

PGME COMMITTEE MEETING MINUTES

	Date: Wednesday, June 9, 2021	Time: 07:00 – 08:00	Location: Virtual
MEETING CALLED BY	L. Champion, Associate Dean, Postgraduate Medical Education		
ATTENDEES	<p>V. Beletsky, P. Bere, R. Butler, K. Carter, A. Cave, A. Cheng, M. Clemente, J. Copeland, S. Dave, G. Eastabrook, A. Florendo-Cumbermack, R. Ganesan, A. Grant, A. Huitema, Y. Iordanous, S. Jeimy, H. Iyer, A. Kashgari, T. Khan, J. Laba, D. Laidley, S. Lam, P. Leong-Sit, E. Lovett, A. Lum, S. Macaluso, K. MacDougall, M. Marlborough, D. Morrison, A. Mullen, ML. Myers, C. Newnham, M. Ngo, S. Northcott, M. Ott, A. Power, S. Pritchett, K. Qumosani, P. Rasoulinejad, J. Ross, B. Rotenberg, V. Schulz, P. Stewart, P. Teefy, G. Tithecott, J. Vergel de Dios, P. Wang, M. Weir</p> <p>Hospital Rep: S. Fahner; PARO Reps: B. Chuong, Guests: P. Morris, S. Ibdah, B. Ferreira, C. Gosnell, D. Ross, A. Zaki</p>		
REGRETS	C. Yamashita, S. Elsayed		
NOTE TAKER	Andrea Good, andrea.good@schulich.uwo.ca		

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

DISCUSSION	<p>Agenda, Minutes – Accepted, no changes or additions</p> <p>L. Champion acknowledged the tragic events that took place in London on June 6 and asked that we bare this in mind with all of our trainees of the Islamic faith. Learner Experience and PGME sent a note out yesterday acknowledging the event and providing an offer of support.</p> <p>L. Champion also thanked K. Potvin, A. Power and J. Howard as they are moving on as Program Directors. Beginning July 1, we will be welcoming J. Landau, P. Rasoulinejad and P. Stewart as new Program Directors. They will be officially welcomed at the Sept. meeting.</p>
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ACCOUNCEMENTS

L. CHAMPION

DISCUSSION	<ul style="list-style-type: none"> ▪ PARO Contract Negotiations: <ul style="list-style-type: none"> ▪ A PARO summary was circulated with the agenda about the new contract with OHA 2020-2023. There has been a retroactive salary increase of 1%. ▪ Increase in call stipends for July 2021 and July 2022, and extended healthcare benefits. There is also vacation carryover up to two weeks into the following the academic year. The carryover is intended for residents who have requested vacation time, but it has not been able to be provided. ▪ Examination preparation for certification exams in addition to regular exams (i.e. Surgical Foundations), with request no call for up to 10 days prior to exam. This does not apply to the MCC. ▪ MCC Part II Examinations: <ul style="list-style-type: none"> ▪ MCC Part II has been cancelled (October 2020, February 2021, May/June 2021). ▪ CPSO is providing MCCQE2 exemption for those scheduled to take the exam, and within two years of graduation (i.e. year 3 Medicine). This exam was unable to be delivered in any consistent way.
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- L. Champion does not have an update from the MCC on the future of this exam. The response from PGME Deans across Canada (with the exception of Quebec) is that there is concern for trainee health and well-being, ability to provide clinical care in the face of a 'supervision' license, and question the necessity of the exam for licensure in the view of clinical training and certification requirements of the CFPC and Royal College. A letter has been written from the PG Deans.
- PG Deans also provided feedback as requested to the MCC Assessment Innovation Task Force that Part II should no longer be required for licensure.
- **Student Electives and Observerships (OCLO):**
 - Students in year 1 and 2 will be able to begin observerships in hospitals.
 - Capacity for **(s)elective rotations** for students – ideally maximize allowing for capacity and learning for students and residents.
 - For our year 3 and 4 students, there is a **UGE policy statement**: Students not on call for patient care will not be supported to work electively on weekends in the assigned rotation or any other rotation. Students in a clinical rotation cannot undertake additional learning in other clinical disciplines when not on call. Time not on call is created for individual independent learning to reach the education objectives for that rotation.
 - G. Tithecott – the electives for year 4 students will try to focus on the career plan options for students if there is capacity. Please let UGE know if there is capacity.
 - G. Tithecott is unsure how many programs are allowing/sanctioning students to come in on weekends and post-call, but this is an issue and not allowed. This creates two problems: 1) It violates the work time policy and will be a big issue for UGE accreditation; 2) Creates an unfair advantage for some students.
 - L. Champion – reminder that IMGs should not be doing pseudo-electives either. They do not count and are not sanctioned by the hospital.

