisa Russell, Dr. Kyle Massey		
<b>GUESTS</b>			
<b>REGRETS</b>	Dr. Jessica Bishop, Dave Stokes, Dr. Jason Chan, Verna McInnis, Diana Deacon, Dr. Chris Smith, Dr. Tanis Adey		
<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>	EPAs at 6 and 9 months and didactic curriculum added to NB update.	<b>Agenda approved by consensus.</b>
#3 APPROVAL OF MINUTES: July 19/2018	<ul style="list-style-type: none"> <li><b>Item 3.1</b> Minutes</li> </ul>	Minutes of June 26, 2018, were approved. (Remove “would like more clinics”)	<b>Minutes Approved: Moved:</b> Dr. Lockyer <b>Seconded:</b> Dr. Smith

#4 PRESENTATIONS	<ul style="list-style-type: none"> <li>• <b>Item 4.1,2</b></li> <li>• NB Update</li> <li>• PEI Update</li> </ul>	<ul style="list-style-type: none"> <li>• NB update: LIC coming along nicely, produced the Orientation Manual, 1 more session to do for Faculty Development. By 6 months learners should have 1, 6, and 13 EPAs, at 9 months learners should have 2,3,4,5,8,10, and by 12 months, all. Diana added to Assessment plan which is going to SAS. Didactic Curriculum will guide the clinical. Interactive teaching preferred for Half Day sessions.</li> <li>• PEI update: No reps present.</li> </ul>	
#5 BUSINESS ARISING	<ul style="list-style-type: none"> <li>• <b>Item 5.1</b> Progress Testing Update</li> </ul>	<ul style="list-style-type: none"> <li>• Progress Testing for Class of 2020 passed at UGMS.</li> <li>• Need to look at marks from subject exams over previous 3 years.</li> <li>• Standard deviation will be used, if below average in a discipline, but learner has not done the rotation yet, will be taken into account.</li> <li>• Have to have a pass mark for the Summative.</li> <li>• Need to decide when remediation would be.</li> <li>• Possibility of some learners repeating Core, need test-taking supports in place. If remediation not done early enough, would re-enter Core late, would need to re-enter on a longer rotation. Dr. Duggan to check on Registrar policies.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action Item:</b> Dr. Duggan to check on Registrar policies.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Item 5.2</b> Elective Update</li> </ul>	<ul style="list-style-type: none"> <li>• 8 week cap on entry-level disciplines, 100% agreement from all schools.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 5.3</b> Leave During Core Update</li> </ul>	<ul style="list-style-type: none"> <li>• No update.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 5.4</b> Confirmation that no changes to PCEs</li> </ul>	<ul style="list-style-type: none"> <li>• Yes, all fine, Sandy noted to change wording of some PCEs.</li> </ul>	
#6 NEW BUSINESS	<ul style="list-style-type: none"> <li>• <b>Item 6.1</b> Assessment plan</li> </ul>	<ul style="list-style-type: none"> <li>• Need to show steps that will occur in various scenarios.</li> <li>• Need more Progress meetings.</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>• No report.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 7.2</b></li> </ul>	<ul style="list-style-type: none"> <li>• CDCs, all preceptors will get their evaluations by end of August, can get in</li> </ul>	

	<ul style="list-style-type: none"> <li>• PESC Update</li> </ul>	touch with MESC for evals anytime.	
	<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>• Deferred.</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>• Dr. Massey reported that Accreditation Report not able to be distributed yet.</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>• Deferred.</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>• 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>• Covered above.</li> </ul>	
ADJOURNMENT		<ul style="list-style-type: none"> <li>• <b>Thanks to Dr. Tyna Doyle for her work on the Team, and welcome back next time to Dr. Mary Jane Smith.</b></li> <li>• <b>Next Meeting:</b> September 20, 2018</li> </ul>	