



Phase 4 Management Team Meeting MINUTES

Thursday, May 20, 2021
4:00 pm via Zoom

Attendees: A. Anthony, S. Atkinson, J. Bishop, H. Coombs, T. Doyle, N. Duggan, E. Fowler, E. Fradsham, J. Hearn, T. Hierlihy, K. Keoughan, B. Kerr, T. Lambert, B. Metcalfe, C. Murray, C. Peddle, S. Reid, L. Russell, M. Simms, D. Stokes, K. Zipperlen

Invited Guests: J. Allison, S. Badcock

Regrets: T. Adey, G. Duguay, A. Haynes, A. Hunt

Topic	Detail	Action Items and person responsible
1 Introduction and Welcome - N. Duggan	A welcome was extended to all attendees. Particular mention was made to Eric Fradsham, the P4M student rep for the class of 2023 as this is his inaugural P4M meeting. Quorum was established and the meeting proceeded.	
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 pending the following: Item 7.2 E-Vote on Promotion to Graduation for the class of 2021 to be removed from draft agenda as it relates to the Progress - Comprehensive Review Meetings and not P4M. Item 6.6 PESC Update to be added.	Motioned: J. Bishop Seconded: E. Fowler Action: A. Anthony to remove item 7.2 and add item 6.6. Actioned - Changes are now reflected in the approved agenda.
3 Approval of prior minutes		
April 15, 2021	Approved by consensus.	Motioned: B. Metcalfe Seconded: J. Hearn

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4 Review of prior action items		
(7.1 – Mar 18) Action: C. Smith to reach out to C. Stone to explore teaching options in Surgery.	Tabled from last meeting. C. Smith was not available during the review of action items. N. Duggan will reach out to C. Smith and ask that commentary be available at the next meeting in May.	Tabled.
(7.3 – Mar 18) Action: N. Duggan to put together working group to look at Core, S/Elective ITAR	Tabled from last meeting.	In progress.
(6.2 – Apr 21) Action: J. Hearn to reach out to learner referenced in personal day/call shift conflict and ask that they contact N. Duggan to review for possible future cases.	Didn't appear to be an issue. No particular concerns especially if the student hadn't reached out.	Actioned.
(6.2 – Apr 21) Action: N. Duggan to arrange discussion of year 4 timelines and revised vacation leave policy.		In progress.
(6.2 – Apr 21) Action: N. Duggan, J. Hearn, C. Murray to form draft schedule of post core timelines for the remaining post core obligations.	Update pending next Clinical Skills meeting on June 11, 2021.	Tabled.
(6.5 – Apr 21) Action: J. Allison to distribute documents from the EPA Working Group.	Additional documents have also gone out to the working group itself.	Actioned.

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5 Presentations		
5.1 NB Update – T. Lambert	<p>Had 1st MOU renewal meeting on May 10 that included high level discussions with the NB government. Dean is submitting schedules, suggestions for the next MOU with next meeting in June. Hoping to have all completed by the Fall.</p> <p>Finished with the NB unit strategic unit map. It was an FYI circulated to the P4M committee with no feedback received. Bullet points specific to what NB wants to do and in line with Destination Excellence.</p> <p>Asked about post core S/Electives in clerkship and what the Selective rotations consist of. Concerns with students placed in more than 2 week blocks. It appears to go against the AFMC policy. This has become an issue and is posing logistical challenges with other schools in NB. Looking for a way to negotiate with partners and place students equitably.</p> <p>J. Hearn – students are planning their year around the current policy surrounding S/Electives. T. Lambert and L. Russell – Not sure how it can be resolved. N. Duggan – Mentioned that with the current options as it related to the CaRMS Match, it might be a very small advantage but definitely not huge.</p>	<p>Action: L. Russell to touch base with C. Peddle if any administrative changes to be considered. This will follow T. Lambert meeting with DAL.</p>
5.2 PEI Update – K. Keoughan	<p>BlackBag learners just started their rotation. All going well. Working on preceptors on incoming students, still working on FM. No changes related to COVID with travel requirements staying the same. Incoming learners will get information from K. Keoughan.</p>	
6 Standing Items		
6.1 Medical Students Report (Class of 2022) – J. Hearn	<p>Things are going generally well and Home Elective applications are underway. Concerns with delayed responses pending completion of core with some units/placement contacts. S. Badcock - Still don't have a lot of the PG schedules settled and still waiting on core schedules for the</p>	



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class of 2023. Trying to be as transparent as possible and push forward. Regular contact with units requesting updates. J. Hearn - Is there typically a date by which this would be settled? N. Duggan mentioned that the 2nd iteration Match results just came out today. With programs starting soon, expecting things will start moving quickly. S. Badcock – Referenced FM and the delay with CaRMS. Expecting to have a lot more movement in the next couple of weeks.

