

PGME COMMITTEE MEETING MINUTES

	Date: Wednesday, Oct. 13, 2021	Time: 07:00 – 08:00	Location: Virtual
MEETING CALLED BY	L. Champion, Associate Dean, Postgraduate Medical Education		
ATTENDEES	<p>P. Basharat, V. Beletsky, P. Bere, R. Butler, A. Cheng, M. Clemente, J. Copeland, S. Dave, G. Eastabrook, S. Elsayed, K. Fung, D. Grushka, S. Gryn, A. Haig, C. Hsia, N. Huda, Y. Iordanous, L. Jacobs, H. Iyer, J. Laba, S. Lam, E. Lovett, A. Lum, S. Macaluso, K. MacDougall, M. Marlborough, D. Morrison, A. Mullen, C. Newnham, M. Ngo, S. Northcott, M. Ott, K. Qumosani, P. Rasoulinejad, J. Ross, B. Rotenberg, V. Schulz, P. Stewart, P. Teefy, L. Van Bussel, T. Van Hooren, S. Venance, J. Vergel de Dios, M. Qiabi, P. Wang, C. Yamashita</p> <p>Hospital Rep: R. Caraman, PARO Reps: R. Barnfield, Rae Woodhouse; Guests: P. Morris, S. Ibdah, B. Ferreira</p>		
REGRETS	A. Florendo-Cumbermack, ML. Myers, T. Khan,		
NOTE TAKER	Andrea Good, andrea.good@schulich.uwo.ca		

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

DISCUSSION Agenda, Minutes – Motion to approve by V. Beletsky. Accepted by B. Rotenberg.

ACCOUNCEMENTS

L. CHAMPION

DISCUSSION

- [Schulich Strategic Plan](#)
 - A Strategic Plan has been developed for Schulich, and recently rolled out.
 - Values include: Belonging, Excellence, Accountability
 - Key Strategic Priorities: Educational Excellence; Research Impact; Equity, Diversity and Inclusion; Our People; Our Partnerships
 - Town Halls: Oct. 19, 20 and 25 with Dr. John Yoo
- [CaRMS Privacy Policy Update](#)
 - CaRMS will no longer provide applicants with access to information or documents that are collected from or provided by third parties (i.e. referrals). This includes reference materials and other third-party assessment information that applicants are unable to view directly through the online application platform.
- **PGME Planning Document**
 - This was circulated to all Program Directors via email.
 - Planning for this academic year.
 - Annual plan followed by a summary report in the late spring of 2022.
 - This is not “strategic” in the usual sense, but does align with some of the principles of the Schulich Strategic Plan.
 - Does not include all of the Internal Review Subcommittee (IRC) work underway because that was summarized in last year’s planning document. We will be providing a report during our December or January PGME meeting.
 - Some of the work is well underway (i.e. policy review and approvals)
 - Resident Reports will be discussed this week at the IRC and we have a second version of the Residency Allocation Subcommittee Terms of Reference and process out for feedback.

WINDSOR UPDATE		L. JACOBS
DISCUSSION	<ul style="list-style-type: none"> Psychiatry faculty retreat on Nov. 1. Invites are going out to Windsor and London colleagues faculty soon. It is a 3-hour virtual session covering a variety of topics. 	
PARO UPDATE		R. BARNFIELD
DISCUSSION	<ul style="list-style-type: none"> There is a site meeting tomorrow to plan social events and local initiatives. 	
CBME UPDATE		J. VERGEL DE DIOS
DISCUSSION	<ul style="list-style-type: none"> Competence Committee Retreat – Nov. 25 from 9am-12pm. This will be held virtually. Please advertise to all Competence Committee members and residents. The format will include a debate and small group discussions, with a focus on challenges for the Competence Committee. The session will be recorded (provided participants consent) and posted on our website. Royal College CBD Pulse Check <ul style="list-style-type: none"> Infographic developed by the Royal College based on 202 programs. The broader Program Evaluation website is available here. Key findings – CBD is moving in the right direction. PGME is covering many of the faculty development methods and topics locally, which is good to see. Advice for CBD – start early, roll out gradually, lean on others for support. Reach out to PGME if you need help – you are not alone in this transition. PGME will also take questions and concerns back to the Royal College. 2021 CBME Program Evaluation Summit for CBME – Oct. 18 10am-2pm. The Summit is focused on sharing best practices and learning from other institutions and programs. A National Resident Pulse Check, in collaboration with RDoC, is taking place. All residents have been sent a link to the survey. Please encourage your residents to complete the survey. It was launched on Oct. 5 and will close Nov. 4, links were individually sent to residents so it cannot be shared with PDs/PAs via PGME. Question from the Committee – Do faculty development sessions allow participants to collect MOC credits? Response from J. Vergel de Dios and L. Champion: It depends on the course. PGME is working toward accrediting their faculty development sessions, but some departmental sessions will vary. 	
CLINICIAN TEACHER GUIDE FOR PROMOTION		J. VERGEL DE DIOS
DISCUSSION	<ul style="list-style-type: none"> A broad clinician teacher guide for promotion has been put forward by CPD. A version with a specific CBME focus has been developed to support the main guide, which focuses on activities commonly required by the implementation of CBME. Program Directors can share this with our CBME Leads and CC Chairs. It is available on the CBME website here. CBME roles have also been created within Acuity STAR, and the Royal College has put MOCOMP credits for CBME leaders, so please take advantage of the hard work you are doing to ensure it is represented appropriately. 	
PGME EDUCATION UPDATE		B. FERREIRA
DISCUSSION	<ul style="list-style-type: none"> Patient Safety Webinar (virtual) through the CMA, Feb. 3, 2022, 1 – 4:15pm. 100 registrations required to have the fee waived, otherwise it is \$4500. Hidden Curriculum Workshop – available anytime. Contact B. Ferreira (bela.ferreira@schulich.uwo.ca) for more information. Certificate of Leadership course will begin Nov. 3. There were 45 applications for 25 spaces. CMA Joule Transition to Practice Sessions are running frequently. EDI Session is planned for late January, more information will be sent out shortly. 	

