

Phase 4 Management Team Meeting		DATE	October 19, 2017
		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. Carrie Ferguson, CDC Obstetrics/Gynecology</i> <i>Dr. Joe Lockyer, CDC Internal Medicine</i> <i>Dr. Craig Stone, CDC Surgery</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. Angela McGibbon, Regional Med Ed Coordinator (New Brunswick) - joins by teleconference</i> <i>Dr. Tom Laughlin, Assistant Dean, New Brunswick – in person</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</i> <i>Dr. Donald McKay, Associate Dean, UGME (outgoing)</i> <i>Dr. Scott Moffatt, Assistant Dean, Student Affairs</i> <i>Sally Ackerman, Accreditation Manager</i> <i>Peter Gregory, student rep, class of 2019</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. Jennifer Harris, Dr. Tim Hierlihy, Peter Gregory, Sally Ackerman, Dr. Don McKay, Dr. Jason Chan, Gerona McGrath, Verna McInnis, Dr. Michael Parsons, Diana Deacon, Dr. Joe Lockyer, Dr. Jessica Bishop, Dr. Tom Laughlin, Dr. Jennifer Leonard		
GUESTS	Dr. Gary Duguay		
REGRETS	Dr. Ferguson, David Stokes, Dr. Iqbal, Dr. Shorlin		
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: Oct 19/2017	<ul style="list-style-type: none"> Item 3.1 Minutes 	<ul style="list-style-type: none"> Minutes from September 21, 2017 approved. 	Minutes Approved: Moved: Dr. McKay Seconded: Dr. Lockyer

<p>#4 PRESENTATIONS</p>	<ul style="list-style-type: none"> • Item 4.1 • NB Update • PEI Update 	<ul style="list-style-type: none"> • NB – Introduced guest Dr. Gary Duguay. • Clinic cards, a few bumps, but are being processed, with comments. • The NB student rep reported to NB that there were a few hiccups with Emerg cards. • PEI – Nothing new to report. 	
<p>#5 BUSINESS ARISING</p>	<ul style="list-style-type: none"> • Item 5.1 Accreditation Report 	<ul style="list-style-type: none"> • CDCs and best practices re: informing residents of objectives, Ackerman to follow up. 	<p>Action item: Ackerman to liaise with CDCs.</p>
	<ul style="list-style-type: none"> • Item 5.2 Update on LIC 	<p>CACMS response and response back – plan to go into Family Med at start of LIC for the first month, will likely fulfill objectives by December, leaving two months for what clerks would like to focus on.</p>	
	<ul style="list-style-type: none"> • Item 5.3 Programmatic Assessment 	<ul style="list-style-type: none"> • Suggestion to request 3 exams, possible two year pilot, after meeting and deciding on a combined study with Dal, we would do a research group with Dal on effectiveness, by end of December we will make a decision re: progress testing and other options. • Cost will be lower when more are using Progress tests. 	
	<ul style="list-style-type: none"> • Item 5.4 EM Rotation and Exam 	<ul style="list-style-type: none"> • Run exam every 3 months, last two weeks of IM, do a month later, talk to those clerks, end of year double up EM rotation in the two weeks or 4 weeks before IM ends, so there is no final cohort taking exam during NBME. 	
<p>#6 NEW BUSINESS</p>	<ul style="list-style-type: none"> • Item 6.1 Characteristics of A Good Clinic Card 	<ul style="list-style-type: none"> • Was assessed by all, and thought to be a good addition to the YourClerkship App. • Diana Deacon to work on wording with Dr. Laughlin. 	
	<ul style="list-style-type: none"> • Item 6.2 Clinic Card App Reports 	<ul style="list-style-type: none"> • Drs. Hierlihy and Ferguson meeting with David Stokes, also Katrin Zipperlen, and group will come back to next meeting with report, reports should sort by EPA. 	<p>Action Item: David Stokes to report back.</p>

	<ul style="list-style-type: none"> • Item 6.3 Tracking Prescribed Clinical Experiences to EPAs 	<ul style="list-style-type: none"> • CDCs to select EPAs that are appropriate. Dr. McKay to send CDCs the PCEs with all EPAs listed. 	<p>Action Item: CDCs to track PCEs to EPAs.</p> <p>Unanimously approved to move to an EPA-based description of experiences.</p>
	<ul style="list-style-type: none"> • Item 6.4 Assessment Info for students on One45 	<ul style="list-style-type: none"> • Percentages are no longer seen, assessment occurs during Comprehensive Reviews. 	
#7 STANDING ITEMS	<ul style="list-style-type: none"> • Item 7.1 Student Reports 	<ul style="list-style-type: none"> • Getting preceptors' approval discussed, are students responsible? • A list of delinquent preceptors will be sent monthly to Chairs. • Clerks looking for clarification on pass/fail NBME, some, not all, disciplines, report it on the MSPR. 	
	<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"> • Covered above. 	
	<ul style="list-style-type: none"> • Item 7.3 Accreditation Report 	<ul style="list-style-type: none"> • Covered above. 	
	<ul style="list-style-type: none"> • Item 7.4 MSPR Revision Working Group 	<ul style="list-style-type: none"> • CDCs have been asked to follow new format for Finals. 	
	<ul style="list-style-type: none"> • Item 7.5 Fac Developm't Updates 	<ul style="list-style-type: none"> • Deferred. 	
	<ul style="list-style-type: none"> • Item 7.6 Progress Testing 	<ul style="list-style-type: none"> • Reported above. (Also mentioned that for MCC exam we have proposed this building be used, 20 at a time, whole class in 4 days.) 	
	<ul style="list-style-type: none"> • Item 7.7 LIC Implementation 	<ul style="list-style-type: none"> • Reported above. 	
ADJOURNMENT		<ul style="list-style-type: none"> • Next Meeting: November 16, 2017 	