

PGME COMMITTEE MEETING MINUTES

	Date: Wednesday, December 13, 2023	Time: 07:00 – 08:00 AM	Location: Virtual
MEETING CALLED BY	L. Champion, Associate Dean, Postgraduate Medical Education		
ATTENDEES	<p>N. Adunuri, T. Awani, S. Bains, H. Banner, S. Blissett, L. Bondy, P. Cameron, A. Cheng, M. Chin, J. Copeland, L. Diachun, D. Driman, A. Dukelow, S. Elsayed, A. Ens, A. Florendo-Cumbermack, D. Grushka, S. Gryn, F. Harmos, Y. Iordanous, H. Iyer, L. Jacobs, J. Jang, S. Jeimy, M. Kahng, T. Khan, J. Laba, J. Landau, A. Lum, S. Macaluso, K. MacDougall, W. McCauley, P. Morris, D. Morrison, M. Ngo, M. Nicholson, M. Qiabi, M. Rajarathinam, P. Rasoulinejad, J. Ross, B. Rotenberg, M. Shimizu, L. Sivakumaran, P. Stewart, J. Thain, T. Van Hooren, J. Van Koughnett, S. Venance, J. Walsh, P. Wang, C. Yamashita, Q. Zhang</p> <p>Hospital Rep: R. Caraman, K. Chan, A. Dukelow, D. McVeeneey PARO Reps: M. Chopcian, C. Gnyra, S. Scott Guests: P. Bere, L. Curtis, S. MacGregor</p>		
REGRETS	ML. Myers, S. Northcott, K. Qumosani		
NOTE TAKER	Lindsay Curtis		

1.0 CALL TO ORDER (7:00 AM) & APPROVAL OF AGENDA, MINUTES

- DISCUSSION** ▪ Minutes and agenda approved

2.0 ANNOUNCEMENTS

L. CHAMPION

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| DISCUSSION | <p>2.1 PGME STAFFING ANNOUNCEMENT</p> <ul style="list-style-type: none"> ▪ Patricia Morris has accepted the PGME Manager role. <p>2.2 AFMC UPDATE</p> <ul style="list-style-type: none"> ▪ CaRMS PGY1 match timelines have been approved and published for 2025, 2026 and 2027; an early March match day is designed to be ahead of NRMP; file reviews begin in November through to the second week of January; Interview weeks will be mid-January to early February; asynchronous interviews may be provided. ▪ Structured reference letters are required for Family Medicine, Emergency Medicine, and Orthopedic Surgery; ranking criteria must not include a reference letter from the institution being applied to (i.e. cannot require a reference letter from Western); no requirement from a discipline-specific reference letter; a maximum of three reference documents can be requested. <p>2.3 CFPC OUTCOMES OF TRAINING PROJECT</p> <ul style="list-style-type: none"> ▪ Project to extend Family Medicine residency from two to three years was initially on pause, now on hold indefinitely. <p>2.4 PARO On-Call Stipend Payment Schedule</p> <ul style="list-style-type: none"> ▪ Some programs and residents have had difficulty with on-call stipend and call conversion stipends; payment schedule from Medical Affairs has been distributed |
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with the December meeting material; programs and residents to make PARO and PGME aware of any concerns; PGME to distribute schedule to residents based on request from PARO; Medical Affairs advised they are working on having a custom message on paystub for stipend payments.

3.0 UPDATES

3.1 PARO UPDATE – M. CHOPCIAN

- PARO reps working with Clinical Informatics to upgrade EMR with a focus on efficiency gains for residents; refocusing on reimplementing a non-urgent paging project across some hospital wards to bring better working conditions for residents, improve productive relationships among hospital staff and residents and improve patient care, early stages but will pilot in a ward at Victoria Hospital in the new year; working to improve visibility of PARO reps to foster more connection between reps and general members.

