

Phase 4 Management Team Meeting		DATE	March 22, 2018
		ROOM	M2M240
CHAIR	Dr. Norah Duggan		
MINUTE TAKER	Sandy Williamson		
MEMBERS: 2016 - 2017	<p><i>Dr. Norah Duggan, Clerkship Coordinator/Phase 4 Lead</i> <i>Dr. Deanna Murphy, CDC Obstetrics/Gynecology</i> <i>Dr. Joe Lockyer, CDC Internal Medicine</i> <i>Dr. Craig Stone, CDC Surgery (Outgoing)</i> <i>Dr. Chris Smith, CDC Surgery (Incoming)</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. 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</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. Eric Smith, CDC, Discipline of Emergency Medicine</i> <i>Dr. Jeremy Pridham, 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>Paula Mullins-Richards (Acting Accreditation Manager)</i></p>		
PARTICIPANTS	Dr. Craig Stone, Dr. Tom Laughlin, Dr. Tanis Adey, Dr. Tim Hierlihy, Casey Thorburn, Dr. Chris Smith, Dr. Eric Smith, Gerona McGrath, Verna McInnis, Diana Deacon, Dr. Jessica Bishop, Dr. Sahar Iqbal, Dave Stokes, Dr. Cathy Murray, Dr. Deanna Murphy		
GUESTS			
REGRETS	Peter Gregory		
AGENDA	ITEM	DISCUSSION	ACTION
#2 THE AGENDA	<ul style="list-style-type: none"> Item 1 and 2 Call to order and Agenda	We acknowledged Dr. Stone’s last meeting and contribution as CDC of Surgery and welcomed Dr. Chris Smith as new CDC for surgery. Practice Continuum added to agenda.	Agenda approved by consensus.

		Clarification that marks for NBME not put on ITAR only pass/fail “achieved a passing mark.. narrowly missed the passing mark” etc.	
#3 APPROVAL OF MINUTES: March 22/2017	<ul style="list-style-type: none"> • Item 3.1 Minutes 		Minutes Approved: Moved: Dr. Iqbal Seconded: Dr. Stone
#4 PRESENTATIONS	<ul style="list-style-type: none"> • Item 4.1 • NB Update • PEI Update • PC Update 	<ul style="list-style-type: none"> • NB Update, Dr. Laughlin reported that the LIC Assessment policies are being formulated. We will also need to make a decision soon re: Progress Testing. (Dr. Adey suggested all clerks will be tested the same way) If can happen, all Team were in favour of Progress testing for LIC, beneficial in an LIC framework, but no decision made on testing for whole class. Sandy to obtain teaching session list from APAs for LIC recordings. Possibilities for substituting voice over power point, or speaking notes with PP for recordings. • PEI update: students rotating. • Practice Continuum Update: Exam is ready, next year is last time for MCQ after that PC will be incorporated in Phase 3. Leadership Certificate discussion, would be nice to have one before CaRMS. 	Action Items Team Consensus in favour of Progress Testing for LIC. Sandy to obtain teaching session list from APAs.
#5 BUSINESS ARISING	<ul style="list-style-type: none"> • Item 5.1 What to do with Finals 	<ul style="list-style-type: none"> • When reopening Finals, record original date. Missing procedures should be recorded, need to clarify if warrants “some concerns with progress”. 	
	<ul style="list-style-type: none"> • Item 5.2 Pagers 	<ul style="list-style-type: none"> • Dr. Duggan to look into cell phone use, would need pagers as well. 	
	<ul style="list-style-type: none"> • Item 5.3 Orienting CDCS 	<ul style="list-style-type: none"> • Dave Stokes can provide tutorials. Dr. Adey to meet with new CDCs. 	
#6 NEW BUSINESS	<ul style="list-style-type: none"> • Item 6.1 Reminder April 12 for Comprehensive Review 	<ul style="list-style-type: none"> • Simply a reminder. 	April 12 will be date for Comprehensive Review Class of 2019.

#7 STANDING ITEMS	<ul style="list-style-type: none"> • Item 7.1 Student Reports 	<ul style="list-style-type: none"> • Reported that having a buddy or mentor earlier in Undergrad could help with CaRMS prep, start research earlier. 	
	<ul style="list-style-type: none"> • Item 7.2 PESC Update 	<ul style="list-style-type: none"> • 6 month report will be circulated next week. Also working on APC and PC. 	
	<ul style="list-style-type: none"> • Item 7.3 Clinic Card App update 	<ul style="list-style-type: none"> • Getting reports out faster. If a student writes something a preceptor disagrees with, possible to write that in. Preceptors can type it in themselves. 	
	<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 MSPR Revision Working Group 	<ul style="list-style-type: none"> • AFMC looking at professionalism to be addressed in MSPR, cross country standard approach to MSPR. 	
	<ul style="list-style-type: none"> • Item 7.6 Fac Devmpt Update 	<ul style="list-style-type: none"> • Noted that there is a Research Grant to look at EPAs. Diana Deacon availing of one as well. 	
	<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 12, 2018 	