

Phase 4 Management Team Meeting		DATE	November 22, 2018
		ROOM	M2M240
<b>CHAIR</b>	Dr. Norah Duggan		
<b>MINUTE TAKER</b>	Sandy Williamson		
<b>MEMBERS:</b>  <b>2016 - 2017</b>	<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</i>  <i>Dr. Mary Jane Smith, CDC Pediatrics</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. Ainsley Decker, 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>		
<b>PARTICIPANTS</b>	Dr. Deanna Murphy, Dr. Tim Hierlihy, Dr. Jessica Bishop , Dr. Mary Jane Smith, Dr. Ainsley Decker, Rhiannon Tracey, Dr. Chris Smith, Gerona McGrath, Diana Deacon, Dr. Sahar iqbal, Dr. Tom Laughlin, Dr. Cathy Murray		
<b>GUESTS</b>	Katrin Zipperlen		
<b>REGRETS</b>			
AGENDA	ITEM	DISCUSSION	ACTION
#2 THE AGENDA	<ul style="list-style-type: none"> <li><b>Item 1 and 2</b></li> </ul> Call to order and Agenda	Agenda approved by consensus with added item of Maternity Leave for Medical Students.	<b>Agenda approved by consensus.</b>

<p>#3 APPROVAL OF MINUTES: Nov 22/2018</p>	<ul style="list-style-type: none"> <li>• <b>Item 3.1</b> Minutes</li> </ul>	<p>Minutes of October 18, 2018, were approved.</p>	<p><b>Minutes Approved: Moved:</b> Dr. Jessica Bishop <b>Seconded:</b> Dr. Dr. Deanna Murphy</p> <p><b>Approved by Consensus</b></p>
<p>#4 PRESENTATIONS</p>	<ul style="list-style-type: none"> <li>• <b>Items 4.1,2</b></li> <li>• NB Update</li> <li>• PEI Update</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Laughlin reported that Moncton LICs are going well. Evaluation process has started for this. The learners may video conference with incoming Core Class.</li> <li>• E-Vote for Fredericton proposal not enough response, will vote later in meeting.</li> <li>• No PEI update, reps will join quarterly.</li> </ul>	
<p>#5 BUSINESS ARISING and New Business</p>	<ul style="list-style-type: none"> <li>• <b>Item 5.1</b> Progress Testing Update and Dates</li> </ul>	<ul style="list-style-type: none"> <li>• SAS to decide potential remediation dates for Progress Exam at their meeting the 28<sup>th</sup>, P4M Team prefers at end of Core, SAS may choose Post-Core. Remediation to be decided based on number of failures. Class prefers July 19 for Final Exam.</li> <li>• Student Rep Rhiannon Tracey asked about coaching, there was not to be any from baseline results, after December's, there would be.</li> <li>• Dr. Duggan will send resources to learners, and thanked those who contributed resources.</li> <li>• Discussion regarding potential for clerks to not study during blocks, possible drop in motivation, should have time in the day to study, but need to get used to independent study to prepare for residency.</li> </ul>	<p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>• Dr. Duggan to send resources to Class.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Item 5.2</b> Assessment Plans: Discipline Changes Post-Approval</li> </ul>	<ul style="list-style-type: none"> <li>• Diana to contact CDCs to see if discipline doing anything different from assessment plan.</li> <li>• SAS proposes more timely deadlines for assessment plans.</li> </ul>	<p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>• Diana Deacon to contact CDCs.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Item 5.3</b> Late Assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Duggan to send out an e-mail re: learners not turning in required information, late clinic cards and mandatory assignments.</li> <li>• Dr. Duggan also to talk to Chairs re: faculty development on Clinic Cards.</li> <li>• Learners should also know they should be signing off on their</li> </ul>	<p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>• Dr. Duggan to send e-mail to Class, as well as Chairs.</li> </ul>

		<p>assessments, and that the section on the Final that says “may be on MSPR” is in fact on MSPR.</p> <ul style="list-style-type: none"> <li>Late formatives were discussed. Obs will have one Final, no summative next year.</li> </ul>	
	<p><b>Item 5.4</b> Orientation for Core and Core Template Class of 2021</p>	<ul style="list-style-type: none"> <li>The template was approved by consensus, based on understanding that dates may be revised slightly.</li> </ul>	<p><b>Class of 2021 Core Template approved by consensus.</b></p>
#6 NEW BUSINESS	<ul style="list-style-type: none"> <li><b>Item 6.1</b> EPA Research Project</li> </ul>	<ul style="list-style-type: none"> <li>Diana Deacon spoke about the qualitative and quantitative research being done which will require interviews, CDC focus groups, and with preceptors who complete clinic cards.</li> </ul>	
	<ul style="list-style-type: none"> <li><b>Item 6.2</b> Fredericton LIC proposal added with Dr. Laughlin as Co-Chair of meeting</li> </ul>	<ul style="list-style-type: none"> <li>The LIC proposal for Fredericton was approved.</li> </ul>	<p><b>Moved:</b> Dr. Cathy Murray <b>Seconded:</b> Dr. Sahar iqbal  <b>Approved by Consensus</b></p>
	<ul style="list-style-type: none"> <li><b>Item 6.3</b> EH Orientation review</li> </ul>	<ul style="list-style-type: none"> <li>Deferred.</li> </ul>	
	<ul style="list-style-type: none"> <li><b>Item 6.4</b> Pocus electives proposal</li> </ul>	<ul style="list-style-type: none"> <li>Agreed that it is a good idea, but learners may not get enough scans, take back to residents and verify, possibly remove certification, update at next meeting.</li> </ul>	
	<ul style="list-style-type: none"> <li><b>Item 6.5</b> Mat leave for students</li> </ul>	<ul style="list-style-type: none"> <li>Discussed the issue of mat leave and that those who withdraw can sometimes lose a year, will we honour the rotations that were completed during Core, cannot guarantee, but this enquiry has started already with respect to leave of absence in general.</li> </ul>	
#7 STANDING ITEMS	<ul style="list-style-type: none"> <li><b>Item 7.1</b> Student Reports</li> </ul>	<ul style="list-style-type: none"> <li>Surgical teaching session issues were discussed and Dr. Smith said learners can contact him.</li> <li>Also need to check if mileage covered for Progress Exam.</li> </ul>	<p><b>Action item:</b> Sandy to seek answer to mileage question.</p>
	<ul style="list-style-type: none"> <li><b>Item 7.2</b> PESC Update</li> </ul>	<ul style="list-style-type: none"> <li>Deferred.</li> </ul>	
	<ul style="list-style-type: none"> <li><b>Item 7.3</b> Clinic Card App update</li> </ul>	<ul style="list-style-type: none"> <li>Covered above.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Item 7.4</b> Accreditation Report</li> </ul>	<ul style="list-style-type: none"> <li>• Katrin Zipperlen presented annual accreditation report on core experiences. Reiterated need to complete ITARS in a timely fashion, as well as have sufficient clinic card submissions, and for learners to complete Mandatory Procedures by end of Core.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 7.5</b> MSPR Revision Working Group</li> </ul>	<ul style="list-style-type: none"> <li>• Deferred.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 7.6</b> Fac Devmpt Update</li> </ul>	<ul style="list-style-type: none"> <li>• Covered above.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 7.7</b> LIC Implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Covered above.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 7.8</b> Progress Testing Implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Covered above.</li> </ul>	
ADJOURNMENT		<ul style="list-style-type: none"> <li>• <b>Next Meeting:</b> December 20, 2018 (deferred)</li> </ul>	