WINDSOR UPDATE

A. MULLEN

DISCUSSION

- Follow-up from last Committee meeting – there is still no final update on Elentra training for Windsor faculty, but it is being worked on with C. Newnham's PGME team and V. Stratton, who is the new Associate Director in Distributed Education. They are looking to improve Elentra training in faculty onboarding and for faculty currently using the system. An update will be provided at the next meeting.
- Windsor is continuing to work toward orientation with incoming PGY1s.
- Working on half-day CPD retreat for psychiatry faculty which will focus on how to best support learners. It will include some Elentra training.
- Discussing funding with the City of Windsor, Dr. Jennifer Bondy and CMHA for a downtown office to support persons experiencing homelessness. It will aim to provide a point of care outside of the emergency room. There is hope that City Council will support the initiative, and if so, it will open a new rotation for family medicine and psychiatry residents within the next few months.

PARO UPDATE

B. CHUONG

DISCUSSION

- A full general council meeting took place and the PARO board was recently elected. In July-August, the teams at each school will be elected.
- Current Western team is working on a final social event for PGY1s.

CBME UPDATE

J. VERGEL DE DIOS & P. MORRIS

DISCUSSION

- We are now more than halfway through the CBME rollout. J. Vergel de Dios sent out a detailed newsletter recently that discusses the information being presented at this meeting. It is strongly encouraged that you read the newsletter.
- A CBME National Leads meeting was held recently. Updates from the meeting:

- The credentialing process will remain unchanged until all programs are CBD. Ensure your Competence Committee (CC) has discussions including exam eligibility statuses. The Program Director will do the attestation, etc.
- There is a national program evaluation dashboard being created which will look at various Royal College surveys and Pulse Checks to determine how CBD is progressing. Please share the PE work that you are doing as this could be noted.
- An EPA revisions policy is being reviewed. If you have been or will be affected by changes (large or small) to EPAs, please contact J. Vergel de Dios.
- Reminder that there is a CC Chairs Slack Forum. This is for any CC member nationally and allows for discussion in a chat forum with colleagues.
- PGME CBME Operations team has CBD orientation modules for residents. This will be circulated on OWL and available on the CBME website soon. They cover EPAs, CCs, Elentra, and more. Please continue to provide a program-specific orientation for trainees as well. There are also CBD orientation modules for faculty in progress. The Operations team is also offering the RX-OCR workshop, Elentra training, etc. so please contact the PGME Office if your program is interested.
- The CBME website is undergoing major updates.
- Steering Committee Update:
 - There is currently detailed process for determining “not progressing as expected” to “failure to progress” but need to determine “progressing as expected” to “progress is accelerated”. Please share with the CBME team how your program determines whether a trainee’s progress is accelerated.
 - Steering Committee has reviewed the new dashboard and provided input.
 - Welcome any new members at the start of the academic year (PDs, CBME Lead and/or CC member is welcome).
- Elentra Update:
 - Elentra User Guide is available to anyone on our website. We have circulated the links already and will continue to do so. Please share with any Elentra user in your program as it is a very detailed guide and provides information for all users (faculty, PDs, administrative, residents, etc.).
 - The new CC dashboard is complete and EPA assessment plans are being entered. Please update which EPAs have been “achieved” in the current dashboard to ensure the information is accurate. The dashboard will be accessible to all programs in early July (PDs, PAs, academic administrators, CBME Leads and CC members) and for residents in early August.
 - Narrative comments for residents and logbook are new Elentra features. Details are being added to the User Guide and feature flyers. Those interested in using the logbook feature, please contact the CBME team to get it set up.
 - Elentra support team is available for individual and group training sessions (faculty, resident, admin staff). Please email Elentra.support@schulich.uwo.ca.
 - There is a PA Lunch & Learn on June 24, 2021.
 - 2021 Program Launches – EPA form building is nearly complete for nine new programs and EPA changes are being made for four launched programs. Launched programs will hear from P. Morris soon with more information.

