



Phase 1 Management Team Minutes

Monday, September 26, 2022

4:00 p.m.

Webex

Attendees: Sandra Cooke-Hubley (chair), Michelle Simms, Alison Haynes, Brian Kerr, Heidi Coombs, Katrin Zipperlen, Mary Jane Butler, Shruti Bandi, Natalie Beausoleil, Taryn Hearn, Carla Peddle, David Stokes, Pam Pike, Joel Koops

Regrets: Christine Aubrey-Bassler

Recording secretary: Vivian Whelan

Topic	Details	Action Items and person responsible
Introduction and Welcome	Introductions and welcome to Dr. Sandra Cooke-Hubley who is the new Phase 1 Lead. The new Phase 1 student reps are Mary Jane Butler and Shruti Bandi.	
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflicts and no additions.	
Review and approval of prior minutes Action items	Prior minutes Motion to approve: Taryn Hearn Seconded: Alison Haynes	
1. Assessment	Assessment is going well. The first exam is next week. The receipt of questions is going well. The new Burr method will be used.	Pam Pike Katrin Zipperlen
2. Clinical Skills Gender Inclusive Language	A gender inclusive language document is working its way through the system. It has been revamped and implemented in Phase 1 Clinical Skills. Any concerns can be sent to Joel. LMCC doesn't have OSCE anymore. Changes have been made to lectures.	Joel Koops

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3. PESC	No evaluations yet. A survey will be sent to the class at the end of each block. Heidi will bring feedback to the next meeting. Responses have been decreasing.	Heidi Coombs
4. ILS		Debra Bergstrom
5. Physician Competencies Research	There is no Phase 1 Research Lead. Jacqueline Costello is helping. Students are working on projects. The students can reach out to Michelle if help is needed.	Michelle Simms
6. Community Health	No Report	Natalie Beausoleil
7. Curriculum Lead	There is a minor change for information purposes only. Heidi Coombs will attend the next UCL meeting on October 6. She will provide feedback examples, positive and negative.	Alison Haynes
8. Faculty Concerns	No issues.	
9. Student Concerns	<p>Some professors don't want to use lecture capture or live link. Lectures were provided via Webex during COVID. It was a temporary measure. MUN is not a hybrid school. To change that, it would have to go through accreditation. It was been discussed with various groups.</p> <p>Organization of content is hard to navigate on D2L. Lectures are posted alphabetically, not chronologically. There is a folder for each theme. All assignments are in the assessment folder. David can do a session with the class if they want more details.</p> <p>Faculty cannot be mandated to record. There is a tech rep in each class to remind faculty to record.</p>	Mary Jane Butler Shruti Bandi

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	<p>Physician Wellness was three hours with not much interaction.</p> <p>Indigenous Health will have a panel of guest speakers. There will be several sessions over four years.</p>	
<p>10. New Business ECE – review of preceptors role ECE – Use of protected time (Tuesday) if necessary</p>	<p>Concern that ECE should be more of a shadowing session and not be unsupervised for a history and physical. Preceptors sometimes don't know if students are a first year student, a clerk or a resident. Possible to use student ID to label their year, but this would be a cost to the student through LWS.</p> <p>Can ECE avail of Tuesday's Protected Time for ECE sessions? Getting enough preceptors is an issue. Phase 3 class rep brought it back to the class and they are in favour of using Protected Time for ECE sessions.</p> <p>All are in favour of allowing ECE to use Protected Time Tuesday afternoons.</p> <p>Send out the proposed use of Protected Time for an e-vote.</p>	
<p>11. Next Meeting</p>	<p>October 17, 2022</p>	