

# UGMS Committee Minutes

Wednesday, 29 April 2020  
4:00 pm via Zoom

Attendees: T. Adey, L. Alcock, C. Campbell, V. Curran, N. Duggan, J. Gill, A. Goodridge, A. Haynes, T. Hearn, E. Hillman, H. Jackman, B. Kerr, T. Lambert, S. Murphy, C. Peddle, A. Pendergast, S. Pennell, J. Reddigan, C. Skanes

Regrets: M. Steele, L. Webster

Topic	Details	Action Items and person responsible
Introduction and Welcome	S. Murphy called the meeting to order at 4:05 pm.	
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflict of interest expressed.	
Review and approval of April 15, 2020 minutes	Minutes were reviewed and approved.	
1. Standing Committee Reports a) PESC	A. Goodridge had no update from PESC for today.	
b) SAS	V. Curran updated as follows: - Clinical Skills courses still need work and will come to this committee at a later date. H. Jackman said Clinical Skills has been discussed in Phase 2 meetings, and there are issues of fitting in GI and MSK and the CLSC wants a coordinated plan across all phases which has not been finalized. After discussion, it was decided no update will be made to assessment plans online yet and everything will come to UGMS for review and approval.	
c) iTac	S. Pennell updated as follows: - HSIMS continuing to receive all materials from faculty via prerecorded means, and YouSeeU sessions are increasing - Phase 2 and 3 exams occurred with no technical issues - working with CLSC on Clinical Skills OSCE - looking at bringing back use of the virtual patient from the past - reevaluating technologies being used now for curriculum delivery and what will be needed for the fall. S. Murphy said he attended Grand Rounds last week in which S. Shorlin used YouSeeU to talk about teaching at a distance and said it was an excellent presentation. S. Pennell said they are looking at how to solve capacity	

# UGMS Committee Minutes

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	<p>issues before consideration can be given to using this more widely.</p> <p>A. Goodridge asked if there are any considerations they should be looking at regarding evaluating courses being delivered with different teaching formats, and it was decided this will be brought back for discussion once further details are received regarding the fall semester.</p>	
d) COWG	<p>A. Haynes had circulated minor changes and said major changes will be coming soon. The group is suggesting a switch of themes to move Blow Flow and Oxygenation to Phase 1 and Infections and Fever to Phase 2. They will be bringing results of a review of program objectives and course goals to next meeting.</p>	
2. Phase 4 report	<p>N. Duggan updated:</p> <ul style="list-style-type: none"> <li>- today got all the ITARS completed for Class of 2020 and all students have been promoted</li> <li>- will be looking at changing processes to ensure assessments are received earlier in the future</li> <li>- for the Class of 2021 everything is online, and teaching is running well</li> <li>- Phase 4 assessment plans should not change for Class of 2022</li> <li>- waiting to hear what the National plan will be.</li> </ul> <p>Assessment Plan updates:</p> <p><b>MED 8710</b></p> <ul style="list-style-type: none"> <li>- no major changes in courses or assessment methods</li> <li>- logistical change to criteria for successful completion to exclude the short rotations of Emergency Medicine and Anesthesia</li> <li>- changed language to emphasize clinic cards are formative excluding Emergency Medicine and Anesthesia</li> <li>- added language re fail grade. E. Hillman asked if they could add language “and/or recommended for graduation” in any Phase 4 situation, and N. Duggan will send to D. Deacon for inclusion in all assessment plans for Phase 4.</li> </ul>	

