

Phase 4 Management Team Meeting		DATE	September 21, 2017
		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, 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. Jasbir Gill, CDC Psychiatry (outgoing)</i>  <i>Dr. Lyn Power, CDC Rural Family Medicine - joins by teleconference (outgoing)</i>  <i>Dr. Jessica Bishop, CDC Rural Family Medicine -(incoming)</i>  <i>Dr. MaryJane Smith, CDC Pediatrics (outgoing)</i>  <i>Dr. Tyna Doyle, CDC Pediatrics (incoming)</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 - joins by videoconference</i>  <i>Dr. Jason Chan, Undergraduate Coordinator PEI - joins by videoconference</i>  <i>Verna McClinnis, Clerkship Coordinator PEI - joins by videoconference</i>  <i>Melissa Dunnett, Manager, (New Brunswick) - joins by teleconference</i>  <i>Dr. Tim Hierlihy, Phase 4 Research Curriculum Lead and (incoming CDC, Psychiatry)</i>  <i>Dr. Donald McKay, Associate Dean, UGME</i>  <i>Dr. Scott Moffatt, Assistant Dean, Student Affairs</i>  <i>Sally Ackerman, Accreditation Manager</i>  <i>Kayla Furlong, student rep, class of 2019 (outgoing)</i>  <i>Peter Gregory, student rep, class of 2019 (incoming)</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>		
<b>PARTICIPANTS</b>	Dr. MaryJane Smith, Dr. Tyna Doyle, Carla Peddle, Lisa Russell, Dr. Jennifer Harris, Dr. Tim Hierlihy, Peter Gregory, Sally Ackerman, Dr. Carrie Ferguson, Dr. Don McKay, Dr. Jason Chan, Dr. Sahar Iqbal, Gerona McGrath, Verna McClinnis, Dr. Craig Stone, Dr. Michael Parsons, Diana Deacon, Dr. Joe Lockyer, Dr. Lyn Power, Dr. Scott Moffatt, Dr. Jessica Bishop, David Stokes		
<b>GUESTS</b>	Steve Shorlin		
<b>REGRETS</b>	Dr. Chris Patey, 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	Welcome to new class rep for Class of 2019 Peter Gregory, Welcome to Dr. Jessica Bishop, new CDC for Family, and Dr. Tyna Doyle, new CDC for	<b>Agenda approved by consensus.</b>

		<p>Pediatrics.</p> <p>Addition to agenda: Practice Continuum</p>	
#3 APPROVAL OF MINUTES: September 21/2017	<ul style="list-style-type: none"> <li>• <b>Item 3.1</b> Minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes from August 17, 2017 approved.</li> </ul>	<p><b>Minutes Approved: Moved:</b> Dr. Hierlihy <b>Seconded:</b> Dr. Ferguson</p>
#4 PRESENTATIONS	<ul style="list-style-type: none"> <li>• <b>Item 4.1</b></li> <li>• NB Update</li> <li>• PEI Update</li> </ul>	<ul style="list-style-type: none"> <li>• NB – no report.</li> <li>• PEI – Nothing new to report, clerks in 3<sup>rd</sup> and 4<sup>th</sup> year there.</li> </ul>	
#5 BUSINESS ARISING	<ul style="list-style-type: none"> <li>• <b>Item 5.1</b> Accreditation Report</li> </ul>	<ul style="list-style-type: none"> <li>• Ackerman reminded and encouraged everyone to check e-mail for action items re: data collection.</li> <li>• Dr. Shorlin spoke to Element 9.1 Preparation of Resident Instructors, how are methods of assessment taught to residents, doing well in this regard. How do residents become familiar with objectives? C-Blue is the most up to date repository for this. Residents need to know EPAs, Procedures, Required Clinical Procedures, for their particular discipline.</li> </ul>	<p><b>Action item:</b> CDCs to collaborate with Program Directors, to inform residents on learning objectives, this should be minuted at an academic half day or such, also to let Team know next meeting how it will be done.</p>
	<ul style="list-style-type: none"> <li>• <b>Item 5.2</b> New EPAs for Phase 4 Faculty development Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Duggan had nothing to update.</li> <li>• Dr. Shorlin reported there was no uptake on the webinar, but 90% of PGY1s should know about EPAs. Video will be circulated. Will have another faculty-wide session (use IM’s Grand Rounds).</li> <li>• Regarding E-clinic card, Stokes reported data reports have been fixed with a print-out of individual cards. Some have no comments. No way to tell if they are weekly or daily.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 5.3</b> Mandatory Procedures Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Are now listed on mid-point (RFM’s formative).</li> <li>• Dr. Duggan, Morag Ryan, Class of 2019, Dr. Leonard and Sandy met to discuss T-Res and about the in-house information app that was</li> </ul>	<p><b>Action item:</b> Sandy to send e-mail re: CDCs going over 9 MP’s with students at mid-point. Still to have one or two they try to</p>

		previously developed, YourClerkship can be updated, and competency checklists added for mandatory procedures, could be useful for other content as well.	ensure student gains exposure to during specific rotation.
	<ul style="list-style-type: none"> <li>• <b>Item 5.4</b> EM Rotation and Exam</li> </ul> <p>Practice Continuum added</p>	<ul style="list-style-type: none"> <li>• Run exam every 3 months, reports Dr. Parsons. Still to be discussed.</li> <li>• NB will write at end of year, likely first Friday in July.</li> <li>• Two week EM block will likely remain in IM 12 week block.</li> <li>• Problems with student engagement in Practice Continuum.</li> <li>• Name change still has to go to Faculty Council.</li> <li>• Stats on module completion required.</li> </ul>	<p><b>Action items:</b></p> <p>EM exam dates to be confirmed.</p> <p>Sandy to send e-mail reminding students about PC.</p>
#6 NEW BUSINESS	<ul style="list-style-type: none"> <li>• <b>Item 6.1</b> Approval of template for Core (LIC Update)</li> </ul>	<ul style="list-style-type: none"> <li>• Core Template for Class of 2020 approved unanimously with same template as last year and two added LIC spots in NB which still offers ten spots, but two will be the LIC.</li> <li>• Proposed to have a sub-Committee to consider possible changes to template to enhance capacity.</li> </ul>	<p><b>Core Template for Class of 2020</b> approved unanimously</p> <p><b>Action item:</b> Sub-Committee to form for template.</p>
	<ul style="list-style-type: none"> <li>• <b>Item 6.2</b> EPA Card for Pediatrics</li> </ul>	<ul style="list-style-type: none"> <li>• Card can go on the App.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 6.3</b> Tracking Prescribed Clinical experiences to EPAs</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>• Clerks are working on a letter re: parking issue.</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 7.3</b> Accreditation Report</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> MSPR Revision Working Group</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. McKay suggested that all disciplines follow the format of Psychiatry’s approach to the Final Assessment, the form the MSPR gleans it’s info from.</li> </ul>	<p><b>New MSPR format approved:</b>  <b>Moved:</b> Dr. McKay  <b>Seconded:</b> Dr. Bishop</p>
	<ul style="list-style-type: none"> <li>• <b>Item 7.5</b> Fac Developm’t Updates</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> Progress Testing</li> </ul>	<ul style="list-style-type: none"> <li>• Deferred.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Item 7.8</b> LIC Implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Deferred.</li> </ul>	
ADJOURNMENT		<ul style="list-style-type: none"> <li>• <b>Next Meeting:</b> October 19, 2017</li> </ul>	