3.2 PGME EDUCATION UPDATE - S. MACGREGOR

- Update on Current Education Programs:
 - Certificate in Leadership (CiL); next session February 15 – Teamwork
 - Resident as Teacher Bootcamp (RTBC) 2024; February 8/9 at Ivey Spencer; acceptances went out last week
 - Serious Illness Conversations Retreat (SICR) 2024: March 1 at Ivey Spencer; acceptances went out this week but still accepting nominations.
- Two Fatigue Risk Management modules have been created, one for programs and one for residents; completion of resident module will be required for new residents in 2024; this year's new residents will be given access, completion is optional.
- PGME is developing a Program Director/Administrator handbook; compiles resources to help with program planning, accreditation standards, PGME/LEO resources, a "year-in-the-life" timeline for CaRMS, examinations, etc.; will be launched in February.
- Two resources for asynchronous CaRMS interviews will be shared after the meeting. The first is a Tips and Tricks sheet from Stephanie Coccimiglio (Windsor Campus), and the second is the link for [InterviewPrep](#), a free online resource for Western students to practice mock interviews.

3.3 MINISTRY OF HEALTH UPDATE - L. CHAMPION

- MOH has not approved our PG allocations at this time, our assumption is they will be approved.
- Current funding for PG funding is at 2010 dollars; COFM Deans have requested an increase to 2024 dollars; for Family Medicine request for increase in preceptor funding as well as infrastructure funding for teaching units and increased resident funding for Distributed Education to cover travel and accommodation expenses.

3.4 CARMS PGY1 MATCH - L. CHAMPION

- Reminders: AFMC electives and letter of reference requirements; screen for conflict of interest for selection team members; ensure confidentiality of applicants and interview questions; all interviews are virtual.
- Site visits may be provided but programs should confirm in writing that it is not required and will not play a role in the application and selection process.
- Don't provide any information on interview offers until it is provided to PGME and is posted on CaRMS.
- 'Swag' can be provided but must have no industry involvement or logos and must be provided to all interviewees, cannot be an indication of ranking.
- Outside of the selection team there must be no rank order list discussions.

DISCUSSION

3.5 PROGRAM ADMINISTRATOR PGME QUARTERLY MEETINGS - L. CHAMPION

- In 2024 PGME will begin hosting quarterly meetings with PAs; meetings will be theme based and offer time to help address questions.

3.6 ACCREDITATION 2027 - L. CHAMPION

- Not that far away; 'not documented equals not done'; programs should have everything they need in place over the next year; developing everything in June 2027 is not a good look and surveyors will notice.
- PGME will be sending out monthly newsletters to PDs, APDs, CC Chairs, CBME Leads, and PAs to help prepare for accreditation; each newsletter will be devoted to one of the nine standards and will offer helpful tips and resources.

4.0 NEW BUSINESS

L. CHAMPION

DISCUSSION

4.2 POLICIES AND GUIDELINES

- Guidelines to Promote EDID in Resident Selection: approval of guideline; updated website links and terminology, removed statement to consider asking applicants to use a standardized background, defined halo effect.
 - Motion to approve new guidelines: S. Bains, L. Diachun, B. Rotenberg and J. Walsh
- Principles for Redeployment: approval of guideline; updated language and deleted unhelpful examples, incorporated fellows/fellowship supervisors into the language.
- PARO requested two changes to make it clear no extension of training required and clarify when residents advised of redeployment; PARO to share principle of redeployment; PGME to amend wording.
 - Motion to approve new guidelines: L. Diachun and J. Van Koughnett
- Virtual Care Guidelines: approval of guideline; new guideline to ensure awareness that virtual care is patient care, usual rules around duty of care, confidentiality, privacy, supervision of residents, documentation apply, relevant policies and resources linked.
- PARO to provide link for their virtual care guidelines; PGME to add to resources.
 - Motion to approve new guidelines: D. Morrison, B. Rotenberg and J. Van Koughnett

6.0 QUESTIONS & ADJOURNMENT (8:00 AM) AND NEXT MEETING

Next Meeting: Wednesday, January 10, 7:00 – 8:00 AM, Virtual