

## PGME COMMITTEE MEETING MINUTES

	<b>Date:</b> Wednesday, Mar. 9, 2022	<b>Time:</b> 07:00 – 08:00	<b>Location:</b> Virtual
<b>MEETING CALLED BY</b>	L. Champion, Associate Dean, Postgraduate Medical Education		
<b>ATTENDEES</b>	<p>P. Basharat, V. Beletsky, P. Bere, K. Carter, A. Cheng, S. Dave, G. Eastabrook, S. Elsayed, A. Florendo-Cumbermack, K. Fung, A. Grant, J. Granton, S. Gryn, C. Hsia, Y. Iordanous, H. Iyer, S. Jeimy, A. Kashgari, T. Khan, J. Laba, D. Laidley, Y. Leong, K. MacDougall, M. Marlborough, D. Morrison, C. Newnham, M. Ngo, S. Northcott, M. Ott, M. Qiabi, K. Qumosani, J. Ross, B. Rotenberg, V. Schulz, J. Sniderman, P. Stewart, L. Van Bussel, T. Van Hooren, J. Van Koughnett, S. Venance, J. Vergel de Dios, J. Walsh, P. Wang, M. Weir, C. Yamashita</p> <p><b>Hospital Rep:</b> S. Taylor, <b>PA Exec Reps:</b> C. Kinsman, C. Sikatori; <b>PARO Reps:</b> R. Barnfield, R. Woodhouse; <b>Guests:</b> P. Morris, B. Ferreira, S. Ibdah</p>		
<b>REGRETS</b>	M. Bhaduri, S. Macaluso, A. Mullen, P. Rasoulinejad		
<b>NOTE TAKER</b>	Andrea Good, andrea.good@schulich.uwo.ca		

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

<b>DISCUSSION</b>	<p>The Distributed Education Update has been postponed to April.</p> <p>Motion to approve agenda: K. Qumosani, seconded by H. Iyer; Approved.</p> <p>Motion to approve February minutes: M. Ott, seconded by B. Rotenberg; Approved.</p>
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### ANNOUNCEMENTS

