

PGME COMMITTEE MEETING MINUTES

	Date: Wednesday, January 10, 2024	Time: 07:00 – 08:00 AM	Location: Virtual
MEETING CALLED BY	L. Champion, Associate Dean, Postgraduate Medical Education		
ATTENDEES	<p>T. Awani, S. Bains, H. Banner, A. Barghi, P. Basharat, S. Blissett, L. Bondy, A. Cheng, C. Cookson, T. DeLyzer, L. Diachun, D. Driman, A. Dukelow, S. Elsayed, A. Ens, A. Florendo-Cumbermack, D. Grushka, F. Harmos, Y. Iordanous, H. Iyer, L. Jacobs, M. Kahng, A. Kashgari, J. Laba, D. Laidley, J. Landau, Y. Leong, H. Levin, S. Macaluso, W. McCauley, A. McConnell, P. Morris, D. Morrison, C. Newnham, M. Ngo, M. Nicholson, M. Phung, K. Qumosani, F. Rehman, J. Ross, B. Rotenberg, M. Shimizu, P. Stewart, J. Thain, J. Van Koughnett, S. Venance, J. Walsh, P. Wang, C. Zeman-Pocrnich, Q. Zhang</p> <p>Hospital Rep: R. Caraman, G. Dresser, A. Dukelow, D. McVeeneey PARO Reps: M. Chopcian, C. Gnyra Guests: P. Bere, L. Curtis, S. MacGregor</p>		
REGRETS	K. Chan, M. Chin, ML. Myers, S. Scott		
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

DISCUSSION

2.1 PGME STAFFING UPDATE

- Welcome to Kimiko Okonski-Scovell (Administrative Assistant) and Anjana Karki (Elentra Support Assistant).

2.2 WELCOME TO OUR NEW PROGRAM DIRECTORS

- Dr. Daniel Grushka, PD Family Medicine
- Dr. Christina Cookson, Associate PD Family Medicine
- Dr. Lojan Sivakumaran, PD Interventional Radiology
- Dr. Helen Levin, PD Pediatric Emergency Medicine
- Dr. Mike Nicholson, PD Respiriology

2.3 MESSAGE FROM AFMC

- AFMC statement distributed to all PDs prior to meeting; statement reassures students of the integrity of the CaRMS process following recent concerns expressed through a CBC article and social media.
- Reminder about screening for real or perceived conflicts of interest and the importance of ensuring process and procedures follow PGME selection policy, EDID guidelines, and CaRMS match rules; match violations have serious consequences, including loss of access to match in the future.

3.0 UPDATES

DISCUSSION

3.1 PARO UPDATE – M. CHOPCIAN

- PARO reps continuing to work with Clinical Informatics to upgrade EMR, implementing a non-urgent paging project, and working to improve visibility of PARO reps to foster more connection between reps and general members.
- Resident awareness week February 5 to 9; two events planned.

3.2 CPD OFFICE UPDATE - W. MCCAULEY

- Recently launched a new strategic plan; social accountability is the foundation of the 5 strategic priorities.
- Coordinate Faculty Development is a key priority; developed a faculty development framework to cover all career phases; 12 online modules are at/near completion and will be of interest to faculty.
- Two types of [CPD Digital IRG grants](#) available:
 - Standard grant for a maximum of \$25,000; project must involve digital learning or care, CPD spin preferred, and must include a student/learner
 - Mentored team grant for a maximum of \$50,000 distributed over two stages; apply as an individual to be part of a team; will be mentored by CERI faculty
 - Application deadline for both grants is March 1, 2024.
- Visit CPD's [website](#) for more information about joining the CPD Scholarly Interest Group; upcoming faculty development and CME opportunities, including the half day event CPD Day 2024 Beyond the Horizon on May 22; and The Hat Rack podcast.

3.3 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
 - Serious Illness Conversations Retreat (SICR) 2024: March 1 at Ivey Spencer; 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; links for optional completion and feedback for both modules will be distributed Friday January 12.
- PGME is developing a Program Director/Administrator handbook; will be a guide to administration of a program with documents, links, timelines, and other resources; the companion webpage is also being revamped.

3.4 MINISTRY OF HEALTH UPDATE - L. CHAMPION

- MOH has not approved our PG allocations at this time, our assumption is they will be approved.

3.5 SLEEP MEDICINE AFC: PROGRAM CONTINUOUS IMPROVEMENT - A. KASHGARI

- First step is to set an intention and create a workflow to follow (e.g. file system, meeting dates for year, standard RPC agenda template, etc.)
- Program adapted PGME's program evaluation process and rotation evaluation report templates. Residents complete an overall program evaluation prior to the exit interview; this feedback is also included in the program evaluation process.
- Second step is action, refer to program evaluation tracking sheet to see what is to be discussed at meeting; collect and summarize data being reviewed and send it with the RPC agenda items; ensure it is included in the minutes with

action items; if no action required note this in the minutes. At the following meeting, discuss status of action items (which have been addressed, which have not, any challenges).

- Faculty evaluations distributed by PA every three months and given directly to the Division Chair; presentation evaluations are given directly to the presenter; resident presentation evaluations are added to the resident portfolio.

3.6 2024 PLANNING DOCUMENT - L. CHAMPION

- Summary of work completed in 2023 by PGME provided; thank you to programs, PDs, Pas, committee members and PGME team.
- Outline of 2024 PGME work provided; highlights include resources for PDs and PAs, Internal Review handbook, faculty evaluations, CBD 2.0, new accreditation standards, program directors and mentorship program and a revamped website.
- Thank you to the program directors that have participated as a surveyor in the internal reviews; a reminder that it is a requirement of the appointment and we will be reaching out to those that have not participated.

3.7 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

4.1 FACULTY EVALUATION – DRAFT TEMPLATE

- PGME is requesting feedback on the draft Faculty Evaluation template; as faculty evaluations shift to Elenra in July, PGME hopes to simplify the faculty evaluation process and have the majority of programs adopt this template.
- Template will be distributed after the meeting; programs encouraged to share with RPC or other groups and submit feedback to PGME.

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

Next Meeting: Wednesday, February 14, 7:00 – 8:00 AM, Virtual