

Phase 4 Management Team Meeting		DATE	May 17, 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. 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</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 and Phase 4 Research Lead</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>Alison Haynes, Faculty Lead for 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</i></p>		
PARTICIPANTS	Dr. Tanis Adey, Dr. Tim Hierlihy, Gerona McGrath, Verna McInnis, Diana Deacon, Dr. Jessica Bishop, Carla Peddle, Dr. Tyna Doyle, Dr. Kyle Massey, Dr. Sahar Iqbal, Verna McInnis, Dr. Jason Chan, Dr. Chris Patey		
GUESTS			
REGRETS	David Stokes, Dr. Chris Smith, Dr. Joe Lockyer, Dr. Tom Laughlin, Peter Gregory		
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.
#3 APPROVAL OF MINUTES: May 17/2018	<ul style="list-style-type: none"> Item 3.1 Minutes 	Minutes of April 12, 2018, were approved.	Minutes Approved: Moved: Dr. Bishop Seconded: Dr. Doyle

#4 PRESENTATIONS	<ul style="list-style-type: none"> • Item 4.1,2,3 • NB Update • PEI Update 	<ul style="list-style-type: none"> • No NB update. • PEI update: students rotating. 	
#5 BUSINESS ARISING	<ul style="list-style-type: none"> • Item 5.1 Progress Testing 	<ul style="list-style-type: none"> • Dr. Duggan did a session to inform the students, which was effective, will do another. SAS would like to know cost. Dr. Duggan thinks it will be cost neutral. Dr. Duggan reviewed benefits of Progress Testing with UGMS. Will be going back to SAS May 30. Exam is 200 questions with content distributed to Team. SAS concerned students may not be tested enough, so suggestion is now 4 different exam dates. 	Action Item: Dr. Duggan to talk to Dr. David Jones and Dr. Amanda Fowler re: when to have exam, i.e. Phase 4 Prep.
	<ul style="list-style-type: none"> • Item 5.2 Formative Assessment Policy Review Update 	<ul style="list-style-type: none"> • SAS approved with a few minor changes. UGMS next. 	
#6 NEW BUSINESS	<ul style="list-style-type: none"> • Item 6.1 Leaves of absence during Core 	<ul style="list-style-type: none"> • Currently learner will lose a year if they miss 25% of a rotation during 8710, as they have to start over, it is considered a full course. Team agreed not really fair. Dr. Duggan will follow up, Team in support. 	Action Item: Dr. Duggan to write Curriculum Review Committee.
	<ul style="list-style-type: none"> • Item 6.2 Assessing Conference Leave 	<ul style="list-style-type: none"> • If not presenting at a conference, it was suggested that learner do an essay or a presentation. 	Action Item: Dr. Duggan to write statement on personal leave and/or conference leave.
	<ul style="list-style-type: none"> • Item 6.3 Faculty development for Non-Core Selective Assessments 	<ul style="list-style-type: none"> • Radiology and Pathology only review a few EPAs on ITARs. There are others that can be suggested. 	Action Item: Dr. Duggan and Dr. Patey to go to a discipline meeting for faculty development on ITAR.
	<ul style="list-style-type: none"> • Item 6.4 Exam re-writes 	<ul style="list-style-type: none"> • Discussion re: taking fails off MSPR, to be revisited next meeting. Only one school remediates, Dr. Duggan to send around policy. Can direct selectives to improve in areas. 	Action Item: Dr. Duggan to send policy of Med School that remediates.
	<ul style="list-style-type: none"> • Item 6.5 AFMC Clerkship meeting at CCME Update 	<ul style="list-style-type: none"> • Dr. Duggan's EPA talk was well-received. There was a discussion on lapses in Professionalism, and whether assessing professionalism should be more prominent on Assessments, plus start using graduated 	

		consequences for issues.	
#7 STANDING ITEMS	<ul style="list-style-type: none"> • Item 7.1 Student Reports 	<ul style="list-style-type: none"> • No reps present. 	
	<ul style="list-style-type: none"> • Item 7.2 PESC Update 	<ul style="list-style-type: none"> • PC numbers a little better, 2019s need an e-mail that there are modules and a separate study to do, Gerona to give Sandy language. 	Action Item: E-mail to go out to 2019s.
	<ul style="list-style-type: none"> • Item 7.3 Clinic Card App update 	<ul style="list-style-type: none"> • Nothing to report. Sandy reminded Team that teaching recordings being done for LIC. 	
	<ul style="list-style-type: none"> • Item 7.4 Accreditation Report 	<ul style="list-style-type: none"> • Dr. Massey said Site Visit coming up, and will later have reports to share. 	
	<ul style="list-style-type: none"> • Item 7.5 MSPR Revision Working Group 	<ul style="list-style-type: none"> • Deferred. 	
	<ul style="list-style-type: none"> • Item 7.6 Fac Devmpt Update 	<ul style="list-style-type: none"> • Covered above. Plus Dr. Duggan did an EPA talk in Moncton for LIC preceptors and at NB Med Ed forum on daily written feedback. Dr. Shorlin did a talk with Psychiatry – discussion about e-cards ensued, need a shorter time span between event and sending card, as well as idea for swipe cards to be used for attendance and somehow help e-card use. • E-mail reminder to Class to get those clinic card requests in, should be written on the spot. • A picture of learners and preceptors on card? 	
	<ul style="list-style-type: none"> • Item 7.7 LIC Implementation 	<ul style="list-style-type: none"> • Deferred. 	
	<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: June 26, 2018 	