



Phase 3 Management Team Minutes

Thursday, September 5, 2024

4:00 p.m.

Webex

Attendees: Debra Bergstrom, chair, David Stokes, Katrin Zipperlen, Sarah Peddle (UPEI), Steve Shorlin, Alison Haynes, Heidi Coombs, Brian Kerr, Michelle Simms, Aleisha Murnaghan (UPEI), Jerry McGrath, Rick Audas, Riley Moores, Sajid Khayer, Chris Earle, Carla Peddle

Regrets: James Quinlan

Recorded by: Vivian Whelan

Topic	Details	Action Items and person responsible
Introduction and Welcome		Deb Bergstrom
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflicts or additions	Deb Bergstrom
Review and approval of prior minutes	- Agenda accepted - Minutes are good	Deb Bergstrom
1. Assessment Working Group	- The assessment plans and the assessment schedule are online. Exam questions are being reviewed.	Suzanne Drodge/ Katrin Zipperlen
2. Curriculum Lead	There are major changes: 1. Cardiology: reduce the Myocardial and Pericardial tutorials from 1.5 hours each to 1 hour each. B. Kerr motioned that the Myocardial and the Pericardial tutorials are reduced from 1.5 hours each to 1 hour each.	Alison Haynes

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	<p>Seconded by: Jerry McGrath All in favour</p> <p>2. Cardiology: add a 1.5 hour Arrhythmia tutorial. B. Kerr motioned to add a 1.5 hour Arrhythmia tutorial. Seconded by: Rick Audas All in favour</p> <p>3. Hematology – there are two 2-hour Transfusion and Blood Grouping session. One 2-hour session will be removed B. Kerr motioned to reduce the time for Transfusion and Blood Grouping to one 2-hour session. Seconded Rick Audas All in favour</p> <p>4. Research: removed Research ILM data collection & Analysis. Make it available on D2L B. Kerr motioned to remove the Research Data Collection & Analysis ILM and make it available on D2L. Seconded by: Rick Audas There was some discussion.</p>	
3. PESC	<ul style="list-style-type: none"> - PESC is in the process of compiling reports. - The theme evaluation forms are ready. - Faculty evaluations are in progress 	Heidi Coombs/ Deb Bergstrom
4. Clinical Skills	<ul style="list-style-type: none"> - No issues 	Maria Goodridge
5. ILS	<ul style="list-style-type: none"> - All sessions are allocated. - Family Medicine have signed up for all sessions. 	Jerry McGrath Steve Shorlin

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	<ul style="list-style-type: none"> - One specialist has been recruited for the fall ILS sessions. - Can the facilitators' names be added to the schedule? 	
6. Research Curriculum Group	<ul style="list-style-type: none"> - Dr. Earle and Michelle met with the class last week. - The research check-in form is due later this month. - The phase research leads are meeting tomorrow. 	Michelle Simms Chris Earle
7. Community Health & Faculty Issues	<ul style="list-style-type: none"> - No issues 	Rick Audas
8. Physician Competencies	<ul style="list-style-type: none"> - No report 	James Quinlan
9. Learner Issues	<ul style="list-style-type: none"> - The learners want the ILS session on November 8, which is before their midterm break, to move to Thursday afternoon after the exam. There was some discussion. It cannot be moved. - While work is ongoing in both lecture theatres, the class of 2027 are in theatre B. There was some discussion about concerns and issues. - Dr. Bergstrom encouraged students who are having issues in lecture theatre B to reach out to her. 	Riley Moores Sajid Khayer
10. Accreditation Updates	-	Brian Kerr
11. New arising	-	
12. Next meeting	October 3, 2024	