DISCHARGE SUMMARY AUTO-AUTHENTICATION

D. ROSS & C. GOSNELL

DISCUSSION

- MAC Goals: 1) Improve quality of patient care; 2) Achieve compliance with CPSO policy; 3) Support unique needs of clinical programs in engaging in performance improvement strategies while also supporting academic mission.
- MAC Mission – Transcribed Discharge Summaries: Use of Code 10 as the standard for discharge summaries, being the code which will lead to the auto-authentication and distribution of the discharge summary immediately after transcription.
- Medical Students / clerks – should not use Code 10. They can sign in/out but it cannot distribute.

- Residents – granting of authentication privileges would continue to be granted by the Service based on proficiency.
 - Step 1 – Resident uses code 33 and is told not to authenticate. Attending and resident sign request populates in both Message Centres. Attending reviews and authenticates.
 - Step 2 – Resident uses code 33 and resident authenticates. Attending and resident sign request populates in both Message Centres. Resident signs, attending sign request expires after seven days.
 - Step 3 – Resident uses code 10 and authentication is automatic following transcription. Resident – note is signed complete for the resident by the system. Attending – receives a review request in Message Centre, expires in 45 days.
 - Errors/corrections identified post-authentication can be addressed by adding an addendum to the note via Message Centre or in-erroring the note by contacting HIM.
- D. Ross and C. Gosnell are working on a one-page to circulate but want to know whether the PGME Committee has any questions or what can be done to support the implementation.
- Can Code 10 be used for other dictation types? Not at this time, but this will be discussed and explored by the Citywide HIM group in the future.
- Using Code 10 will be program- and service-specific. The resident should ask permission or verify the use of Code 10 on individual service.
- Blanks – this is being worked on with the vendor. When this does get upgraded, information around reducing the likelihood of blanks will also be provided. There is a feedback loop when blanks exist.
- A. Zaki: Is there a way to have a feedback service back to residents or attendings letting them know there are blanks in the dictation vs. the note has not been transcribed yet without us having to call to find out? C. Gosnell: This will be taken back to see if there is a way to distinguish between the two.
- Content is being updated for resident training for July 1.
- If there are additional questions, please follow up with Cory Gosnell (cory.gosnell@lhsc.on.ca) or David Ross (David.ross@sjhc.london.on.ca).

COVID-19 UPDATE

L. CHAMPION

- DISCUSSION** ▪ There are no COVID-19 updates this month.

ORIENTATION AND T2R: TRANSITION TO RESIDENCY

B. FERREIRA

DISCUSSION

- All information for the virtual orientation will be hosted in OWL, and within the site there are various sections with resources for the residents, including sections on hospital orientation information and welcome videos, orientation modules related to CBME and a section for the upcoming transition to residency. The site will open on Jun. 14 for the residents to review and complete the documents and materials prior to Jun. 30.
- On orientation date, Jun. 30 at 8:30am, there will be a live welcome from Dr. John Yoo, Dr. Champion, PARO, learner experience and the PGME Office. Residents can also ask questions.
- The transition to residency this year will be hosted virtually and will be 9 weeks, starting Jul. 7 to Sept. 1 on Wednesdays from 1-4pm, the extra week will include new session on Human Trafficking and Intimate Partner Violence which will also would be beneficial for the PGY2s to attend. All sessions will be presented by a mix of faculty and residents and will be hosted through Zoom, with all materials and resources available in OWL.
- All information regarding both the orientation and Transition to residency has been distributed to residents through email and reminder emails will also be sent out closer to the dates.
- K. MacDougall: Can current residents with knowledge deficiencies attend T2R? L. Champion: Yes, and they can be assigned to specific sessions.

