

PGME COMMITTEE MEETING MINUTES

	Date: Friday, May 29 th , 2020	Time: 07:00 – 08:00	Location: Teleconference
MEETING CALLED BY	L. Champion, Associate Dean Postgraduate Medical Education		
ATTENDEES	<p>C. Akincioglu, P. Basharat, V. Beletsky, P. Bere, R. Butler, A. Cave, A. Cheng, G. Eastabrook, S. Elsayed, A. Florendo-Cumbermack, A. Grant, S. Gryn, A. Haig, R. Hammond, J. Howard, A. Huitema, H. Iyer, SL. Kane, J. Laba, P. Leong-Sit, E. Lovett, A. Lum, S. Macaluso, D. Morrison, C. Newnham, S. Northcott, M. Ott, T. Paul, A. Proulx, M. Qiabi, J. Rosenfield, B. Rotenberg, V. Schulz, W. Sischek, P. Teefy, J. Thain, G. Tithecott, T. Van Hooren, J. Vergel de Dios, C. Yamashita, J. Yoo</p> <p>Hospital Rep: S. Fahner PARO Rep: N/A P.A. Exec Rep: L. Dengler Guests: J. Binnendyk, S. Giberson-Kirby, A. Good, P. Morris, J. Parraga, K. Trudgeon</p>		
REGRETS			
NOTE TAKER	Kate O'Donnell; kate.odonnell@schulich.uwo.ca		

CALL TO ORDER & APPROVAL OF AGENDA/MINUTES

DISCUSSION	Agenda, Minutes – APPROVED
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UPDATES

WELCOME NEW MEMBER

DISCUSSION	<ul style="list-style-type: none"> • Welcome Dr. Kevin Fung, added to Committee membership as Clinical Chair representative per updated PGME Committee Terms of Reference.
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CBME

DISCUSSION	<ul style="list-style-type: none"> • Discussion of CBME Ground Rules document; this document acts as a guide for what programs should consider and include when developing basic ground rules for CBME, specifically related to EPAs and Competence Committee. • Discussion of CBD Launch Plan Checklist 1st Stage document; a comprehensive checklist for pre-launch to first year of implementation based on RCPSC documents and experience with programs that have launched. Looking for program feedback. Idea is that programs launching in 2021 complete and submit the checklist to the CBME Steering Committee in October 2020, which can provide input on program's proposed launch plan. Program would then submit a summary of proposed launch plan for further input, possibly to PGME Committee. • Five programs expected to launch in 2020 have been deferred to 2021; Cardiology, Clinical Immunology & Allergy, Neonatal-Perinatal Medicine, Respiriology, Vascular Surgery.
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- For programs in second and third year of implementation, a project schedule is being developed to guide programs on requirements in later stages of implementation.
- Elentra functionality is being increased, to now include EPA expiration, Faculty assessor and Resident progress reports, all forms built for 2020 programs, and faculty development continues via Zoom.
- Resident orientation modules will be ready for review in coming weeks, relevant for all CBME programs, not just those launching this year.
- Questions were raised about access to the assessment system by non-London sites, as well as whether there is faculty development for hospitals outside of London. The Steering Committee is addressing the need for access to the assessment system outside of London, and is working with Schulich and hospital IT to develop multiple logins for external partners. Currently, solution is that residents have the ability to send assessment forms to any assessor by email. Looking into PAs being given this ability. Regarding faculty development for community sites; looking into including the distributed community in CBME retreats, which will be offered virtually. Training modules do exist from the Royal College, but are generic and focus more on background information. Recognize the need for an interactive platform, adapted to the local context, with opportunity for questions.
- All community preceptors have Western/Schulich login IDs, and CBME team will work on communication and messaging to remind preceptors of their login details.

