



## Phase 3 Management Team Minutes

Wednesday, October 6, 2021

4:00 p.m.

Webex

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Attendees: Jasbir Gill, chair, Michelle Simms, Rod Russell, Alison Haynes, Georgia Darmonkow, Fiona Landells, Rick Audas, Carla Peddle, Heidi Coombs, David Stokes, Jerry McGrath, Suzanne Drodge, Debra Bergstrom

Regrets: Tanis Adey, Brian Kerr, Stephanie Atkinson

Recorded by: Vivian Whelan

Topic	Details	Action Items and person responsible
Introduction and Welcome		Jasbir Gill
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflict Agenda approved	Jasbir Gill
Review and approval of prior minutes – Review of action items from previous meeting	Motion to approve: Jasbir Gill Seconded: Rod Russell All in favour	Jasbir Gill
1. Curriculum Lead	There was a UCL meeting in September. The UCLs were updated regarding in-person teaching. A one-page document has been developed for faculty with instruction and information. David also did a video of how to navigate the curriculum map. This should be circulated soon.	Alison Haynes

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	Most objectives have been reviewed. There have been a lot of minor changes.	
2. Assessment Working Group	<p>7710 Patient 1. The exams were MCQ remotely. They were not open book. Everyone passed the course. The Hofstee Tthe assessment rating was 4.5. There were no issues. Themes 1 and 3 had higher reassessments. Some themes are denser and shorter. The weighting for each exam is well distributed. The number of exams should stay as is. More explanation regarding formative questions needs to be provided.</p> <p>7720: clinical skills 3. All learners passed. Various assessment methods were used. Some received exemplary. They normally do well in clinical skills. Ratings of differential assessment methods were all above 4.</p> <p>7730 Physician Competencies. There was a written assignment and a presentation. Physician Competencies was not impacted by COVID. Assessments ranged from 75-91%. The 2<sup>nd</sup> Life-long learning assignment had several reassessments. Training needs to be provided for the TAs. Make sure expectations are clear for the learners and the TAs. Research went well. The class average was 88.2%.</p> <p>7740 Phase 4 Prep. Everyone passed. Assessment had various components. All sessions were virtual, either live or pre-recorded. Sessions were fairly well received. Learners would like an assessment</p>	Suzanne Drodge/ Katrin Zipperlen



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	<p>schedule. Katrin will put that together. The course still needs a Chair. Some patient assignments were due during P4P, which cause confusion. Other things are happening during those two weeks.</p> <p>7750 Community Engagement. Everyone passed. Various assessment methods were used, MCQ, essay, assignment, community visit handbook. The mean was 85.1%. The standard deviation was similar to previous years. Exam questions were easy. Effectiveness of assessment scored 4.6. Last year was 3.6. Handbook is impractical, response rate was low.</p> <p>SAS continues to meet weekly. The first exam was last week. The Community Engagement exam is this week. Faculty are responding quickly.</p>	
3. PESC	<p>Sending the survey out on one45 is working better. Evaluation forms went out on September 28. Response rate so far is 9%. Heidi will send another reminder. There is an in-person QI session on October 19 after ILS.</p>	Heidi Coombs/ Jasbir Gill
4. Clinical Skills	<p>In-person sessions are going smoothly. Delivering more clinical skills than previously thought they would. Changing schedules is a challenge. Anticipate higher last minute tutor absenteeism.</p>	Debra Bergstrom
5. ILS	<p>Plans are being made. A Hematology facilitator has been confirmed for the November ILIS. No one yet</p>	Jerry McGrath

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	for October ILS. Last year ILS was received well online.	
6. Research Curriculum Group	Not much to update yet. Will have a better idea in a couple of weeks. Learners questioned when they will be on Black Bag. They would like to make travel plans. They can contact Sarah Eustace in Family Medicine.	Rod Russell Michelle Simms
7. Community Health & Faculty Issues	Assessment for changed for AHS. Feedback was good. The format is ok. Better than MCQ. The due date was changed.	Rick Audas
8. Physician Competencies	No report	Stephanie Atkinson
9. Learner Issues	There is a block exam immediately after their Easter break. Can that be moved? There is an OSCE before their Easter break. 100% of the class needs to agree in order to move it. But there is not much time available to move the exam. If it moves by more than one week, it will need approval from SAS and UGMS.	Georgia Darmonkow Fiona Landells Ian Janes
10. Accreditation Updates		Brian Kerr
11. Next meeting	November 3, 2021 Webex	