

<b>Phase 4 Management Team Meeting</b>		<b>DATE</b>	September 20, 2018
		<b>ROOM</b>	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 (MESC)</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 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. 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 (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>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. Greg Radu, Dr. Alison Haynes, Peter Gregory, Dr. Tanis Adey, Dr. Ainsley Decker, Carla Peddle, Lisa Russell, David Stokes, Rhiannon Tracey, Dr. Chris Smith, Gerona McGrath, Diana Deacon, Brian Kerr		
<b>GUESTS</b>			
<b>REGRETS</b>	Dr. Joe Lockyer, Dr. Cathy Murray, Dr. Chris Patey, Dr. Sahar Iqbal, Dr. Tom Laughlin		
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
#2 THE AGENDA	<ul style="list-style-type: none"> <li><b>Item 1 and 2</b></li> </ul> Call to order and Agenda	Some reorganizing as original item 4.1 Curriculum Review Focus Group, with Gerona McGrath, and Comprehensive Review would follow regular meeting. Introduced Brian Kerr, new Curriculum and Accreditation Advisor.	<b>Agenda approved by consensus.</b>

<p>#3 APPROVAL OF MINUTES: Oct 18/2018</p>	<ul style="list-style-type: none"> <li>• <b>Item 3.1</b> Minutes</li> </ul>	<p>Minutes of September 20, 2018, were approved.</p>	<p><b>Minutes Approved: Moved:</b> Dr. Mary Jane Smith <b>Seconded:</b> Dr. Jessica Bishop</p>
<p>#4 PRESENTATIONS</p>	<ul style="list-style-type: none"> <li>• <b>Items 4.1,2,3,4</b></li> <li>• <b>Student report</b></li> <li>• NB Update</li> <li>• PEI Update</li> <li>• Research Knowledge Translation Option</li> </ul>	<ul style="list-style-type: none"> <li>• Peter Gregory, student rep for Class of 2019 asked about the Practice Continuum Course, regarding exam and modules, querying which were tested. He also asked about the LMCC, Carla Peddle said UGME would be sending a Class list to MCC.</li> <li>• Rhiannon Tracey, student rep for Class of 2020 asked when clerks would return after December break, (January 3). Also discussed was the Progress exam and coaching re: exam results, if there was feedback on the final exam, and the issue of the date for the Final Summative Exam. SAS would be approving exam date soon.</li> <li>• David Stokes mentioned the importance of resynching for optimal use of the T-Res app for E-Clinic Cards.</li> <li>• NB update: Lisa Russell reported briefly on the Dean’s visit. The LIC proposal for Fredericton to start in 2020 needs to be approved by LIC Committee and then P4 Management Team.</li> <li>• No PEI Report.</li> <li>• Katrin Zipperlen reported on a Research Repository idea proposed by Victor Maddalena, a solution for learners who don’t have a lot of data but would like to share research. Team received this idea enthusiastically however the question of available resources was raised.</li> </ul>	<p><b>Action item: Dr. Duggan to send out Progress Exam PowerPoint.</b></p>
<p>#5 BUSINESS ARISING and New Business</p>	<ul style="list-style-type: none"> <li>• <b>Item 5.1</b> Recommendation from Appeals Committee (Originally New Bus 6.2)</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Adey reported that the Appeals Committee set forth in very clear language that they will be putting the word “fail” back in the assessment policy. Peter Gregory said he would like to hear more, and present to the group.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Item 5.2</b> Lab Med in Core (Originally New Bus 6.1)</li> </ul>	<ul style="list-style-type: none"> <li>• A proposal by a faculty member to have Lab Med in Core met with low response as there is little room for it to fit, albeit a good idea, perhaps it could be incorporated more into pre-clerkship.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 5.3</b> Protected Time Policy (originally New business 6.4)</li> </ul>	<ul style="list-style-type: none"> <li>• Learners in Phase 4 have two hours of personal time a week but are reluctant to use it. UGME will disseminate plan, how to track it. Carla Peddle, Dr. Adey, Dr. Duggan and Sandy Williamson will bring back to Committee at a later date.</li> </ul>	<b>Action Item:</b> <ul style="list-style-type: none"> <li>• UGME to plan how to track 2 hours personal time, encourage learners not to feel reluctant using it.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Item 5.4 (originally item 5.1, 2 and 3)</b> Items Progress Testing Update, Assessment Plans and Late Assessments, all deferred.</li> </ul>	<ul style="list-style-type: none"> <li>• Deferred. Mentioned that Progress exam final date to be decided by SAS.</li> </ul>	
#6 NEW BUSINESS	<ul style="list-style-type: none"> <li>• <b>Item 6.3</b> Orientation for Core Date</li> </ul>	<ul style="list-style-type: none"> <li>• Will be sent by e-mail.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 6.5</b> EH Orientation Review</li> </ul>	<ul style="list-style-type: none"> <li>• Deferred.</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>• Covered above.</li> </ul>	
	<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>• Deferred.</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>• Deferred.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 7.7</b></li> </ul>	<ul style="list-style-type: none"> <li>• Covered above.</li> </ul>	

	LIC Implementation		
	<ul style="list-style-type: none"><li>• <b>Item 7.8</b> Progress Testing Implementation</li></ul>	<ul style="list-style-type: none"><li>• Deferred, announcement that SAS would be deciding final date for Summative exam.</li></ul>	
ADJOURNMENT		<ul style="list-style-type: none"><li>• <b>Next Meeting:</b> November 22, 2018</li></ul>	