

**Phase 1 Management Team**  
**September 24, 2015**  
**1600- 1730**  
**M2M240**  
**Minutes**

**Present:** Victor Maddalena, David Stokes, Steve Shorlin, Laura Gillespie, Cecily Stockley, Jinelle Ramlackhansingh, Carla Peddle, Cathy Donovan, Jon Church, Steve Darcy, Amanda Pendergast via teleconference, Diana Deacon, Gerona McGrath, Vivian Whelan

Introductions were made for the new team members.

**1.0. Review/Approval of Agenda**

Approved.

**2.0. Review/Approval minutes from March 26, 2015**

Minutes approved.

**3.0. Business Arising**

- Jon Church is replacing Vernon Richardson for Special Projects.
- Proposal to shift away from independent projects and towards four years of research.
- The first exam is on Monday. This will be the first time applying the Hofstee method.

**4.0. Standing Items**

**4.1. Healthy Person/ Integrated Learning Sessions**

- There are two ILS stems left to prepare. Facilitators have been assigned to all ILS.
- Eventually we will have a bank of stems that can be used from year to year.
- The stems are based on St. James rural community.
- Students would like to have a rural doctor Skype in to facilitate ILS sometimes. The Team agreed to consider this.
- There has been some discussion about having ILS evolve over the 3 Phases of the curriculum.
- Assessment: This year there are 5 summative exams instead of 4. There will be no reassessment for the first exam.
- There will be two Anatomy lab exams, which is new to the new curriculum.
- The Hofstee method is new. The Pass will be between 60% and 70%. Maximum failure is 8 students (10%).
- The questions for the exam were received on time. There will be questions from the gross anatomy lab on the summative assessment.

**4.2. Special Projects**

- Independent Projects has been discontinued for this version of Phase 1. The UGMS has approved a “research curriculum” to ensure students learn the research process over the 4 years of the curriculum. .

*Action: Victor will send an email of what was approved by UGMS.*

- Phase 1 deliverable is a lit review and Poster at the end of Phase 1.
- Mentors are there to guide and mentor students.
- It was suggested that we establish a “Research Curriculum Working Group” to oversee the implementation of the research curriculum. Composition of the working group will include Laura Gillespie, Jon Church, students, etc.

#### 4.3. Community Engagement

- It is going well. Attendance is good when there are guests.
- Dr. Donovan identified the ongoing problem of recruiting physician preceptors for the community visit.
- All preceptors must have an appointment with the Faculty of Medicine.
- Amanda Pendergast and Norah Duggan with Family Medicine are also having problems with community preceptors.

*Action: Set up a meeting to include Victor Maddalena, Cathy Donovan, Amanda Pendergast, Norah Duggan, Don McKay, Jinelle Ramlackhansingh, Janet Bartlett, Sarah Eustace, and Phase Leads to discuss lack of preceptors.*

Community Health has a problem getting enough teachers and grading assignments. Graduate students can grade assignments but they will still need to be reviewed.

*Action: Victor Maddalena and Jinelle Ramlackhansingh will meet with Don McKay re: grading of assignments.*

- Carla Peddle will look into what other schools are doing about grading.
- Potential preceptors don't want to become associated with MUN.

#### 4.4. Clinical Skills

- No issues identified.

#### 4.5. Quality Improvement – Report

- There has been one QI session so far.
- Alan Goodridge is presenting tomorrow on how feedback is captured and followed up.

#### 4.6. Student Issues – Discussion

- No Issues were identified other than those raised during the QI session. New Phase 1 students will join Phase 1 Mgt Team when they are elected by their class.

#### 4.7. Faculty Issues – Discussion

- Will start block review with faculty to get faculty feedback. It is voluntary and faculty need to know where it goes.
- Updating faculty Evaluation Policy.
- Community Health – challenged with inputting content in D2L. It is not user friendly. It is hard to find things in D2L.
- Need a cheat sheet for computers in the rooms.
- Victor asked for feedback re: Phase 1 meetings, communication, etc.

#### 5.0. New Business

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**6.0 Date Next Meeting:** October 22, 2015