

Phase 4 Management Team Meeting
MINUTES

Thursday, October 21, 2021
4:00 pm via Zoom

Attendees: A. Anthony, S. Atkinson, S. Badcock, H. Coombs, T. Doyle, N. Duggan, G. Duguay, J. Farrell, E. Fradsham, A. Gammal, J. Hearn, T. Hierlihy, A. Hunt, B. Kerr, T. Lambert, K. Lane, B. Metcalfe, F. Paulin, G. Radu, L. Russell, M. Simms, C. Smith, D. Stokes, K. Zipperlen

Invited Guests: J. Allison

Regrets: T. Adey, J. Bishop, E. Fowler

| Topic | Detail | Action Items and person responsible |
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| 1 Introduction and Welcome - N. Duggan | A welcome was extended to all attendees with special mention to Dr. Jamie Farrell who was representing LWS. Quorum was established and it was confirmed that the meeting could proceed. | |
| 2 Agenda review | | |
| 2.1 Review for Conflict of Interest – N. Duggan | No conflicts of interest were brought forward. | |
| 2.2 Confirmation of Agenda for October 16, 2021 – N. Duggan | Confirmed. | Motioned: T. Hierlihy Seconded: G. Duguay |
| 3 Approval of prior minutes | | |
| 3.1 September 16, 2021 - N. Duggan | Confirmed. | Motioned: G. Duguay Seconded: T. Hierlihy |
| 4 Review of prior action items | | |
| 4.1 for June 17, 2021 minutes (6.1 – June 17) Action: N. Duggan – To put together working group to develop orientation package for CDCs and APAs. | N. Duggan will reach out to see who is interested. | Tabled to next meeting. |
| 4.2 for July 15, 2021 minutes (7.1 – July 15) Action: H. Coombs will follow up with course leads regarding response reports. | Has followed up about the Phase 4 Response Reports and we are working on them and they will be presented at PESC in October. | Tabled to next meeting. |

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| <p>(7.1 – July 15) Action: N. Duggan to follow up regarding skills checklists feedback.</p> | <p>Available to students in D2L.</p> | <p>Tabled to next meeting.</p> |
| <p>(6.2 – Sep 16) Action: A. Anthony to update J. Hearn/class of 2022 when information is released on the annual CaRMS presentation.</p> | | <p>Actioned.</p> |
| <p>(6.2 – Sep 16) Action: N. Duggan will follow up with C. Smith to address student concerns about ACS team schedule.</p> | <p>General Surgery is divided into two teams at the HSC - acute care surgery team and an elective team. Students are assigned to one team or the other. Student concerns on ACS with students not getting as much clinic time. Spoke to Dr. Mathieson and some residents. There are opportunities even while students are on ACS. It is difficult to change structure of the teams. What would work best is that students at the HSC should perhaps spend time at both teams but still have them formally assigned to one team or the other. C. Smith is open to doing whatever needs to be done to ensure students getting balanced experience and has reached out to the residents to reinforce the options in ACS and on communications while on General Surgery.</p> | <p>Action: E. Fradsham to reach out to C. Smith via email after this meeting concludes.</p> |
| <p>(6.2 – Sep 16) Action: E. Fradsham will follow up with his classmates re: changes to call/schedule and requests for leave. Will also provide contact information for T-Res so that students can follow up accordingly if there are any issues.</p> | <p>No issues. Select students with call issues have been resolved.</p> | <p>Actioned.</p> |
| <p>(6.3.2 – Sep 16) Action: D. Stokes to speak with A. Siscoe about removing EPA mandatory commentary when completing ITARs.</p> | | <p>Actioned.</p> |



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| <p>(6.3.2 – Sep 16) Action: N. Duggan will draft email to go to CDCs requesting the ITARs be completed no later than two weeks post rotation in order for the CDC have enough time to complete at the 6 week deadline. Will word it to address concerns raised by F. Paulin.</p> | <p>Discussion held during meeting.</p> | <p>Action: N. Duggan to draft email to CDCs requesting ITARs be completed no later than two weeks post rotation.</p> |
| <p>(6.3.2 – Sep 16) Action: K. Zipperlen – Raise the assessment burden issue with the EPA Assessment Working Group.</p> | <p>Meeting in November. Will discuss it then.</p> | <p>Action: K. Zipperlen to provide update after EPA Assessment Working Group meets in November</p> |
| <p>(6.3.2 – Sep 16) Action: T. Hearn /B. Kerr/D. McKeen/M. Steele will speak with clinical chairs request support for CDCs. Will also inquire about incorporating Accreditation into grand rounds.</p> | <p>B. Kerr not able to comment. Discussion for clinical chairs support for CDCs. Incorporating accreditation information into Grand Rounds. B. Kerr expecting that T. Hearn can provide an update.</p> | <p>Action: N. Duggan to follow up with T. Hearn to request an update.</p> |
| <p>(6.3.4 – Sep 16) Action: N. Duggan – Include brief discussion in the annual Electives/Selectives Presentation of policy and who students should contact.</p> | <p>Will be included in the Electives/Selectives presentation happening on November 25 2021.</p> | <p>Action: N. Duggan to include information in the Electives/Selectives presentation happening on November 25 2021.</p> |
| <p>(6.3.4 – Sep 16) Language in Key Dates and Holidays, clarifying language in Protected Time and Duty Hours Policy</p> | <p>Topic brought up by T. Hierlihy. Language in policy needs to be clarified. Concerns surround whether students are/are not to be scheduled for call on a holiday. P4M can make a recommendation to have the language but this initiative should be discipline driven.</p> | <p>Action: N. Duggan to make recommendation for clarification on the language in the policy to UGMS.</p> |