L. CHAMPION

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ <b>Awards:</b> <ul style="list-style-type: none"> <li>▪ Congratulations to Chintan Dave, Adult Critical Care Medicine resident, winner of the PARO Trust Fund Resident Teaching Award.</li> <li>▪ Congratulations also to PARO award nominees: Dr. Michael Sanatani (Clinical Teaching Award), Western Medical Oncology (Program Excellence Award), Kylea Potvin (Dr. R. Conn Resident Advocate Award), Priscilla DeLuca (Resident Advocate Award). Of note, Medical Oncology is an Action Plan Outcome Report (APOR) program and had to provide additional objectives and a curriculum that included CanMEDS and Medical Assistance in Dying (MAID). They did an outstanding amount of work very quickly and PGME has (with their permission) shared a variety of their documents to other programs as examples of how to approach integration of CanMEDS into curriculum. Congratulations and thank you to Medical Oncology.</li> <li>▪ Two national awards are available to residents. The <a href="#">W. Dale Dauphinee award</a> is for resided excellence in medical education. <a href="#">Dr. Ian Bowmer Award</a> is for leadership in social accountability. If you have a resident who is well-suited to either award, please contact PGME. PGME can nominate one resident for each award on behalf of Western. The deadline is April 30.</li> </ul> </li> <li>▪ <b>PGME Committees Webpage:</b> <ul style="list-style-type: none"> <li>▪ The PGME webpage is being reviewed and updated.</li> <li>▪ The <a href="#">Educational Opportunities webpage</a> provides upcoming events and links to prior education events and models. Thank you to Bela Ferreira, PGME Educational Developer, for her work on this webpage.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>▪ The <a href="#">PGME Committee webpage</a> has been updated to include information and terms of reference for all PGME Committees and Subcommittees. Thank you to Andrea Good, PGME Program Evaluation &amp; Project Coordinator, for her work on this webpage.</li> <li>▪ <b>CaRMS Match Tender:</b> <ul style="list-style-type: none"> <li>▪ AFMC has made an announcement of the tender process for resident matching services (CaRMS). A Committee is being created to support the work. The Committee will include both postgraduate and undergraduate representation.</li> <li>▪ The tender process for consideration of services will be no earlier than the 2026 match cycle.</li> <li>▪ A briefing note/FAQ was circulated to all PGME Committee members with the agenda for this meeting.</li> </ul> </li> </ul>
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<b>PARO UPDATE</b>	<b>R. BARNFIELD</b>
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<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ PARO site team met on Feb. 24 and discussed the plans for PARO events to be held for incoming PGY1s.</li> <li>▪ Local social initiatives for current residents: province-wide book club; treats provided for resident awareness week; virtual trivia night; upcoming virtual cooking class on Mar. 24.</li> <li>▪ Full General Council meeting on Mar. 11. A new President and Treasurer will be elected.</li> </ul>
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<b>CBME UPDATE</b>	<b>J. VERGEL DE DIOS &amp; P. MORRIS</b>
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<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ <b>Elentra Update:</b> <ul style="list-style-type: none"> <li>▪ Upgrade to V1.21 took place on Jan. 29. This was mainly foundational framework upgrades critical for system stability. Minor changes were visible to end users.</li> <li>▪ Speed issues in Elentra continue to be a concern. The IS team is aware and continuing to work on the issue. Progress has been made, including updates and the monitoring of loading times. Loading times are being monitored to help pinpoint specific problem areas.</li> <li>▪ Server updates are scheduled for late March with Western Technology Services (WTS) which is expected to improve the overall speed of Elentra as well.</li> </ul> </li> <li>▪ <b>Royal College Update:</b> <ul style="list-style-type: none"> <li>▪ Final confirmation has been received for exam timing of events, including competencies and their timelines. J. Vergel de Dios will put the information into visual graphics and circulate. Stay tuned.</li> <li>▪ New CBD Technical Guides meant to be circulated in January required revisions. They will be published shortly.</li> </ul> </li> <li>▪ <b>PGME CBME Operations Team Update:</b> <ul style="list-style-type: none"> <li>▪ Semi-Annual EPA Reports: A. Good circulated these reports to all applicable programs at the end of January, including both Departmental and Divisional Chair/Chiefs. It can contain data from off-service faculty and if they create EPAs for your residents.</li> <li>▪ J. Vergel de Dios and L. Champion took the opportunity to reach out to programs to schedule consultations if interested. The focus for consultations with PDs, CBME Leads, and/or Chair/Chiefs is to determine how programs are using the reports and whether faculty know how to access their own stats in Elentra. We go through these statistics to focus on faculty engagement and accountability.</li> <li>▪ L. Champion and J. Vergel de Dios will update Clinical Chairs again about this topic and individual program meetings in May.</li> <li>▪ Please reach out to J. Vergel de Dios to schedule a consultation if you are interested and have not yet done so.</li> </ul> </li> <li>▪ <b>Steering Committee:</b></li> </ul>
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- Faculty and evaluation fatigue is a recent topic of discussion. Resident and faculty both experience evaluation fatigue. We will provide additional updates on this topic in the future.
- A newsletter will be sent out with updates within the next week.
- The Steering Committee asked to see a scan of EPAs based on EPA guides, and the number of minimum observation numbers across all programs. A table was shared that shows the variety of EPAs per year, see below.

Program	# EPAs per EPA Guide	Min # of achieved observations	Average per yr	Program	# EPAs per EPA Guide	Min # of achieved observations	Average per yr
Anta Path	32	638	128	Neurology	22	65	13
Anesthesiology	49	297	59	Neurosurgery	61	181	30
Cardiac Surgery	55	257	43	Nuclear Med	31	168	34
Cardiology	36	154	51	Obs/Gyn	36	214	43
Child & Adol Psych	18	79	40	Ortho Surgery	47	133	27
Clin Imm & Allergy	20	83	42	Otolaryngology	34	137	27
Clin Pharm & Tox	19	63	32	Ped Critical Care	31	145	73
Critical Care (adult)	30	159	80	Pediatrics	32	179	45
Emergency Med	37	521	104	PMR	21	107	21
Gastroenterology	17	108	54	Plastic Surgery	53	158	32
GIM	26	147	74	Psychiatry	20	114	23
General Surgery	32	220	44	Radiation Onc	15	147	29
Geriatric Med	25	112	56	Respirology	19	85	43
Geriatric Psych	20	64	32	Rheumatology	24	98	49
Internal Medicine	28	201	67	Surg Foundations	16	47	24
Medical Oncology	15	124	62	Urology	39	247	49
Neonatal Perinatal	24	191	96	Vascular Surgery	27	176	35
Nephrology	37	116	58				

