



Phase 1 Management Team Minutes

Monday, September 23, 2024

4:00 p.m.

Webex

Attendees: Sandra Cooke-Hubley (chair), Dr. Aleisha Murnaghan, Carla Peddle, Sarah Peddle, Qasim Dogar, Erin Matthews, Katrin Zipperlen, Steve Shorlin, David Stokes, Zaina Albalawi, Rick Audas, Heidi Coombs, Pam Pike, Scott Moffatt

Regrets: Michelle Simms, James Quinlan, Alison haynes

Recording secretary: Vivian Whelan

Topic	Details	Action Items and person responsible
Introduction and Welcome		
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflicts and no additions. Agenda ok	
Review and approval of prior minutes Action items	April minutes – deferred. An e-vote will be sent out. July minutes – deferred. An e-vote will be sent out.	
1. PESC	<ul style="list-style-type: none"> - The evaluation process has been started for 2024/2025. - Some evaluations have been received from faculty. - The evaluation will be sent out for the first theme after the exam. - This year, tutorials are going to be evaluated. 	Heidi Coombs
2. Assessment	<ul style="list-style-type: none"> - The first exam for Phase 1 is on Friday. The assessment team are meeting after. 	Pam Pike Katrin Zipperlen
3. Clinical skills	<ul style="list-style-type: none"> - Terms of Reference – a member of clinical skills is not included on the TOR. 	Scott Moffatt

Our Vision: *Through excellence, we will integrate education, research and social accountability to advance the health of the people and communities we serve.*

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	<ul style="list-style-type: none"> - Clinical skills is going well. There are more students this year. Dr. Koops was helpful with the planning of clinical skills. - With the increased class size, it was more difficult to recruit MD facilitators. - The majority of facilitators are family medicine. - Some are new facilitators and some are returning facilitators. - Preceptors sometimes give very short notice of not being able to deliver clinical skills. - There are 3 new preceptors. 	
4. ILS	- No report	Debra Bergstrom
5. Physician Competencies	- No report	James Quinlan
6. Research	<ul style="list-style-type: none"> - A presentation was delivered at the beginning of the year. - An algorithm has been set up to better match students with preceptors, this is based on student feedback. 	Zaina Albalawi Michelle Simms
7. Population Health and Applied Health Sciences	- Nothing to report. Going well.	Rick Audas
8. Curriculum Lead	<p>Minor changes</p> <ul style="list-style-type: none"> - Self-directed Learning session by D. Stokes and S. Shorlin changed to Introduction to Lifelong Learning. - Biochemistry changes – wording of objectives changed and one new objective added. - No vote is required. <p>Major changes</p>	Alison Haynes



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	<ul style="list-style-type: none">- Clinical Skills - The Integrated Communication History Taking, currently in Phase 1, would be better place in Phase 2.- Motion: moved Integration Community History Taking to Phase 2.- Moved by: Sandra Cooke-Hubley- Seconded by: Pam Pike- All in favour- This will be brought to Phase 2. - Clinical Skills – Add a session regarding communication with people with aphasia. It is essential that medical professionals know how to communication with people aphasia.- Motion: Added a session about how to communicate with people with aphasia.- Moved by: Sandra Cooke-Hubley- Seconded by: Pam Pike- All in favour- This will be brought to UMGS. - Four major changes by Dr. Mike Grant- Removed four sessions and replace with three sessions. The new objectives are slight variations of what is already there.- Motion: remove four of Dr. Grants sessions and replaced them with three sessions:<ul style="list-style-type: none">1. Adaptive Immunology I2. Adaptive Immunology II3. Adaptive Immunology III- Moved by: Sandra Cooke-Hubley- Seconded by: Pam Pike	
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	<ul style="list-style-type: none"> - All in favour - This will be brought to UGMS. 	
9. Student concerns	<ul style="list-style-type: none"> - Erin Matthews was welcomed to the team as class President. - Qasim Dogar was welcomed to the team as the phase rep. - The students are asking for transcripts of lecture capture. - This would have to go through UGMS and it would require a policy change. - There was some discussion about adding transcripts. 	Erin Matthews Qasim Dogar
10. New Business		
11. Next Meeting	October 28, 2024	