

Phase 4 Management Team Meeting		DATE	March 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 (Dr. Chris Patey, interim CDC)</i> <i>Dr. Mary Jane Smith, CDC Pediatrics (Dr. Tyna Doyle interim CDC)</i> <i>Dr. Chris Patey, Selectives Coordinator</i> <i>Diana Deacon, Student Assessment Subcommittee (SAS)</i> <i>Gerona McGrath, Medical Education Scholarship Committee (MESC)</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 Dunnnett, 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. Deanna Murphy, Dr. Joe Lockyer, Dr. Chris Smith, Dr. Tyna Doyle, Rhiannon Tracey, Dr. Tom Laughlin, Dr. Cathy Murray, David Stokes, Lisa Russell, Carla Peddle, Diana Deacon, Dr. Barton Thiessen, Dr. Sahar Iqbal, Dr. Tanis Adey		
GUESTS			
REGRETS	Dr. Eric Smith, Dr Alison Haynes, Dr. Chris Patey, Gerona McGrath, Carrie Barlow, Dr. Jason Chan, Brian Kerr		
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 announcement that Dr. Tyna Doyle stepping in as CDC for Pediatrics.	Agenda approved by consensus.

<p>#3 APPROVAL OF MINUTES: March 21/2019</p>	<ul style="list-style-type: none"> • Item 3.1 Minutes 	<p>Minutes of February 21, 2019, were approved. With additions: for PESC update: One response report received for CDCs. Early March will be the 6 month report. For Clinic Card app update from last meeting: should say “covered above”, and Accreditation Report upon advisement from Brian Kerr, should say : Ongoing meetings with smaller groups to create focused accreditation plan.</p>	<p>Minutes Approved: Moved: Rhiannon Tracey Seconded: Dr. Cathy Murray</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 we still await word on the LIC in Fredericton, hoping for news in early April. • Plans of a visit to Moncton before MedEd, Dr. Duggan may possibly go, look at assessment process for LIC. • Hoping to go have a good show from CDCs for MedEd in May (get travel requests in). • Roadshow to NB in the fall. (CDCs cannot go to both) • No PEI report, (are attending quarterly). 	<p>Action Item: Set date for fall trip to NB.</p>
<p>#5 BUSINESS ARISING and New Business</p>	<ul style="list-style-type: none"> • Item 5.1 POCUS elective proposal update 	<ul style="list-style-type: none"> • Dr. Duggan took it to UGMS, they had questions about protocol. Dr. Duggan to bring back to Dr. Smith, needs clarification. 	<p>Action Item: Dr. Duggan to bring back UGMS request to Dr. Smith.</p>
	<ul style="list-style-type: none"> • Item 5.2 MSPR Working Group Report 	<ul style="list-style-type: none"> • There were two students as part of group. 12 members of Graduating Class did a survey, which rendered response with definite issues with current MSPR, plus also pointed about by student rep, was current MSPR’s length and repetitive nature. • Could use a statement about EPAs. • Possibly consider allowing learners to pick comments, like Queen’s. • Learners should be able to be identified as they choose, not only by gender-neutral language. • We are using the template from the National Working Group, but not all Schools use it. • There was discussion around clinic cards and the need for formative feedback, and how clinic cards should be used to inform assessments. • MSPR will change but clinic cards here to stay, two way street with faculty and learners needing to do their part, for the “conversation” to happen. 	<p>Action Items:</p> <ul style="list-style-type: none"> • Dr. Adey to send around Queen’s letter as example. • Reminder E-mail to Class of 2020 on how to use Clinic Card app.

	<ul style="list-style-type: none"> • Item 5.3 Research Non-Core Selective Update 	<ul style="list-style-type: none"> • Deferred. 	
	<ul style="list-style-type: none"> • Item 5.4 Progress Test Update 	<ul style="list-style-type: none"> • Consensus that only people presenting at a conference can defer this exam. 	
	<ul style="list-style-type: none"> • Item 5.5 Core Rotation Template Working Group 	<ul style="list-style-type: none"> • Sign-up sheet was circulated again. 	
	<ul style="list-style-type: none"> • Item 5.6 Length of P4M Team Meetings and Progress Meetings - Proposal 	<ul style="list-style-type: none"> • Always need to have a Progress meeting monthly following regular meeting, and keep regular meeting short on evenings with Comprehensive Review. 	
	<ul style="list-style-type: none"> • Item 5.7 APC Course Faculty Recruitment 	<ul style="list-style-type: none"> • Seeking faculty for OSCE, and also a call for expressions of interest for APC Course Lead. 	
#6 NEW BUSINESS	<ul style="list-style-type: none"> • Item 6.1 Clarenville as site for Core Obs 	<ul style="list-style-type: none"> • Dr. Murphy received approval for a core clerk each rotation to go to Clarenville for 4 weeks. (However, adding a site does not need approval) 	No objections from Team.
#7 STANDING ITEMS	<ul style="list-style-type: none"> • Item 7.1 Student Reports 	<ul style="list-style-type: none"> • A Leave Policy Group will be formed, sign-up sheet circulated. • Reminder to disciplines that midnight call have to leave at midnight (or 11 pm in the case of surgery). • Would like a garbage can outside the locker room and a scrub cart at the HSC. • Possible to get computer with access to meditech in Student Lounge? 	
	<ul style="list-style-type: none"> • Item 7.2 PESC Update 	<ul style="list-style-type: none"> • CDCs can contact Gerona McGrath if any questions about 6 month report. 	
	<ul style="list-style-type: none"> • Item 7.3 Clinic Card App update 	<ul style="list-style-type: none"> • An evaluating scale could be added. 	
	<ul style="list-style-type: none"> • Item 7.4 Accreditation Report 	<ul style="list-style-type: none"> • Deferred. 	
	<ul style="list-style-type: none"> • Item 7.5 	<ul style="list-style-type: none"> • Covered above. 	

	MSPR Revision Working Group		
	<ul style="list-style-type: none"> • Item 7.6 Fac Devmpt Update 	<ul style="list-style-type: none"> • Dr. Duggan went to Peds group. 	
	<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: April 18, 2019 (deferred until April 25) 	