# UGMS Committee Minutes

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	<ul style="list-style-type: none"> <li>- added definition of rural for both NL and NB</li> <li>- changed some EPA language</li> </ul> <p><b>MED 8720</b></p> <ul style="list-style-type: none"> <li>- name change to Clinical Skills 4</li> <li>- added consequences of fail grade</li> </ul> <p><b>MED 8730</b></p> <ul style="list-style-type: none"> <li>- added consequences of fail grade</li> </ul> <p><b>MED 8740</b></p> <ul style="list-style-type: none"> <li>- added consequences of fail grade</li> <li>- added definition of rural</li> <li>- added link to selectives guide as per learners' request</li> </ul> <p><b>MED 8750</b></p> <ul style="list-style-type: none"> <li>- added formative ethics online module for the Class of 2022</li> <li>- added consequences of fail grade</li> </ul> <p>It was <b>MOVED</b> by N. Duggan and <b>SECONDED</b> by S. Murphy to accept the revisions to the Phase 4 Assessment Plans as presented. All were in favour and the <b>MOTION CARRIED.</b></p>	<p><b>ACTION: It was moved by N. Duggan and seconded by S. Murphy to accept the revisions to the Phase 4 Assessment Plans as presented. Motion carried.</b></p>
<p>3. Phase 3 report</p>	<p>J. Gill brought forward the following issues:</p> <ul style="list-style-type: none"> <li>- <u>Clinical Skills</u>: need approval for the curricular changes in Phase 3 Clinical Skills. A number have already been completed. The Clinical Skills in Phase 3 Committee is satisfied they are adequately able to assess the students on their work to date except for 2 students who will have to do a summative witnessed physical exam before promotion to Phase 4. There will be no OSCE for Phase 3 Clinical Skills. The Days in Violence session has been converted to online, but they still need 9 hours in the schedule late May or June which would be a major curricular change. S. Murphy said the Committee agrees in principle but requires a formal document outlining changes.</li> <li>- <u>Phase 4 Prep</u>: Phase 3 Committee met to discuss and</li> </ul>	

# UGMS Committee Minutes

Wednesday, 29 April 2020  
4:00 pm via Zoom

	<p>came up with converting most of the content to online, and would like to deliver online content during currently scheduled time, but the 5-day in-person content still needs a place in the schedule when students return before start of Phase 4. After discussion, it was decided they would go ahead with the online portion and bring back the issue of where to deliver the in-person content for further discussion. T. Adey asked if there would be any way to embed the Phase 3 face-to-face sessions into the Phase 4 curriculum, and N. Duggan said they would look at getting it in there somewhere. J. Gill to send N. Duggan the portions that are pending to look at options. N. Duggan will also check with M. Goodridge on some sessions.</p> <p>- Block 7 exam went very well without significantly higher results from the previous year's exam.</p>	<p><b>ACTION: The issue of where to add the 5-day in-person content of Phase 4 Prep to be keep on agenda for further discussion.</b></p> <p><b>ACTION: J. Gill to send N. Duggan the portions of Phase 3 face-to-face session for Phase 4 Prep that are pending to look at options of where it could be added. N. Duggan will also check with M. Goodridge on some sessions.</b></p>
<p>4. Phase 2 report</p>	<p>H. Jackman updated:</p> <p>- <u>Clinical Skills</u>: right now, there is one summative assessment based on everything completed to date which will be the mark without the OSCE. V. Curran added they would have to consider if any student is negatively impacted by this, and H. Jackman said she would look at that when she sees the results.</p> <p>- Block 3 exam went well and on par with last year's exam.</p> <p>- B. Kerr explained the proposal to add an interactive research ethics application and consultations webinar during the Phase 2 research block in May to provide an opportunity for learners to ask questions and get feedback. This was previously approved in the last Phase 2 Management Team meeting.</p> <p>It was <b>MOVED</b> by H. Jackman and <b>SECONDED</b> by S. Murphy to approve the addition of the research webinar as presented.</p> <p>All were in favour, and the <b>MOTION CARRIED</b>.</p>	<p><b>ACTION: It was moved by H. Jackman and seconded by S. Murphy to approve the addition of the research webinar as presented. Motion carried.</b></p>
<p>5. Phase 1 report</p>	<p>A. Pendergast said they are planning for next year. She also brought up the low-rated Biostatistics course</p>	