▪ **Upcoming CBME Events:**

- *CBD Spring Town Hall with Dr. Jason Frank.* Wednesday, Apr. 27, 7-8am. Please send your questions or topics to J. Vergel de Dios or L. Champion. Dr. Frank will be available until 8:30am in case there are additional questions.
- *Feedback and Coaching Workshops,* Thursday, May 26, 2-3:30pm; Monday, May 30, 8:30-10:00am. Facilitators: Drs. Anita Cheng, Hari Iyer, Mehdi Qiabi, Chris Watling. This is open to 2022 programs and their faculty, as well as their resident leaders. If there is more demand, we can work toward more sessions.
- *Zoom Drop-In sessions for 2022 programs.* Mar. 17, Apr.21, May 26, Jun. 23, all at 1pm. All members of the PGME CBME Operations Team are available to answer any questions. This can be circulated more broadly if anyone who is not in a 2022 program would like to attend.
- *Resident Feedback Survey on CBME.* The survey is currently live and will close on Mar. 25. Please encourage your residents to complete the survey. There will be a raffle to win one of four \$50 gift cards to Lululemon or Amazon. A report from 2020 is on our website, and this year's survey results will be shared as well. The survey is open to all residents, not just CBD residents.

**INTERNAL REVIEW UPDATE**

**A. GOOD**

**DISCUSSION**

- PGME must conduct internal reviews of all accredited programs in the mid-cycle between regular review periods (2019-2027). It is required through the General Standards of Accreditation of Institutions with Residency Programs.
- Internal reviews for regular review programs will begin in January 2023 and continue until the fall of 2025. All programs have been added to a scheduled review timeslot. All PDs and PAs will be sent their timeslot via email. While requests can be made to change times, please note that not all requests will be accommodated.
- Programs undergoing review in the winter/spring 2023 will be contacted for potential review dates to begin the scheduling process.

- Internal reviews require experienced PGME faculty to support the process as reviewers. PGME is asking all PDs to sign up for at least two reviews between 2023-2025 to accommodate our 57 accredited programs. A sign-up sheet will be circulated on a first come, first served basis. Available positions include a Chair position (for skilled reviewers, \$1000 compensation) and a faculty representative position (for new or newer reviewers, \$500 in compensation). Training for reviewers will be provided.
- A reminder that PGME is piloting a resident report process to inform your program's evaluation data. The first round of reports will be disseminated in early May 2022. Programs will be notified of their report dates in advance. The Internal Review Subcommittee will review each report and determine the best way to provide the information back to the program so they can improve, while also protecting the confidentiality of the residents.

## 2023 ELECTIVES CLASS

L. CHAMPION

## DISCUSSION

- It has been confirmed that there will be no electives for the medical class of 2023. A decision has been made by Undergraduate Deans across Canada and will not be changed.
- B. Rotenberg – the decision does not help our students or our programs. S. Venance – this is challenging for all students; however, at the beginning of the pandemic, all medical schools across Canada agreed that decisions would be made in the interests of equity. If electives proceeded for the Class of 2023, there would be seven medical schools whose students would be disadvantaged due to elective timing. It is recognized that this causes anxiety for programs and students, but it is the fairest thing to do. A robust discussion took place, and the decision will not be revisited. A discussion on the Class of 2024 electives will take place likely in January 2023.
- M. Ott – how does the process change in 2024 unless the three-year programs change their structure? S. Venance – there is no consistency in year 3-4 structure across the 17 medical schools. Some programs begin their electives in year 3. The two 3-year programs have their clinical learning begin at the end of year 2, so there are elective opportunities for students that span the year. The main purpose of electives is for students to broaden their experiences, exposure, and knowledge. The AFMC Undergraduate Deans are looking at the structure of visiting electives and will set a maximum of 12 weeks of visiting electives, and no more than three programs. When thinking about visiting student electives, it is difficult for all students to travel across Canada (i.e., costs involved, some students are not able to travel, etc.). It is complicated and the UG Deans are doing their best to consider student needs, recognizing that there will be some challenges for Program Directors who like to see the students in person.
- M. Ott – PD advocacy for electives is because we feel it is the best experience for students. They learn a lot from visiting other programs and schools and it allows them to see what is on offer. S. Venance – every school in the country has the same approach and philosophy and students are unable to attend every program, so it is inherently an unequal system with disadvantages across the board. While this is an unpopular decision, it was done with robust discussion.
- If something is unavailable in a centre (i.e., Dermatology at Schulich), there are exceptions. This mainly applies to NOSM and Queen's which do not offer some of the CaRMS PGY1 programs. There are capacity issues at many centres, so while they can visit in those cases, capacity issues may cause limitations.
- B. Rotenberg – If some schools can access electives, that further enhances the lack of equality on both sides. Certain students will get access to electives and be seen in person, whereas wonderful applicants from other centres will not have that advantage. It sets an imbalance in the CaRMS process. S. Venance – these are rare exceptions and there will always be inherent imbalances in the matching process, so this is one of many. While it was the Deans who made the robust decision, the leaders of CFMS and FMEQ were consulted and strongly supported the decision for the 2023 Class.

