

| | | | |
|---|---|--|--------------------------------------|
| Phase 4 Management Team Meeting | | DATE | September 20, 2018 |
| | | 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</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 (Incoming)</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. 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>Vacant, Curriculum and Accreditation Advisor</i></p> | | |
| PARTICIPANTS | Dr. Joe Lockyer , Dr. Tim Hierlihy, Dr. Cathy Murray, Dr. Jessica Bishop , Dr. Mary Jane Smith, Dr. Jason Chan, Carrie Barlow, Dr. Greg Radu, Dr. Alison Haynes Carla Peddle, Dr. Sahar Iqbal, Peter Gregory, Dr. Ainsley Decker, Dr. Sahar Iqbal, Carla Peddle, Lisa Russell, David Stokes | | |
| GUESTS | | | |
| REGRETS | Dr. Deanna Murphy, Dr. Chris Smith, Gerona McGrath, Dr. Tom Laughlin, Dr. Tanis Adey, Peter Gregory, Dr. Eric Smith | | |
| AGENDA | ITEM | DISCUSSION | ACTION |
| #2 THE AGENDA | <ul style="list-style-type: none"> Item 1 and 2 Call to order and Agenda | Agenda approved. Welcome to Class of 2020 Rep, Rhiannon Tracey, and Assistant Dean, Student Affairs, Dr. Greg Radu. | Agenda approved by consensus. |

| | | | |
|---|--|---|--|
| <p>#3 APPROVAL OF MINUTES: Sept 20/2018</p> | <ul style="list-style-type: none"> • Item 3.1 Minutes | <p>Minutes of July 19, 2018, were approved.</p> | <p>Minutes Approved: Moved: Dr. Hierlihy Seconded: Dr. Iqbal</p> |
| <p>#4 PRESENTATIONS</p> | <ul style="list-style-type: none"> • Item 4.1,2 • NB Update • PEI Update | <ul style="list-style-type: none"> • NB update: Dean going to New Brunswick Oct 3-5, along with Dr. Adey and Dr. Haynes. LIC going well. Proposal for Fredericton LIC in the end stages. • PEI update: Students rotating. Dr. Deanna Murphy will be there in October and touch base re: Obstetrics in PEI in future. | |
| <p>#5 BUSINESS ARISING</p> | <ul style="list-style-type: none"> • Item 5.1 Progress Testing Update And dates | <ul style="list-style-type: none"> • First exam ran on September 14, Class average was 47%, run according to Assessment plan with standard deviation, only 6 borderline results, no unsatisfactory, 1 got 75%! Pass mark for summative will be 53%. • Students will get a report, which reveals where they are strong or weak. • While it appears below average, it is global, and students will know class average and how they will compare to peers. • Student feedback was that the staggered breaks were distracting – also only 5 Psych questions. • NB reported that it went well. • Dates - a July summative exam date may disadvantage learners as they haven't finished the last rotation. • Putting remediation in place, “unsatisfactory” will have to meet with Phase 4 Lead, “borderline” offered a meeting. When an unsatisfactory meeting happens, learner will get a heads up that they may not progress to fourth year. • Discussion ended with consensus to “keep 12 months at 12 months” and have the summative exam August 2, subject to SAS and UGMS approval. • Students at risk should plan a local elective, in preparation for remediation (exam re-write, or other measures). (Norah, something later was said about “pulling the clerks” in regard to remediation?) • Rhiannon Tracey to seek feedback from students. | <p>Action Item:</p> <ul style="list-style-type: none"> • Consensus to have the final summative Progress exam on August 2, subject to approval from SAS and UGMS. |
| | <ul style="list-style-type: none"> • Item 5.2 Assessment plan | <ul style="list-style-type: none"> • Comprehensive Review timeline will change, have the 6 month in February (21st) and so forth. • More Progress Meetings at end of regular P4M Team meetings. | <p>Action Item:</p> <ul style="list-style-type: none"> • Consensus to move Comprehensive Review dates to: 6 month Review in February, 9 month in May, |

| | | | |
|----------------------|---|---|---|
| | | | and 12 month as is, maybe early August, subject to approval from SAS and UGMS. |
| | <ul style="list-style-type: none"> • Item 5.3 Managing Clinic Cards and ITARS | <ul style="list-style-type: none"> • Need something punitive for delinquent parties, consequence for inaction. Student sit down with preceptor to fill out? Should be done by a certain time, Dr. Duggan to speak with Dr. Adey. • Reminder e-mail for timely summative assessment, revisit this at next meeting. Need consequences for lateness. Maybe send at 2 and 4 weeks. • The Clinic Cards are better. Sandy to send Tips for a Good Clinic Card to learners. • Consensus to change name of mid-point form to “Formative mid-point form. | <p>Action Item:</p> <ul style="list-style-type: none"> • Consensus to change name of mid-point form to “Formative mid-point form. • Sandy to send Tips for a Good Clinic Card to learners. |
| | <ul style="list-style-type: none"> • Item 5.4 Added item PC | <ul style="list-style-type: none"> • Dr. Iqbal to send Sandy an e-mail for the Classes re: Practice Continuum. • Also clarify Physician Leadership certificate. | <p>Action Item:</p> <ul style="list-style-type: none"> • Dr. Iqbal to send Sandy an e-mail for the Classes re: Practice Continuum. • UGME to add a link in the Handbook re: PC. |
| #6 NEW BUSINESS | <ul style="list-style-type: none"> • Item 6.1 Visiting Elective Issue | <ul style="list-style-type: none"> • We won’t change the rules that were made by the AFMC, a Visiting student has done 8 weeks for two years in a row, and would like to do more, but we can only offer a maximum of 8 weeks, already past the limit, must abide by guidelines. | |
| #7 STANDING ITEMS | <ul style="list-style-type: none"> • Item 7.1 Student Reports | <ul style="list-style-type: none"> • It was reported that Obs added EPA 11 in the middle of the rotation but it was explained that it was added so they can get it, they need it assessed multiple times and clerks have a hard time obtaining it. • Having a hard time getting attendings to sign off on cards. • Would like confirmation that exam day there are no expectations for clinical duties that morning. This was agreed among the Team and Rhiannon Tracey will let the students know. • Mandatory Procedures should be logged on T-Res, the Mid-Points list them just to check in with where the learners are at with them. | |

| | | | |
|-------------|---|--|--|
| | <ul style="list-style-type: none"> • Item 7.2 PESC Update | <ul style="list-style-type: none"> • Deferred, summary report sent to Dr. Duggan. | |
| | <ul style="list-style-type: none"> • Item 7.3 Clinic Card App update | <ul style="list-style-type: none"> • T-Res currently doing more development -- with a live active dashboard instead of pdf's. | |
| | <ul style="list-style-type: none"> • Item 7.4 Accreditation Report | <ul style="list-style-type: none"> • Report reflected that Curriculum Management needs work, there a lot of new CDCS. | |
| | <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. | |
| | <ul style="list-style-type: none"> • Added | <ul style="list-style-type: none"> • Dr. Duggan explained that there was some confusion around clinic cards and EPAs and the purpose behind the EPAs, she will share info that EPAs reflect all the activities a resident should be able to do. The clinic cards are formative but they are used to inform the ITARs in context. Learners should have supporting comments for an achievement of "Entrustable". A single card is formative but an accumulation of data can add to a summative. The EPAs were nothing to do with accreditation, Memorial was first in Canada to start using them. Narrative documented feedback is a requirement. EPAs are course goals/objectives for Core and Phase 4 in general. | |
| ADJOURNMENT | | <ul style="list-style-type: none"> • Next Meeting: October 18, 2018 | |