

<b>Phase 4 Management Team Meeting</b>		<b>DATE</b>	June 29, 2017
		<b>ROOM</b>	M2M240
<b>CHAIR</b>	Dr. Jason McCarthy		
<b>MINUTE TAKER</b>	Sandy Williamson		
<b>MEMBERS:</b>  <b>2016 - 2017</b>	<p><i>Dr. Jason McCarthy, Clerkship Coordinator/Phase 4 Lead</i>  <i>Dr. Carrie Ferguson, CDC Obstetrics/Gynecology</i>  <i>Dr. Joe Lockyer, CDC Internal Medicine</i>  <i>Dr. Craig Stone, CDC Surgery</i>  <i>Dr. Jasbir Gill, CDC Psychiatry</i>  <i>Dr. Lyn Power, CDC Rural Family Medicine - joins by teleconference</i>  <i>Dr. MaryJane Smith, CDC Pediatrics</i>  <i>Dr. Chris Patey, Selectives Coordinator</i>  <i>Dr. Keegan Au, Electives 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 - joins by videoconference</i>  <i>Dr. Jason Chan, Undergraduate Coordinator PEI - joins by videoconference</i>  <i>Verna McInnis, Clerkship Coordinator PEI - joins by videoconference</i>  <i>Melissa Dunnett, Manager, (New Brunswick) - joins by teleconference</i>  <i>Dr. Tim Hierlihy, Phase 4 Research Curriculum Lead</i>  <i>Dr. Donald McKay, Associate Dean, UGME</i>  <i>Dr. Scott Maffatt, Assistant Dean, Student Affairs</i>  <i>Sally Ackerman, Accreditation Manager</i>  <i>Chelsea Ash, student rep, class of 2017</i>  <i>Casey Thorburn, student rep, class of 2018</i>  <i>Dr. Michael Parsons, Discipline of Emergency Medicine (Acting)</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. Joe Lockyer, Dr. Craig Stone, Dr. Jasbir Gill, Dr. Lyn Power, Dr. MaryJane Smith, Dr. Jennifer Harris, Dr. Jennifer Leonard, Carla Peddle, Verna McInnis, Dave Stokes, Diana Deacon, Lisa Russell, Gerona McGrath, Dr. Chris Patey, Dr. Keegan Au, Dr. Tim Hierlihy, Casey Thorburn, Dr. Michael Parsons, Sally Ackerman		
<b>GUESTS</b>	Dr. Norah Duggan		
<b>REGRETS</b>	Dr. Chris Patey, Dr. Tom Laughlin		
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
#2 THE AGENDA	<ul style="list-style-type: none"> <li>Item 1 and 2</li> </ul> Call to order and Agenda	Thank you to Dr. Jason McCarthy and welcome to Dr. Norah Duggan, incoming Phase 4 Lead in August.	<b>Agenda approved by consensus.</b>

<p>#3 APPROVAL OF MINUTES: May 11/2017</p>	<ul style="list-style-type: none"> <li>Item 3 Minutes</li> </ul>	<ul style="list-style-type: none"> <li>Minutes from May 11, 2017 approved. Sandy to check with Sally Ackerman for correct wording around new accreditation committee in minutes.</li> </ul>	<p><b>Minutes Approved:</b></p> <p><b>Moved:</b> Dr.Gill</p> <p><b>Seconded:</b> Dr. Harris</p>
<p>#4 PRESENTATIONS</p>	<ul style="list-style-type: none"> <li>Item 4.1</li> <li>NB Update</li> <li>PEI Update</li> </ul>	<ul style="list-style-type: none"> <li>Dr. Duguay began working on June 1<sup>st</sup>, Dean Steele came for a visit the first week of June, to Fredericton, Moncton, and Miramichi.</li> <li>Meeting about LIC, and last core meeting in Saint John.</li> <li>PEI had no matters to report.</li> </ul>	
<p>#5 BUSINESS ARISING</p>	<ul style="list-style-type: none"> <li>Item 5.1 Phase 4 Management Team Terms of Reference</li> </ul>	<ul style="list-style-type: none"> <li>Suggested 50 % plus one for quorum, but need to finalize voting members, 6 should be enough.</li> </ul>	<p><b>Approval of ToR for Phase 4 Management Team with amendment regarding quorum, plus other members to be invited by Phase 4 Lead.</b></p> <p><b>Moved:</b> Dr. McKay</p> <p><b>Seconded:</b> Dr. Lockyer</p>
	<ul style="list-style-type: none"> <li>Item 5.2 New EPAs for Phase 4</li> </ul>	<ul style="list-style-type: none"> <li>7, 10, and 12 need coverage. Everyone will do ten. IM will take 12, Peds and Psych for 7, maybe 10 for PC as well.</li> <li>Should have a n/a section on ITARS for EPAs if they are not assessed during rotation.</li> </ul>	<p><b>Action item:</b> Dave Stokes and UGME to meet re: tracking on App, and include a student rep.</p>
	<p>Item 5.3 Mandatory procedures monitoring</p>	<ul style="list-style-type: none"> <li>Everybody to adopt one or two mandatory procedures and track them at mid-point.</li> </ul>	<p><b>Action item:</b> Sandy to send e-mail re: adoption of MP's.</p>
<p>#6 NEW BUSINESS</p>	<ul style="list-style-type: none"> <li>Item 6.1 EM Rotation</li> </ul>	<ul style="list-style-type: none"> <li>Happy with two weeks, IM will lose a week of clinics, but was losing 3 days to EM during the integrated rotation, so new structure should be fine.</li> <li>Dr. Harris interested in exploring options for anesthesia</li> </ul>	<p><b>Action items:</b> Dr. McKay to meet with Dr. Harris re: her vision.</p> <p>Carla Peddle and Dr. Parsons to discuss timing of EM exam.</p>

			Dr. Laughlin to call Dr. McKay re: EM in NB.
#7 STANDING ITEMS	<ul style="list-style-type: none"> <li>Item 7.1 Student Reports</li> </ul>	<ul style="list-style-type: none"> <li>Dr. McCarthy would like to hear more from students.</li> <li>Casey Thorburn reported that a lot of people were not getting their clinics.</li> <li>Students want more clinics.</li> </ul>	
	<ul style="list-style-type: none"> <li>Item 7.2 PESC Update</li> </ul>	Deferred.	
	<ul style="list-style-type: none"> <li>Item 7.3 Clinic Card App update</li> </ul>		
	<ul style="list-style-type: none"> <li>Item 7.3 Accreditation Report</li> </ul>		
	<ul style="list-style-type: none"> <li>Item 7.4 MSPR Revision Working Group</li> </ul>		
	<ul style="list-style-type: none"> <li>Item 7.5 Fac Developm't Updates</li> </ul>		
	<ul style="list-style-type: none"> <li>Item 7.7 Progress Testing</li> </ul>		
	<ul style="list-style-type: none"> <li>Item 7.8 LIC Implementation</li> </ul>		
ADJOURNMENT			<ul style="list-style-type: none"> <li>Next Meeting: July 20, 2017 (cancelled) August 17, 2017</li> </ul>