	<ul style="list-style-type: none"> <li>▪ J. Van Koughnett – from what I am hearing, there will always be equity challenges. Can you comment on the long-term plan? S. Venance – this was equity in the setting of COVID-19 and my understanding for the Class of Meds 2024 will be that visiting electives will resume with the caveat of a maximum of 12 weeks allowed.</li> <li>▪ There is a full day meeting with undergraduate and postgraduate representation at CCME to look at the years 3-4 medical school curriculum. If there are drafts that are finalized with information, L. Champion will circulate.</li> </ul>
<b>COVID-19 AND MEDICINE REDEPLOYMENT UPDATE</b> <span style="float: right;"><b>L. CHAMPION</b></span>	
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ From last meeting, internal medicine was requesting other medicine programs have their residents volunteer for the COVID-19 wards. L. Champion stated that she would speak with J. Calvin (Dept. of Medicine Chair/Chief) to ensure clear communication was provided. L. Champion followed up with J. Calvin on Feb. 9, and J. Calvin stated that he will meet with Division Chairs and ask for more volunteer assistance.</li> <li>▪ L. Champion has also followed up with J. Calvin and Site Chiefs to ensure that residents who are writing exams (i.e., GIM, Geriatric Medicine, Internal Medicine) would be exempted and provided with the PARO-CAHO on-call exemptions.</li> <li>▪ The MRRP is currently in place to Mar. 31. Given the declining hospital admissions and ICU occupancy, anticipate that it will not be extended by the Ministry of Health.</li> </ul>
<b>POLICY REVIEW</b> <span style="float: right;"><b>L. CHAMPION</b></span>	
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ All policy drafts were circulated to Committee members in advance of the meeting for review.</li> <li>▪ AFC Education Policy: this is a companion to our Fellowship Policy with information for application processes for Canadian, international, and sponsored trainees. Note: it states that minimum funding of \$50,000 per year is to be provided to AFC trainees (in alignment with the Fellowship Policy). Motion to approve: M. Ott, seconded: J. Van Koughnett. No votes against the policy. It will pass to ECSC.</li> <li>▪ Supervision Policy: updated from 2012. It does not include the role of postgraduate trainees as supervisors as there will be a separate policy. This policy was provided to Clinical Chairs for discussion as well and they liked the policy changes. Motion to approve: A. Florendo-Cumbermack, seconded: V. Beletsky. Approved with no votes against approval. Will pass to ECSC.</li> <li>▪ Leaves of Absence Policy: technically this is a policy update, but functionally it is new as there are new processes at the Royal College. Motion to approve: M. Marlborough; seconded: K. Qumosani. Approved with no votes against. Will move to ECSC.</li> <li>▪ Waiver of Training Policy: updated from a 2018 policy. It has been separated from the Leaves of Absence policy. Motion to approve: S. Jeimy; seconded: J. Vergel de Dios. Approved with no votes against, will move to ECSC.</li> <li>▪ Fatigue Risk Management (FRM) Guidelines. These do not require approval but should be reviewed and implemented by all programs. The Guidelines include principles, program responsibilities, trainee and PGME responsibilities, as well as FRM resources.</li> </ul>
<b>ADJOURNMENT (8:04 AM) AND NEXT MEETING</b>	
<b>Next Meeting: Wednesday, April 13, 2022, 7:00 – 8:00 a.m., Virtual</b>	