SCHULICH COMMUNICATIONS: CARMS VIRTUAL INTERVIEWS

DISCUSSION

- All medical schools in Canada will conduct all interviews virtually for the 2021-22 CaRMS cycle, including interview of candidates residing in London, and all RCPSC and CFPC subspecialty program interviews.
- Schulich Communications is creating a Communications and Marketing Plan that will help programs to position their program and engage with prospective residents. The plan will unfold in three tiers; 1) Communications and marketing tactics and tools created by the School that will be of use to all programs 2) Creating tools that programs can use on their own, such as web banners all programs can add to website, or images and videos to share on program's social medical account, if one exists, and 3) Proposing tactics that programs can undertake directly; Schulich Communications will be conducting a scan and meeting with various groups to identify tactics that programs can undertake.
- Schulich Communications is open to meeting with programs for discussion of what programs think will be useful, or what has been useful in the past.
- Our current residents are our best brand ambassadors, and Communications will look at how current residents can be integrated into promotion of programs.
- If programs are already planning initiatives, they are asked to please connect with Communications in order to align initiatives across the School.
- Question of budget; this is a critical initiative that must be supported, and will require additional budget. Departments are being asked to consider this need as well.
- The plan is in process of being designed and the goal is for approval of the plan by end of June.
- Question was raised about Twitter accounts for individual Divisions; the plan currently doesn't include Departmental Twitter accounts, as organizational accounts are less effective and engaging than individual accounts. As well, Twitter is in decline and other social media platforms are used more, including Facebook. The plan will look at how to better utilize social media to reach prospective residents, and how to incorporate individual users with active accounts that already have a voice with residents and students. This stance on Twitter could change. Issue was raised of how individual social media accounts can be connected back to Division, to ensure that prospective residents could locate a user when searching for a program at Western. Communications will look into options for how this can be done.

- Programs want to commence promotion and engagement as soon as possible so as not to be behind the curve given that initiatives are already in place in some regions, but don't want to create issues for the hospital or University, so have asked for social media guidelines in a more condensed format that address specific questions (e.g. can a video tour of a clinic be posted on Facebook, can photographs of residents be posted on Instagram etc.), in order to protect the program, hospital and the School. Communications will create these guidelines, and incorporate them into the plan.
- Communications is looking at how to create a virtual platform that will engage prospective residents with video, photography, audio, and web platforms and provide an introduction to the School, London, and individual programs, for example with virtual tours. Western University released a [virtual tour](#) for prospective Undergraduate students, and Communications is meeting with the company that created that tour to determine how we could create something similar, but with residents in mind, also involving the hospitals. This type of virtual tour will be part of the plan, and the intention is to have it done as quickly as possible. From there, it can be determined whether it will be possible for individual program sites to be included in this tour.
- Schulich Communications will connect with hospital Communications teams to determine whether video or still photography currently exists of hospital facilities, and from there, will determine what gaps need to be filled. It may not be feasible to have video tours conducted centrally for all 55 residency programs, however the plan will include options and itemized costs for videography, and programs will have the option to fund and conduct video tours, with guidance included in the plan.
- If programs have an existing video or presentation showcasing their program, they are welcome to connect with Schulich Communications for approval to use the material they already have.
- Other side of virtual interviews are resources for residents; PGME will prepare resources for residents and also students. There is a preparation guide on virtual interviews for applicants available from the AAMC [here](#). PGME will also look at making space available for residents to use when participating in an interview, as their home space may not be suitable in terms of internet access, video and audio, and space.
- Request was made whether a member of Communications team could attend events scheduled across the School including simulations, ACLS training, bootcamps, Orientation etc., however the limitation is that there is only one available staff member. Communications will look at what events taking place would be of most value to prospective residents, and what events would be most valuable to programs to showcase, and the plan will include information on what support is available to best display those events.

VIRTUAL CAREER FAIR

DISCUSSION

- The Career Fair is hosted every year to allow an opportunity for medical students of all years to meet with faculty, residents, and the Program Director of all our residency programs to ask questions and learn more about the program. The Career Fair scheduled for March of this year was cancelled.
- Feedback from students has been that the cancellation of the Career Fair, along with the lack of opportunity for observerships and meeting people in hospital settings, has been a major loss. The LEW office has therefore decided to host a virtual Career Fair in September and October.
- Possible format is to have three programs virtually present information about their programs on a scheduled date, and students would virtually attend presentations, with Zoom breakout rooms available for Q&A following any presentations that are offered.
- Students have made a request that programs provide guidance on what programs are looking for in viable candidates. Programs may be given specific questions to answer in their presentation.

- The LEW office will be sending an email with further information about the virtual Career Fair.
- The recordings of the presentations and Q & A sessions at Career Fair may also be made available publicly, as an opportunity to make that messaging available to prospective students across Canada.
- The LEW office is asking for feedback from programs about how this platform could best serve promoting the program, and provide the most useful information to students on what programs look for in candidates.

ELECTIVES

DISCUSSION

- No update to provide re: subspecialty electives; the new rules that were provided were replaced just the evening prior to the meeting.

PPE

DISCUSSION

- The issue of gown supply has been ameliorated. N95 masks continue to be a challenge, but the situation is improving.
- The plan remains that clerks will return on July 6th.

ADJOURNMENT AND NEXT MEETING

DATE AND TIME

Next Meeting: Wednesday, June 10th, 2020 07:00 – 08:00 by Teleconference