

Phase 4 Management Team Meeting MINUTES

Thursday, March 18, 2021
4:00 pm via Zoom

Attendees: A. Anthony, S. Badcock, J. Bishop, H. Coombs, T. Doyle, N. Duggan, E. Fowler, J. Hearn, A. Hunt, K. Keoughan, B. Kerr, T. Lambert, C. Murray, C. Patey, F. Paulin, C. Peddle, K. Quinlan, S. Reid, L. Russell, M. Simms, C. Smith, K. Zipperlen

Regrets: T. Adey, S. Atkinson, D. Stokes,

Topic	Detail	Action Items and person responsible
1 Introduction and Welcome - N. Duggan	A welcome was extended to all attendees.	
2 Agenda review		
2.1 Review for Conflict of Interest – N. Duggan	No conflicts of interest were brought forward.	
2.2 Confirmation of Agenda – N. Duggan	Confirmed.	Motioned: T. Lambert Seconded: F. Paulin
3 Approval of prior minutes		
February 18, 2021	Approved by consensus.	Motioned: C. Murray Seconded: C. Patey
4 Review of prior action items		
(5.1 – Feb 18) Action: T. Lambert to follow up with F. Paulin on pending changes to IM in the Saint John block rotation for the next clerkship year.	Learners will be pleased with the set-up of the IM rotation for the next clerkship year and will have options to choose from with subspecialties.	Actioned.
(6.1 – Feb 18) Action: A. Anthony to coordinate meeting with N. Duggan and J. Thorburn to discuss the current status of the Clinical Skills IV offering for the class of 2021.	Message going out to learners expected tomorrow, pending confirmation of a couple of points following meeting with David Stokes.	Actioned.
(6.1 – Feb 18) Action: C. Smith to check with surgical subspecialties that may	No update on this action item was available at this time.	



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<p>be able to offer an experience to a core clerk due to significant impacts to learners since shutdown and move to alert level 5. Passed by P4M: Motioned: N. Duggan Seconded: T. Lambert</p>		
<p>(6.2 – Feb 18) Action: J. Hearn to have that person (who was not aware of cancelled ANES rotation) to reach out to A. Anthony or N. Duggan.</p>	<p>J. Hearn passed that along but didn't hear anything back.</p>	<p>Actioned.</p>
<p>(7.1 – Feb 18) Action: N. Duggan/S. Reid to submit course response report for MED 8710 for the class of 2021 to K. Zipperlen.</p>		<p>Actioned.</p>
<p>(8.1 – Feb 18) Action: B. Kerr to consult with HSIMS to discuss piloting the new EPA on SDoH.</p>	<p>Met with D. Stokes and S. Pennell and EPA 14 could easily be added if it just involved the three choices in the drop down list.</p>	<p>Actioned.</p>
<p>(8.1 – Feb 18) Action: A. Anthony to coordinate with R. Mercer in CHH on communication going out to faculty in requesting volunteers to sit on a committee to oversee the roll out of the proposed EPA 14.</p>	<p>Met with R. Mercer, message was drafted and sent out. Lots of interest/responses received. That working group is open to others who are interested in joining. B. Kerr – There will be groups formed to look at the pilot edition/formative evaluation for the Fall, faculty development relating on EPA 14 (and all EPAs) and evaluating the whole model.</p>	<p>Actioned.</p>

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5 Presentations		
5.1 NB Update – T. Lambert	<p>Learners received email invite from Horizon Health as an invite to register to book their vaccine. Hoping that will be done in the next few weeks.</p> <p>LIC Fredericton – Planning is progressing really well. Will have preceptors and others ready for August. Hoping to have Administrative Assistant in place in Fredericton by early to mid-April.</p> <p>Strategic report is in the hands of the Dean, will go back to NB for review to be in place for June.</p> <p>Plans in place to hire a LWS coordinator. Lots of interest has been expressed.</p> <p>L. Russell – Same Electives process for NB as last year. NB documents distributed to the class of 2022 by A. Anthony.</p>	
5.2 PEI Update – K. Keoughan	Vaccine update – Site leads working on process for the learners, expecting to be in group 3. Will be communicated to learners, A. Anthony and N. Duggan.	Action: K. Keoughan to communicate vaccine process to learners, and A. Anthony/N. Duggan.
6 Standing Items		
6.1 Medical Students Report (Class of 2021) – K. Quinlan	<p>K. Quinlan - Dates with Heart and Stroke have been arranged (by K. Quinlan and J. Guy) where most of the students can do ACLS. Unfortunately it couldn't be scheduled during CS4.</p> <p>A. Anthony referenced message on Clinical Skills IV to be delivered tomorrow to the learners in the class of 2021 after meeting with David Stokes.</p> <p>K. Quinlan - Asked about vaccines, where do learners sit on the list? C. Peddle – Learners may hear in the next 2 to 3 weeks and expecting it should be in about a month.</p>	Action: A. Anthony to deliver updated message on Clinical Skills IV to the class of 2022 following meeting with D. Stokes.