- G. Eastabrook: I have an ISR who will be starting in August due to visa issues. Will the sessions be archived/recorded to watch later? B. Ferreira: Yes, the recording will be loaded on OWL, but can also be done in real time as it is being provided virtually over zoom.

POLICY APPROVAL

L. CHAMPION

DISCUSSION

- All policies have been discussed and reviewed at PGME Policy Subcommittee.
- **Fellowship Moonlighting Policy:**
 - Updated of a prior policy (undated)
 - Similar to resident moonlighting policy.
 - Motion to approve: M. Ott; seconded: K. Qumosani. Policy approved.
- **Resident Electives Policy:**
 - Last updated in 2006.
 - Some terminology was changed (i.e. UWO was changed to Western, “months” was changed to “blocks”, etc.)
 - Mandatory training is to be completed within the training programs
 - Electives require permission from the PD. Any electives beyond three blocks outside of Schulich/Western also require permission from PGME.
 - Motion to approve: S. Northcott; seconded: K. Qumosani. Policy approved.
- **PD Job Description** (not a policy):
 - Generic job description meant for use by Departments and Divisions.
 - Intent to provide guidance on the PD role and can be modified as required (for example the term of appointment, resources, etc.)
 - Updated with additional information re: Standards of Accreditation.
 - Motion to approve: S. Lam; seconded: M. Ott.
 - Question from M. Ott: Minimum amount of protected time for PDs was provided as a guidance document from PGME in the past. Could this be updated based on CBME, etc. and circulated to Division/Department Chairs? L. Champion: Yes, this could be updated and brought back to Policy Subcommittee but also will reach out to other universities to see if it is similar. It will also be linked to the Job Description as an appendix.
 - A. Lum: It might be worthwhile to understand how a standard “one-day” is valued at Schulich. What “one day” is valued at should be transparent. L. Champion: That is something that should come from Faculty Affairs to which the PGME documents can link.

PGME ANNUAL PLAN

L. CHAMPION

DISCUSSION

- Accreditation initiatives will take place throughout the next year through internal and external reviews.
- PGME Initiatives for programs:
 - Standard 9 – Program Continuous Improvement. A template for rotation evaluations has been developed. Planned templates for additional CI requirements.
 - Hidden Curriculum: Prepackaged curriculum for programs to use which includes a pre-workshop module, PowerPoint slides with script and resources, and facilitator guides.
 - Resident involvement in continuous improvement: available modules and resources on website.
 - Standardized templates: RPC terms of reference, agendas, and minutes.
- PGME for our residents and Fellows:
 - Newsletters and updates, virtual orientation, medicolegal seminars, continuous improvement initiatives, virtual interview resources for our subspecialty match residents, Transition to Residency (T2R), Transition to Practice (T2P), Resident as Teacher Bootcamps (Fall 2021)
 - Next: Indigenous Health Competencies and curriculum; wellness and mentoring resources for programs and learners; additional standard 9 resources for programs;

Resident as Teacher half-day curriculum in addition to our full-day annual bootcamp; leadership course for residents (Certificate in Leadership); expanded continuous improvement and patient safety resources; resident report process Q2 yearly as part of PGME and program CI; PGME Retreat – Spring 2022.

ADJOURNMENT (8:04) AND NEXT MEETING

Next Meeting: Wednesday, Sept. 8, 2021, 7:00 – 8:00 a.m., Virtual