



Phase 1 Management Team Minutes

Thursday, October 7, 2021

4:00 p.m.

Webex

Attendees: Amanda Pendergast (chair), Jon Church, Katrin Zipperlen, Alex Darmonkow, Katie Bonner, Amanda Pendergast, David Stokes, Michelle Simms, Steve Shorlin, Heidi Coombs, Rick Audas (acting), Carla Peddle, Pam Pike, Joel Koops

Regrets: Tanis Adey, Stephanie Atkinson, Brian Kerr

Recording secretary: Vivian Whelan

Topic	Details	Action Items and person responsible
Introduction and Welcome	Amanda thanked Laura Gillespie, retired, for her help. Natalie Beausoleil is currently on sabbatical. Amanda thanks Rick Audas for covering while she is away. Amanda also thanked the three student reps for their help last year. Introductions were made. There are two new class reps.	
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflicts and no additions.	
Review and approval of prior minutes Action items	March minutes were mostly evaluations reports. There were four successful courses which all rated above 3.5. The Rubric for 5730 needs to be followed-up. Motion to approved November minutes: Amanda Pendergast Seconded by: Jon Church All in favour	

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1. MED 5710	<p>The first exam is on Monday. Still waiting to get the final scores. The official should be sent out soon. The exam are in-person.</p> <p>Questions are being received in a timely manner.</p>	<p>Pam Pike Katrin Zipperlen</p>
2. MED 5720	<p>Clinical skills is going good. Made their homework easier. There is a continuity plan if anyone has COVID related illness.</p>	<p>Joel Koops Maria Goodridge</p>
3. MED 5730	<p>Some learners have reach out: getting a project supervisor. They can contact Michelle. There is anxiety regarding choosing a good project for residency. Research is Phases 1-3, it doesn't have to continue. Can match learners with a supervisor is having issues. Forms are due at the end of October.</p>	<p>Jon Church Rick Audas</p>
4. MED 5740	<p>There are no concerns. There is no word regarding attendance for the Early Clinical Experience. Having issues with recruiting preceptors. Some may still be working remotely or at different locations. Residents and locums are being contacted.</p>	<p>Rick Audas Norah Duggan</p>
5. ILS	<p>Orientation was on Tuesday, it went well. It was fairly didactic. The next ILS session is on November 23. Major changes were done last year that went well. Remote worked better and involved more physicians that are not located locally.</p>	<p>Debra Bergstrom</p>
6. Curricular Issues and Accreditation	<p>Accreditation is April 4-6, 2022 and it will be a virtual visit. The Dean has asked everyone to keep these days open in case you are called upon.</p>	<p>Brian Kerr Alison Haynes</p>

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	There were quite a few minor changes. Objectives are still being reviewed. COS developed a need to know document. David developed a video. Hopefully this will be circulated next week. There are no major changes.	
7. Other Faculty Issues	No issues.	
8. Other Student Issues	<p>QI – learners not being notified well in advance of case studies. The learners didn’t know what case studies were but they enjoyed them. Rooms were changed.</p> <p>COVID protocol – there is an authorization for remote learning and assessment form. If a learner is unable to attend class due to COVID related symptoms, they fill out the form, which is automatically sent to Vivian. A Webex session will be set up if the faculty agrees. The instructor can also use lecture capture.</p> <p>There are two continuity plans. Plan A is for 1-49% of learners absent due to COVID. There will be a hybrid model in place. Plan B, if 50% or more are absent, teaching will be entirely remote.</p> <p>If faculty can’t attend their teaching session, they can contact Vivian. Arrangements are made for remote teaching, either via live Webex or a recorded lecture. Lecture capture is the easiest. Learners are having trouble finding prep material on D2L. HSIMS can add notes in the note section if they know when prep is</p>	Alex Darmonkow Katie Bonner



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	needed. Learners can contact S2L if they are having issues locating material on D2L.	
9. New Business	Amanda Pendergast will be stepping down as Phase 1 lead next Spring. She has been the Phase 1 lead for 6 years. Is there anyone interested as the Phase 1 lead?	
10. Next Meeting	November 25, 2021	