

**Phase 2 Management Team**  
**January 18, 2016**  
**1600- 1800**  
**M2M240**  
**Minutes**

**Present:** Lisa Kenny, David Stokes, Steve Shorlin, Diana Deacon, Gerona McGrath, Maria Goodridge, Jinelle Ramlackhansingh, Vereesh Gadag, Lesley Turner, Pushpa Sathya, Vivian Whelan, Kirsty Tompkins

**Regrets:** Mike Hogan, Cassandra Hawco, Amanda Pendergast, Barton Thiessen, Lyn Power, Norah Duggan, Don McKay, Carla Peddle, Katrin Zipperlen

**1.0. Review/Approval of Agenda**

No additions

**2.0. Review/Approval minutes from November 23, 2016**

Motion to accept: Maria Goodridge

Seconded by: Vereesh Gadag

All in favour.

**3.0. Business Arising** (Integrated into Standing Items)

**4.0. Standing Items**

4.1. Assessment

4.1.1. Assessment Plans for Class of 2019

- The assessment plans have been review by SAS on Dec 23, 2016..
- The assessment plan will be presented for approval at the UGMS meeting on January 20.
- Each Assessment Plan was reviewed in detail and all concerns were addressed.
- All members in attendance were in agreement will the assessment plans.
- Lisa is giving an introduction to Phase 2 on February 8. The students will have access to the assessment plans prior to the session on Feb 8.

4.2. Evaluation

4.2.1. Phase 2 evaluation response reports

- Phase 2 evaluation response reports have been submitted to PESC.

4.3. Phase 2 schedule Class of 2019

4.3.1. There were no concerns voiced regarding the Phase 2 schedule.

4.4. ILS/Life-long learning

4.4.1. Stem update

- There is a need for an ILS stem database.
- Dr. Darcy and HSIMS will develop a data base using CBlue . This project will take time
- Lisa, Pushpa, Jinelle and Steve Darcy will meet to discuss the process of organizing existing stem and generating stems as needed for phase 2

4.4.2. Need for assessors

- UGME has sent request to faculty to grade ILS assignments.

#### 4.5. Special Projects/Physician Competencies

##### 4.5.1. Special Project/Physician Competencies Lead still needed.

##### 4.5.2. Independent Projects

###### 4.5.2.1. Independent project curriculum

#### 4.6. Clinical Skills

##### 4.6.1. Clinical Skill Leave Policy

- Maximal numbers of missed sessions
  - This motion was presented at the last phase 2 meeting. All members present agreed however no formal motion was made.
  - The student representatives voted and agreed via e-mail on Dec 15, 2015

Motion: Accept Clinical Skills leave policy

Motioned by: Lisa Kenny

Seconded by: Lesley Turner

All in favour

#### 4.7. Teaching/Learning Methods

- No update

#### 4.8. Student Issues

- Integrated into standing items.

**6.0 Date Next Meeting:** TBA