



## Phase 3 Management Team Minutes

Wednesday, March 2, 2022

4:00 p.m.

Webex

Attendees: Jasbir Gill, chair, Brian Kerr, Alison Haynes, Katrin Zipperlen, Steve Shorlin, Suzanne Drodge, Taryn Hearn, David Stokes, Rick Audas, Georgia Darmonkow, Jerry McGrath, Heidi Coombs, Fiona Landells, Carla Peddle

Regrets: Michelle Simms, Rod Russell

Recorded by: Vivian Whelan

| Topic  | Details  | Action Items and person responsible |
|--|--|-------------------------------------|
| Introduction and Welcome   |  | Jasbir Gill                         |
| Agenda review <ul style="list-style-type: none"><li>- Review for Conflict of Interest</li><li>- Confirmation of Agenda</li></ul> | No conflict  | Jasbir Gill                         |
| Review and approval of prior minutes – Review of action items from previous meeting  | Motion to approve: Rick Audas<br>Seconded by: Alison Haynes  | Jasbir Gill                         |
| 1. Assessment Working Group  | Jennifer Kirby has moved to another position. Fatima Hammond is helping with Phase 3. Challenge cards were discussed at SAS.<br><br>Everyone passed the last exam. The request that was sent to faculty for explanations of their formative questions has been receiving good responses. | Suzanne Drodge/<br>Katrin Zipperlen |

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|                                      | Students can see their explanations of the correct answer.  |  |
| 2. Curriculum Lead                   | Next year's schedules are currently being worked on. They will be similar to this year's schedules. Delivery is hybrid right now.                   | Alison Haynes                                    |
| 3. PESC                              | No update. Need a QI session attached to the schedule before the accreditation visit.   | Heidi Coombs/ Jasbir Gill                        |
| 4. Clinical Skills                   | No report   | Debra Bergstrom                                  |
| 5. ILS                               | ILS is going well. Cardiology ILS is next week and Dr. Steve Duffett, cardiologist, will be attending. The next one after that is in June.          | Jerry McGrath                                    |
| 6. Research Curriculum Group         | No issues   | Rod Russell<br>Michelle Simms                    |
| 7. Community Health & Faculty Issues | Going well  | Rick Audas                                       |
| 8. Physician Competencies            | Nothing to report   | Stephanie Atkinson                               |
| 9. Learner Issues                    | Going well.   | Georgia Darmonkow<br>Fiona Landells<br>Ian Janes |
| 10. Accreditation Updates            | The final schedule of the accreditation visit should be available soon. Maybe have a run through later this month. Brian will post a 'cheat' sheet. | Brian Kerr<br>Taryn Hearn                        |
| 11. Next meeting                     | May 4, 2022<br>Motion to adjourn meeting: Rick Audas<br>Seconded by: Alison Haynes  |  |

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