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| <p>(6.3.4 – Sep 16) Action: T. Adey to look at more active ways to monitor time spent in educational and clinical activities.</p> | <p>Message from T. Adey that according to T. Hearn this has been taken care of.</p> | <p>Actioned.</p> |
| <p>5 Presentations</p> | | |
| <p>5.1 NB Update – T. Lambert</p> | <p>Dr Rachel Ouellette, our Fredericton LIC director, is overseeing the creation of a 360 assessment (multi-source feedback) form for LIC from allied health professionals. Discussed whether it would be useful for everyone. Expecting it to be particularly useful in the LIC rotation.</p> <p>Accreditation - We should have regular connections with CDCs and site leads in Fredericton, Moncton and Saint John for the various disciplines to ensure students are getting the same learning experiences.</p> <p>Recording of learning experiences hasn't really been an issue this year especially with virtual learning experience due to COVID.</p> <p>Meeting with Core students this week. A lot has been slowed down/shut down due to the increase in COVID cases. Haven't heard anything yet from students indicating it has been affecting their learning experiences.</p> <p>Asking for thoughts/impressions about the phase out of the MOU between NB and NL.</p> <p>Looking for student volunteers in NB for the Mock Accreditation on Dec 8. Talked to students about rotational feedback. NB faculty does not get a lot of rotational feedback. Feedback that is received tends to be more informal and tends to come from CDCs. H. Coombs – We normally only run reports after receiving three responses and</p> | |



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| | those reports are run each year. We can run reports over multiple years. NB faculty can reach out to request that. | |
| 5.2 PEI Update – K. Lane | <p>No issues brought to our attention from students or preceptors. A new notice that came out this week regarding travel to PEI. Regarding of vaccination status, all will be tested at the border. Students going to PEI need to identify themselves as a health care worker so they can be tested right at the border.</p> <p>N. Duggan - We are going to be working even closer together with the impending PEI/NL medical school agreements in 2023.</p> | |
| 6 Standing Items | | |
| 6.1 Medical Students Report (Class of 2022) – J. Hearn | <p>No concerns, just a few small things to note. Most students are enjoying year 4.</p> <p>One concern came in just after last meeting regarding structured CaRMS letters for FM/EM. Few messages from students wishing that the information would have been sent along sooner. The policy was only passed in August so not sure how much earlier the information could have been sent out.</p> <p>Concerns were brought up about the parking. Unsure if there is anything that this committee can do. Does the P4M team have any ideas?</p> <p>MSPRs – Has there been any thought to character limits used in comments? Should we encourage preceptors to write in long sentences because some may write in short bursts? Are there strict rules about what is/isn't allowed? Who should we reach out to regarding where on the applications to include comments on work experience?</p> | <p>Action: A. Anthony to touch base with CPSNL/Tanya Drover regarding issuance and storage of MINC #s.</p> <p>Action: N. Duggan to reach out to C. Peddle/T. Adey re: # of characters, and where/how to include work experience, who to reach out to.</p> |
| 6.2 Medical Students Report (Class of 2023) – E. Fradsham | Not much to report. | Action: N. Duggan will follow up regarding any updates on visiting |

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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| | Most of the issue are items on this agenda, such as the NBME pass mark and the ACS rotation in Surgery. There are lingering question about visiting electives but no other real concerns. On visiting electives, there is nothing to report yet but if anything is to happen it will be the Spring at the earliest. | electives for the class of 2023. |
| 6.3 Accreditation Update Information - B. Kerr | The Mock Accreditation is scheduled for December 7th and 8th. Ashley will be circulating the associated meeting schedule. As Dr. Lambert mentioned, meeting with learners will be the afternoon of December 8th. The meeting with Phase 4 Committee will be the end of the afternoon on December 7 th . This Mock Accreditation will be overseen by an external person. Dr. Hearn and I will be scheduling meetings with each of the groups to be interviewed over the coming weeks to discuss and prepare as well as share data. Please stand by. The Medical School Self-Study (MSS) is well underway now, and we have asked that those involved in its completion have their respective components ready by Monday, October 25th. This will provide the concept of our pulse prior to the Mock Accreditation. Please check the UGME Accreditation Web site regularly. The "Accreditation Moments" for each month can be found there as well at https://www.med.mun.ca/Accreditation/Home.aspx | |
| 6.4 LIC Update - G. Duguay | N. Duggan - Trying to put pressure especially with loosing LIC opportunities in Fredericton/Moncton and the NB connection with MOU dissolution between NB/NL. | |
| 6.5 EPA 14 Working Group - J. Allison | Moving along. Starting to look for data points. EPA 14 has been accessed 79 times already, pleased to see that it is being utilized. Faculty development materials to be added to the OPED website. Does anyone have insights? Have student reps heard back from classmates around using EPA 14? J. Hearn - Haven't heard anything specifically. Class of 2022 isn't really using it. Will leave it to E. Fradsham to respond for the class of 2023. E. Fradsham - Several in class of 2023 have been successfully using it and discussing it with preceptors. No one missing it and are students are trying hard to incorporate. | Action: J. Allison will send out information in a communication blitz in the next month or so. |
| 7 Business Arising | | |