Recent changes to NBME exam – progress test changed distribution of topics covered on exam, concerns in class. Rumours have been heard. Is there a plan to mitigate changes? N. Duggan – There was a meeting on this yesterday. K. Zipperlen – We use the NBME product CCSE. It’s pretty similar but changed weight of social sciences content. NBME made changes to align with licensing exam in the US. V. Curran, K. Zipperlen, and S. Reid – Plans to look at ways to adjust standard setting and will look at ways to reference “more” of a norm with the pass mark dependent on how the class is doing overall. K. Zipperlen – There is no option to offer the last test just one more time. C. Peddle – System in place to explore custom forms. K. Zipperlen – Solution for the long term involving build your own exam. It will take time to make sure exam is appropriate. Might be worthwhile moving forward. Further discussions will need to happen to see if that is an option.

Dean’s letter written at the end of clerkship – Is there a session for learners? C. Peddle – Gave a brief overview of what learners can expect from the process with more information provided as time gets closer. Learners are invited to ask questions and to reach out as needed. N. Duggan referenced the needed for students to be regularly following up on ITARs, particularly if there are discrepancies to be discussed. Much more efficient and accurate that ITAR issues



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	<p>be handled up front as they happen. D. Stokes – Mentioned how the ITARs and To Do’s are reflected in One45 with reminders to students to scroll to bottom of page to see all information.</p>	
<p>6.2 Medical Students Report (Class of 2023) – E. Fradsham</p>	<p>Most of the class have secured their key rotations. Can expect delays but information will be released asap.</p> <p>Has it been communicated to preceptors with clinical skills training for the class of 2023 having taken a big hit as this class is a little rusty with clinical skills? C. Peddle – No concerns with learners having met objectives. Faculty will adapt to the skill level. N. Duggan – Preceptors, clerkship faculty are aware of the situation. Interested to see what comes out of debrief. Don’t want to set up false expectations. Nationally it was noted. N. Duggan - Opportunities will be available in the FM clinics. Pleased with virtual care.</p>	
<p>6.3 Accreditation Update Information - B. Kerr</p>	<p>Approached MedSoc to secure student volunteers for the ISA. Plans are in place for data input in Qualtrex. Hoping to complete in early June.</p> <p>Accreditation website is accessible, off the main Faculty of Medicine website. Sections there for Faculty, Staff and Students who are encouraged to view to see review expectations.</p> <p>Looking for volunteers for ARC who will take data from DCI answer questions to complete the MSS.</p> <p>Monthly accreditation moment – For May it is about protected time. Some key points about Phase4 should be highlighted. Screen shared document with Protected Time and Duty Hours Policy key points. Reference to policy and procedures page on the Accreditation and Faculty of Medicine websites. Anyone with questions encouraged to reach out to T. Hearn or B. Kerr.</p>	



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6.4 LIC Update	In Fredericton three faculty development sessions have been booked for June. Just hired the LWS director for the Fredericton site, Dr. Jill Goodyear. All ready to go in Fredericton.	
6.5 EPA 14 Working Group – J. Allison	<p>Stratified into two subcommittees with one working on faculty development for learners. Secured funding for 2 students to help with that. May reach out to P4M to request case studies to be used in faculty development with appears to be the most effective way to get people thinking about the use of EPA 14.</p> <p>The second subcommittee is working with getting this launched. Plans for pilot simulation regarding the wording of EPA and in requesting feedback. Group is just finalizing the wording and evaluation. On schedule to present to learners in the class of 2023 during Phase 4 Preparation. SAS and UGMS has approved the process.</p>	
6.6 – PESC update.	MED 8710 Response Reports for the 2019-20 academic year were presented at PESC and approved. Still missing two reports. For the ones presented, PESC was satisfied with reports and actions plans with moving forward this year. The two outstanding disciplines have been contacted with hopes of getting something soon. N. Duggan offered to assist the respective units.	
7 Business Arising		
7.1 E Vote request distributed on April 19, 2021 - S. Reid	Concerns as this is the 3 rd time this request has been presented with the request very much related to the EPA Working Group. N. Duggan asked that S. Reid present it again here tonight. Was discussed at the EPA Working Group and P4M. Concerns had been previously raised about interpretation on options presented with specific reference to “coaching points”. CDCs can expect to be contacted by the EPA Working Group regarding completion of the 20 minute survey.	

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	<p>7.1 Motion presented: To change the wording for the 3rd option on clinic cards from “The activity was successfully and independently completed by the student with coaching points that would be appropriate for a medical graduate” to “ I confirm the activity was successfully completed by the student”.</p> <p>Motioned: S. Reid Seconded: N. Duggan</p> <p>Vote count: FOR – 12</p> <p>Motion passed.</p>	
8 Next Meeting	June 17, 2021	N. Duggan
9 Adjournment	5:13	