

Phase 4 Management Team Meeting		DATE	May 23, 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 (outgoing) (Dr. Fred Paulin, incoming)</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 (MESCC)</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	Carla Peddle, Dr. Deanna Murphy, Dr. Fred Paulin, Rhiannon Tracey, Dr. Tom Laughlin, Gerona McGrath, Diana Deacon, Brian Kerr, Dr. Eric Smith, Dr. Greg Radu, Dr. Tanis Adey, Dr. Tyna Doyle, Dr. Chris Smith		
GUESTS			
REGRETS	Dr. Chris Patey, Carrie Barlow, Dr. Barton Thiessen, Dr. Sahar Iqbal, Dr. Tim Hierlihy, David Stokes, Dr. Alison Haynes, Lisa Russell, Dr. Cathy Murray		
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 student report moved up to 4.3, 5.4 removed (Core Rotation template working group update), PESC update and Fac Dev update deferred, no PEI update.	Agenda approved by consensus, with revisions.

		<p>Welcome to Dr. Paulin, new CDC for IM, and acknowledgment of Dr. Lockyer's contribution for years of work as IM CDC.</p>	
<p>#3 APPROVAL OF MINUTES: May 23/2019</p>	<ul style="list-style-type: none"> • Item 3.1 Minutes 	<p>Minutes of April 25, 2019, were approved, Dr. Doyle was present at meeting, needs to be added.</p>	<p>Minutes Approved: Moved: Dr. Dr. Eric Smith Seconded: Rhiannon Tracey Approved by Consensus</p>
<p>#4 PRESENTATIONS</p>	<ul style="list-style-type: none"> • Items 4.1,2 • NB Update • No PEI Update 	<ul style="list-style-type: none"> • Dr. Laughlin reported that the staff member for LIC in Moncton no longer in position, Horizon supporting the LIC. • Building project going on in Moncton for Obs, coming up with a plan to move to 2700 (building) in the fall. • Saint John running well. • Dr. Laughlin giving a report in NB on his transition. • Fredericton LIC proposal moving along positively. • Periodic Review happening for LIC students, reveals that Progress testing is effective indicator of performance. • Dr. Laughlin part of a group of experts discussing Programmatic Assessment. 	
	<ul style="list-style-type: none"> • Item 4.3 Student Report 	<ul style="list-style-type: none"> • Query how EPAs are determined for each rotation (certain ones assigned to ensure they are assessed a min amount of times, could not guarantee all for each rotation, learners can ask for any EPA to be assessed in any rotation). • Orientation packages need updating. New Brunswick learners asked for guidance as well on theirs. EM has been updated recently. • Vacation (moved from 6.2): Asked that the learner put in a special request for query to have all four weeks before December break. • More conference leave would be well received. • Discussion around compassionate leave, possibly add a day/s for Aunts and Uncles and/or other relationships, Leave Working Group will look at this, PARNL would need to look at it/be consulted, Student Affairs can be contacted for special requests, obituaries are required. • Query re personal days, clarification on approval process whether 	<p>Action Item: Ask CDCs and APAs to update Orientation packages. Will be emphasized at APA meeting as well.</p> <p>Carla Peddle to look into student IDs providing access to student lounge and study rooms on Med School 1st, 2nd floors.</p> <p>Clarification on leave approval process required.</p>

		preceptor approval and then UGME can be enough, when some disciplines have CDC approval as well, or instead of preceptor.	
#5 BUSINESS ARISING	<ul style="list-style-type: none"> • Item 5.1 POCUS elective proposal update 	<ul style="list-style-type: none"> • Change that was made, that learners will be not be acquiring their own cases was sent around, also do not need to be pregnant for the gyne scan, volunteers do not have to be patients. Will go to next UGMS meeting. They are not independent once done POCUS elective. 	Action item: Consensus for Dr. Duggan to bring to UGMS.
	<ul style="list-style-type: none"> • Item 5.2 Research non-core Selective 	<ul style="list-style-type: none"> • Brian Kerr adjusted the form, waiting for s/electives group to sign off on it, then bring in to P4M Team. 	Action item: Bring to P4M Team once signed off by s/electives group.
	<ul style="list-style-type: none"> • Item 5.3 LIC Update 	<ul style="list-style-type: none"> • Covered above. 	
#6 NEW BUSINESS	<ul style="list-style-type: none"> • Item 6.1 Phase 4 Assessment Plans, Class of 2021 	<ul style="list-style-type: none"> • There is now language that indicates failure is possible. • Clinic cards: need more information for learners in assessment plan. • First Progress exam now at the end of Phase 3, still working on subsequent exam dates for Class of 2021. • AFMC Elective diversification policy is approved and is on AFMC website, discussion on it. • Changing date to pass in PC essays earlier. • EPA 10 revised, did not reflect what a student can do. • Formative assessment clarified as per mid-points. 	
	<ul style="list-style-type: none"> • Rural Criteria New Brunswick 	RFM in Fredericton and Moncton would fit the criteria for fourth year selective.	
	<ul style="list-style-type: none"> • Discussion regarding cultural competencies 	Discussion on how cultural competencies are met and decision that all CDC's will incorporate indigenous, underserved and cultural competencies into objectives, Dr. Duggan and P4M Team will follow up on how it can be incorporated and/or is already done.	Action item: All CDC's to incorporate indigenous, underserved and cultural competencies into objectives.

#7 STANDING ITEMS	<ul style="list-style-type: none"> • Item 7.1 Student Reports 	<ul style="list-style-type: none"> • Reported above. 	
	<ul style="list-style-type: none"> • Item 7.2 PESC Update 	<ul style="list-style-type: none"> • Deferred. 	
	<ul style="list-style-type: none"> • Item 7.3 Clinic Card App update 	<ul style="list-style-type: none"> • Deferred. 	
	<ul style="list-style-type: none"> • Item 7.4 Accreditation Report 	<ul style="list-style-type: none"> • A “yellow” mark is ok, green is good, but yellow means it is being worked on, so not bad either. 	
	<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"> • Deferred. 	
	<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: June 20, 2019 	