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| <p>7.1 Determination of Pass Score for the NBME Progress Tests.</p> | <p>Screen shared document – Standard setting for summative progress exam. Will have to vote on this if we agree with this mark. Hoping to move towards a customized summative exam for next year where we (CDCs) can choose the questions the students can be asked. The new process will be more aligned to what students are doing. The change will only be for the summative exam, not the formative exams. The motion if passed by P4M will be directed to SAS and UGMS for approval. Following that approval, it will be posted in the Phase 4 Assessment Plan.</p> <p>Move that pass mark for upcoming year (class of 2023) will be set at 50.</p> <p>Motion: N. Duggan Second: T. Hierlihy</p> <p>All in favour. No oppositions.</p> | <p>Action: N. Duggan to review the motion regarding the setting of the pass mark at 50 for the class of 2023.</p> |
| <p>7.2 Proposal for Amendment to the Medical School Withdrawal Policy - N. Duggan</p> | <p>Document provided by N. Duggan circulated ahead of this meeting. This is from a discussion at the UGME leadership level. Not a completed document, requesting feedback from this P4 committee. The way the policy is written (MUN not Medicine) we didn't anticipate how it would work given that Phase4 covers two years. We are proposing that learners away for a period of time that when returning could apply for medical leave and would not have to redo any blocks previously successfully completed, completed entire block including all elements and with progressing as expected indicated on the ITARs. We would need to put a time limit on it because information changes so fast in Medicine. N. Duggan wanted to introduce the idea at this meeting, just looking for feedback, suggestions at this point. We can revisit it at next meeting, F. Paulin – Need to ensure the wording on the time limit is crystal clear. N. Duggan – We would also need to look at when we would consider allowing the students to return, the logistics of student returning possibly off cycle. T. Hierlihy</p> | <p>Action: N. Duggan to follow up on updating a policy change and process for withdrawal and to also look at the development of a policy for return to clinical duty. Will present at the next P4M meeting.</p> |



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| | <p>feels that a year seems reasonable, maybe include a limit on the # of times students can return before a complete repeat would be warranted. J. Hearn thinks it's a great plan and from a learner wellness perspective it's a great modification to make. E. Fradsham – When students come back, perhaps institute a quarterly check with communication regarding skill level being important. N. Duggan - There is support from P4M. Will share at next meeting. Will have policy change but clear policy around it.</p> <p>From G. Duguay - Would this allow for a student that fails certain block rotations to repeat those blocks, and graduate a year late? We should have formal thoughts on how to re-introduce the students the clinical environment successfully as part of the process. They'll all be a year of rust.</p> <p>From T. Doyle - I think it makes sense and I agree with a year. Maybe could be a "probation period" on return such that they have increased observation to ensure they are continuing to meet competencies?</p> | |
| 8 New Business | | |
| 8.1 Demo of E vote option in Outlook – C. Peddle | | Tabled to next meeting. |
| 8.2 Proposed Wellness Activities (UGME/LWS) Allowances for Students in the Protected Time and Duty Hours Policy – N. Duggan | <p>Derived from a meeting earlier today with A. Anthony, N. Duggan and LWS on a separate matter. Prompted by a disadvantage for students in class of 2023 where students hadn't had a chance to connect.</p> <p>Propose that we offer/support a half day a month where students are off service to allow for the development of a Wellness Initiative supported by UGME.</p> <p>Motion: N. Duggan Second: E. Fradsham</p> <p>Motion passed. No opposition.</p> | Action: N. Duggan to follow up with LWS re: proposal for new student wellness initiative. |



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| | Approved at the P4M level, now turned over to LWS/Students to run with this initiative. It will be mandatory to be excused but not mandatory for students to attend. LWS and students to organize but it will be supported by UGME. E. Fradsham – We can work with LWS to take advantage of the time away. | |
| 9 Next Meeting | November 18, 2021 | |
| 10 Adjournment | 5:58 pm | |