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<p>6.2 Medical Students Report (Class of 2022) – J. Hearn</p>	<p>J. Hearn - Asked about limited visiting electives and what this means? N. Duggan – Limited means in terms of the # (possibly 2 x 2 week, back to back electives) of weeks and not in terms of geography. Have not heard that it will be any earlier than the fall. All learners will have to follow public health rules in place. Learners are reminded of the supplemental NB application for local placement requests in NB.</p> <p>J. Hearn – Asked about the half way point check in for learners in P4. That meeting will happen tonight following the conclusion of the P4M meeting. N. Duggan – If anyone needs coaching they will be contacted sometime in the next week or so. Learners are encouraged to review the assessment plan and should be aware of what to expect at the 9 and 12 month check in. If learners have any progress concerns, they are always invited to reach out to N. Duggan and S. Reid or to LWS.</p> <p>Asked about proctoring of the next exam on April 9. N. Duggan - The April exam (for the class of 2022) will not be proctored but the final exam will be proctored.</p>	
<p>6.3 Accreditation Update Information - B. Kerr</p>	<p>Discussed where things stand in the lead up to Accreditation. Expression of interest to secure interested student involvement for the ISA will be sent out shortly. Currently setting up the ARC (to complete the Medical School Self Study) that will review all documentation and data. An expression of interest will go out soon looking for volunteers. The upcoming mock accreditation review will be a great time for everyone to brush up on related information.</p>	
<p>6.4 LIC Update</p>	<p>Nothing to report.</p>	

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7 Business Arising		
<p>7.1 Recording of Didactic Teaching Sessions - T. Lambert</p>	<p>Asked about the recording of sessions for P4 teaching. Could this become standard given the lot of progress with distributed teaching in virtual world? Particularly important for the distributed sites but particularly for sites with LIC students that would that to happen synchronously with other learners. Not sure why it can't be a standard that you can't be recorded, if this is the case perhaps lecturers shouldn't be involved in clerkship.</p> <p>Is there value in live session when it is formatted in a case presentation style? J. Hearn - It doesn't work out the same necessarily in a live session as it would in person. It will become even more important as LIC expands into NL. K. Quinlan - Perhaps it could be offered in a text document, at least the learners wouldn't miss out on the teaching with the option to review it at a later date. In Phases 1 to 3, faculty don't have to record their lectures, particularly if it is their own research. N. Duggan – Asked if there was a general reluctance amongst faculty to record. We should come up with a resolution, equitable access for learners. This would solve an issue for learners at distributed sites. C. Smith agrees every session should be recorded and uploaded. Challenge to get people to use technology. Struggle with getting people to teach. N. Duggan referenced what is happening in FM, it is one approach but worth looking at.</p> <p>All P4 AHD sessions to be recorded moving forward.</p> <p>Motion: T. Lambert Second J. Hearn</p> <p>All in favour. Motion passed.</p>	<p>Action: C. Smith to reach out to C. Stone to explore teaching options in Surgery.</p>



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<p>7.2 Phase 4 Assessment Plans – Class of 2023 - K. Zipperlen</p>	<p>The draft assessment Phase 4 Assessment Plans for MED 8710, 8720, 8730, 8740, 8750 (class of 2023) were presented.</p> <p>MED 8710 – Biggest change will be with LIC rotations and it will mean that the class of 2023 will follow the pre COVID schedule. There will be a new pass score.</p> <p>MED 8720 – Course will be offered as it was pre COVID.</p> <p>MED 8730 – Current challenge with using same ITAR for research that is used for Electives and Selectives. No changes other than wording change in ITAR regarding research electives to reflect that learner may choose a non EPA based assessment. Will take out reference to EPA based, add in objectives specific to research. Supervisor will have option to comment on the ITAR.</p> <p>MED 8740 – No changes.</p> <p>MED 8750 – No big changes in terms of assessment methods or course criteria. Dr. Atkinson is working with Dr. Maddalena on the LIM modules and to come up with a new due date that will work better. Updated wording with “supervisor” to replace “mentor”.</p> <p>Contact made with each of the CDCs, no changes expected.</p> <p>Assessment plan for LIC – discussion with changing things up and align it better with the block rotations. Consideration given to the addition of summative assessment as everything is currently formative. EPA entrustability would need to happen two times as opposed to the currently noted 3 times.</p> <p>Motion to approve Draft Assessment plans (EPA 1 – 13) with agreement in principle pending addition of EPA 14.</p> <p>Motion: N. Duggan Second: T. Hierlihy</p> <p>All in favour. Passed.</p>	<p>Action: K. Zipperlen to forward updated Phase 4 Assessment Plans for the class of 2023 to A. Anthony</p>
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<p>7.3 Review of Overdue ITARs – C. Murray/C. Patey</p>	<p>Process review for overdue ITARs, timelines for communication to preceptors so that we avoid this next year. C. Smith – No incentive for preceptors to complete and submit ITARs on time. K. Quinlan – There are so many times you can comfortably reach out to preceptors. C. Patey – Reiterated that this responsibility should not be borne by the learner.</p> <p>Current lists outlining overdue ITARs will help to develop process moving process. C. Peddle – Suggested development of form letter and cc CDC and T. Adey on email going out.</p> <p>T. Hierlihy – Delaying completion of the ITARs contributes to diminished quality of the ITARs.</p> <p>N. Duggan – Get together a small working group offline to develop process to deal with the current situation for overdue elective and selective ITARs as well as to look at improving processes moving forward. Interest already expressed by P4M members, others expressing interest should contact N. Duggan</p>	<p>Action: N. Duggan to put together working group to look at Core, S/Elective ITAR distribution, completion and submission.</p> <p>Action: A. Anthony to forward the current lists outlining overdue ITARs to C. Murray and C. Patey. Beyond that to be directed to S. Badcock for any rural NL sites, to T. Lambert for any sites in NB, and to the respective CDCs.</p>
<p>8 Next Meeting</p>	<p>April 15, 2021</p>	<p>N. Duggan</p>
<p>9 Adjournment</p>	<p>6:00 pm</p>	<p>N. Duggan</p>