- A Resident Toolkit: Teaching Other Residents is available through an Articulate Module, available [here](#).

VACCINATION & COVID-19 UPDATE

L. CHAMPION

DISCUSSION

- LHSC policy requires proof of vaccination (two doses) and two weeks for immunization.
- Medical Affairs:
 - Very few medical exemptions and these are being vetted.
 - No Human Rights Exemptions as per Ontario Human Rights Code.
- Fellows and residents not yet vaccinated have the following choices:
 - Undergo vaccination as soon as possible with privileges temporarily suspended until complete;
 - Voluntarily relinquish privileges – Medical Affairs will suspend privileges, and for PGME purposes will be on unpaid leave of absence. At this point, just five residents/fellows had not received any doses as of Oct. 12.
- Leave of absence will be until they have been vaccinated, or until vaccination is no longer required.
- Hospital Chiefs and PDs have been notified by Medical Affairs of the vaccination requirements.

POLICY APPROVAL

L. CHAMPION / A. GOOD

DISCUSSION

- **Area of Focused Competence (AFC) Appeals Policy:**
 - New policy to provide AFC trainees with an appeals process that better reflects their training circumstances.
 - AFC Trainees are part of accredited training programs, but they are not residents. Due to the short length of AFC training, some of the appeals and remediation components of the resident appeals policy are not applicable.
 - This policy addresses this need. It allows for opportunities for remediation, but with the acknowledgement that training is short.
 - Motion to Approve: M. Ott, P. Rasoulinejad. No dissent.
 - Policy approved and will go to ECSC for review and approval.
- **Resident Appeals Policy:**
 - Updated language to eliminate pronouns (i.e. he/she, etc.).
 - Simplification by removal of all the unprofessional behavior examples, which were not necessarily reflective of the most common unprofessional behaviors. The Codes of Conduct are linked in the policy.
 - Re-ordered steps for clarification purposes.
 - Motion to Approve: B. Rotenberg, S. Elsayad. No dissent.
 - Policy approved and will go to ECSC for review and approval.
- **Policy on Policies:**
 - New policy to ensure the PGME Office's transparency on policy development, review and approval processes.
 - Required by the General Standards of Accreditation for Institutions with Residency Programs (2.1.1.1, 2.1.13, 2.1.1.4) (i.e. transparency, dissemination process, policies are regularly reviewed, etc.)
 - This policy aligns with the recently updated Policy Subcommittee Terms of Reference
 - Motion to Approve: M. Ott, S. Venance. No dissent.
 - Policy approved and will go to ECSC for review and approval.
- **Closing the Loop on Policies**
 - A recent Policy Subcommittee meeting allowed us to reflect on our PGME policy process. Often, after policies are approved at PGME, they need to be approved at ECSC. This can sometimes take months to complete. After ECSC approval, we were not always communicating to PDs and PAs that the policies had been finalized and are considered "live".

- Going forward, we will be closing the loop by providing an update at PGME Committee meetings, and by sending the link to the policy to all PDs and PAs via email.
- Recently approved at ECSC and considered “live”:
 - [Resident Electives Rotation Policy](#)
 - [Clinical Fellow Moonlighting Policy](#)

ADJOURNMENT (7:42AM) AND NEXT MEETING

Next Meeting: Wednesday, Nov. 10, 2021, 7:00 – 8:00 a.m., Virtual