# UGMS Committee Minutes

Wednesday, 29 April 2020  
4:00 pm via Zoom

	<p>which has been discussed with PESC. A Goodridge said many feel it is taught at a higher level than it needs to be and there has been criticism of the evaluation format. No action has yet been taken to address constant student concerns. S. Murphy will try to advance this and asked A. Pendergast to send him the file on this soon as it is offered at the end of September/October. B. Kerr offered to contribute if needed.</p>	<p><b>ACTION: A. Pendergast to send S. Murphy the file on Biostatistics.</b></p>
6. Report from NB	<p>T. Lambert updated:</p> <ul style="list-style-type: none"> <li>- their medical education committee is concerned is whether the two clerkship classes will overlap when clerkship starts again and if New Brunswick sites have the clinical and housing capacity to deal with that. This will hopefully become clearer in the next month.</li> <li>- meeting on Friday with T. Adey and N. Duggan regarding development process for LIC in Fredericton</li> <li>- would have to see what the expectation for New Brunswick would be with regards to Phase 4 prep deliverables and asked to have information shared with him and he will look at it more closely</li> <li>- T. Adey said we can now start to plan what Phase 4 is going to look like based on the July 6 date. No date yet as to when electives will start booking again.</li> </ul>	
7. Accreditation matters	<p>T. Hearn updated:</p> <ul style="list-style-type: none"> <li>- update from CACMS that they have semi-waived accreditation element about 130 weeks of instruction</li> <li>- still vague with deadlines, but the Dean wants them to move ahead with the DCI</li> <li>- she and B. Kerr are still meeting with people regarding the DCI and are available if there are questions</li> <li>- working with Communications to get information on website soon.</li> </ul> <p>S. Murphy asked if the DCI is supposed to be completed as if things were “business as usual” or based on the current situation, and T. Hearn said it is better to look at things as we have in the past.</p>	
8. Senate/SCUGS/University issues	<p>T. Adey said a document circulated to students advised them to prioritize core instead of electives and contains</p>	

# UGMS Committee Minutes

Wednesday, 29 April 2020  
4:00 pm via Zoom

	<p>recommendations around retuning to clerkship.</p> <p>She updated further with the following:</p> <ul style="list-style-type: none"> <li>- the Dean’s Task Force is still meeting every day discussing issues as they arise</li> <li>- the frequency of student updates has been reduced to Wednesdays only in consultation with learners due to decreased need</li> <li>- Phase 2 and 3 will complete the remainder of the academic year remotely</li> <li>- they will attempt to provide learners at least 4 weeks’ notice for resumption of in-person learning</li> <li>- at last week’s weekly UG Dean meeting, the AFMC was looking for a proposed return to clerkship date. There are various dates across Canada, and our Public Health recommends July 6. With limited PPE, this date will be guided by safety of the patient, safety of the student and appropriate learning experience. This will be reevaluated as we go.</li> <li>- no date yet as to when the electives/selectives will start booking again</li> <li>- she is on the UG Deans Committee who meet every Wednesday.</li> <li>- she is also on the AFMC Residency Matching Committee who meets weekly where the big focus is to determine a CARMS timeline for 2021</li> <li>- the MedSoc President mentioned to her that some learners are finding it challenging and not of value to work on the assignments added to the curriculum around COVID-19 and asked to keep that in mind as we move forward.</li> </ul> <p>T. Adey thanked everyone for all their work in this process.</p>	
<p>9. Senior Management Committee/Policy</p>	<p>T. Adey said there was a special SMC this week with a Zoom with the new President of Memorial.</p> <p>J. Reddigan said she will begin bringing forward policies for review again soon.</p>	
<p>10. UGME office report</p>	<p>C. Peddle said she has one member working on site,</p>	

# UGMS Committee Minutes

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	and the others are working well from home. She is doing daily check-ins and weekly Zoom meetings with staff.	
11. Matters from minutes	No matters arising from the minutes.	
12. New business	No new business.	
Next Meeting	May 20, 2020	Adjourned at 5:25 pm