

Phase 4 Management Team Meeting		DATE	May 11, 2017
		ROOM	Room 5, OPD
CHAIR	Dr. Jason McCarthy		
MINUTE TAKER	Sandy Williamson		
MEMBERS: 2016 - 2017	<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. Donald McKay, Associate Dean, UGME</i> <i>Dr. Scott Moffatt, 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>		
PARTICIPANTS	Dr. Joe Lockyer, Dr. Craig Stone, Dr. Jasbir Gill, Dr. MaryJane Smith, Dr. Jennifer Harris, Dr. Jennifer Leonard, Carla Peddle, Dr. Lyn Power, Verna McInnis, Dave Stokes, Diana Deacon, Lisa Russell, Gerona McGrath, Dr. Chris Patey, Dr. Keegan Au, Dr. Sahar Iqbal, Dr. Tom Laughlin, Dr. Jason Chan, Melissa Dunnett, Chelsea Ash, Casey Thorburn, Dr. Michael Parsons		
GUESTS			
REGRETS	Sally Ackerman		
AGENDA	ITEM	DISCUSSION	ACTION
#2 THE AGENDA	<ul style="list-style-type: none"> Item 1 and 2 Call to order and Agenda	No additions to agenda – moved straight into discussion of current IM situation. There will be constraints on capacity for Undergrad.	Agenda approved by consensus.

<p>#3 APPROVAL OF MINUTES: May 11/2017</p>	<ul style="list-style-type: none"> Item 3 Minutes 	<ul style="list-style-type: none"> Minutes from March 16, 2017 approved. 	<p>Minutes Approved: Moved: Dr. Lockyer, Seconded: Dr. McKay</p>
<p>#4 PRESENTATIONS</p>	<ul style="list-style-type: none"> Item 4.1 NB Update PEI Update 	<ul style="list-style-type: none"> Moncton LIC planned for fall of 2018 about to be approved. Possible start dates of June 1st for faculty development in a year, look for staff person. PEI had no matters to report. Dr. McKay requested faculty contact info be updated. 	
<p>#5 BUSINESS ARISING</p>	<ul style="list-style-type: none"> Item 5.1 Update on LIC Committee 	<ul style="list-style-type: none"> Deferred 	
	<ul style="list-style-type: none"> Item 5.2 New EPAs for Phase 4 	<ul style="list-style-type: none"> Along with the new number 13 (Interprofessional EPA), objectives and EPAs for all the new AFMC EPAs matched, and Deacon has mapped program competencies to EPAs, now need new descriptions, and would like feedback. Every EPA has to be evaluated 4 times, not all EPAs have to be directly witnessed, and observation can include reviewing a file, for example. Preceptors are coaches, CDCs are judges. 	<p>Action item: Dr. McCarthy and Deacon to work on language for EPA descriptors.</p>
<p>#6 NEW BUSINESS</p>	<ul style="list-style-type: none"> Item 6.1 Integration into Practice Assessment Plan 	<ul style="list-style-type: none"> Phase 4 Class of 2018 keep AAMC EPAs, Phase 4 Class of 2019 will have AFMC. 	<p>Action item: Bring back to Sean.</p>
<p>#7 STANDING ITEMS</p>	<ul style="list-style-type: none"> Item 7.1 Student Reports 	<ul style="list-style-type: none"> Nothing to report. Dr. McKay and Laughlin commended students who “represented” in Winnipeg. 	
	<ul style="list-style-type: none"> Item 7.2 PESC Update 	<p>Class of 2017 – APC Course eval to be given to Course Chair, McGrath meeting with Dr. Patey re: P2P Eval. PC it was reported had too many PP slides, could have been lectures. EKG session most positive feedback from APC.</p>	<p>Action item: McGrath to study Collaborative health use of Terms of Reference.</p>

		<ul style="list-style-type: none"> At this point Dr. McKay announced the APC is Clinical Skills 4 and PC is Physician Competencies 4. 	<p>Action item: APC hereafter known as Clinical Skills 4, Practice Continuum known as Physician Competencies 4. Moved: Dr. McKay Seconded: Dr. Parsons</p>
	<ul style="list-style-type: none"> Item 7.3 Clinic Card App update 	Stokes reported students saying it is awkward to attempt a conversation, some faculty prefer printed card, there is now only one app for iPhone and android. Can be filled out on web as well. Working toward no paper in the fall. Students will be oriented to app.	<p>Action item: Investigate Peer assessments.</p>
	<ul style="list-style-type: none"> Item 7.3 Accreditation Report 	Dr. Gill newest member of Accreditation Committee.	
	<ul style="list-style-type: none"> Item 7.4 MSPR Revision Working Group 	All hands on deck, players identified, need date to meet.	
	<ul style="list-style-type: none"> Item 7.5 Fac Developm't Updates 	New videos in development, meeting next week. Shorlin will go to Ground Rounds.	<p>Action item: Dr. Laughlin to send Steve Shorlin "effective feedback" one pager. Dr. Patey asked about potential for CME credits during fac development.</p>
	<ul style="list-style-type: none"> Item 7.7 Progress Testing 	<ul style="list-style-type: none"> 100\$ per person per test, thus 600 per student, steep. 	
	<ul style="list-style-type: none"> Item 7.8 LIC Implementation 	<ul style="list-style-type: none"> Partnering with MCC to create an exam to study the outcome of LICs. 	
ADJOURNMENT		<ul style="list-style-type: none"> Next Meeting: June 29, 2017 	