

## PGME COMMITTEE MEETING MINUTES

	<b>Date:</b> Wednesday, September 9, 2020	<b>Time:</b> 07:00 – 08:00	<b>Location:</b> Teleconference
<b>MEETING CALLED BY</b>	L. Champion, Associate Dean, Postgraduate Medical Education		
<b>ATTENDEES</b>	<p>P. Basharat, V. Beletsky, P. Bere, J. Copeland, G. Eastabrook, S. Elsayed, A. Florendo-Cumbermack, R. Ganesan, S. Gryn, A. Haig, R. Hammond, J. Howard, C. Hsia, N. Huda, Y. Iordanous, T. Khan, J. Laba, D. Laidley, S. Lam, P. Leong-Sit, E. Lovett, A. Lum, S. Macaluso, K. MacDougall, A. Meiwald, D. Morrison, C. Newnham, M. Ngo, S. Northcott, M. Ott, T. Paul, S. Pritchett, M. Qiabi, K. Qumosani, H. Salim, V. Schulz, P. Teefy, J. Thain, G. Tithecott, L. Van Bussel, T. Van Hooren, J. VanKoughnett, J. Vergel de Dios, M. Weir, J. Wickett, C. Yamashita</p> <p><b>Hospital Rep:</b> S. Fahner <b>PARO Rep:</b> K. Desai, M. Cookson <b>P.A. Exec Rep:</b> C. Sikatori  <b>Guests:</b> J. Binnendyk, S. Giberson-Kirby, P. Morris</p>		
<b>REGRETS</b>	K. Fung, T. Joy, M. Weir		
<b>NOTE TAKER</b>	Andrea Good, andrea.good@schulich.uwo.ca		

### CALL TO ORDER & APPROVAL OF AGENDA/MINUTES

**DISCUSSION** Agenda, Minutes – APPROVED

### ANNOUNCEMENTS

#### CARMS SUMMER UPDATE

L. CHAMPION

**DISCUSSION**

- PGY1 CaRMS dates for 2021 have been finalized. Dates are available on the [CaRMS website](#). Dates for 2022 have been proposed (not official) based on the 2021 dates and templates:
  - November 1, 2021: CaRMS opens online to applicants with program descriptions available
  - February 2, 2022: File review
  - March 7 – March 27, 2022: National interview period
  - March 31, 2022: Program ROL deadline
  - April 20, 2022: Match Day
- A reminder on the UG and PG Statement on Medical Student Experiences. Students should not engage in, nor be encouraged or expected to engage in, any educational activities that infringe upon their participating in undergraduate curriculum. If programs or faculty members agree to meet with prospective applicants, it should be done virtually, and similar opportunities need to be afforded to all students who ask for them (CaRMS Policy).

	<ul style="list-style-type: none"> <li>The AFMC is developing a website known as CanPREPP (Canadian Portal for Residency Program Promotion) that will have links to each university and university program. Programs can add information to CanPREPP about their program and links to other materials such as videos, twitter, Q&amp;As, podcasts, short videos, etc. There is also a national calendar of events which will allow you to see other events taking place and schedule in a way that avoids conflicts.</li> <li>Videos that get posted to the CanPREPP website will need to be reviewed by Schulich Communications to have the Schulich logo added and ensure branding is correct.</li> <li>LHSC Communication policies and forms were circulated with the last August newsletter. Please review and follow these policies.</li> </ul>
<b>UPDATES</b>	
<b>PARO UPDATE</b>	
	<b>K. DESAI</b>
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Melissa Cookson (Family Medicine PGY2) is the new PARO Site Chair and will be coordinating with PGME and other subcommittees.</li> <li>The first local PARO executive meeting took place last week via zoom. The overarching theme was resident wellness, specifically under the lens of the pandemic.</li> <li>The first General Council meeting is taking place on September 14. We encourage programs to allow their General Council representatives to attend the meeting via zoom.</li> </ul>
<b>INTERNAL REVIEW SUBCOMMITTEE UPDATE</b>	
	<b>L. CHAMPION</b>
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>A meeting with the Internal Review Subcommittee (IRC) was held on Friday, September 4 to discuss new deadlines and plans for upcoming internal reviews.</li> <li>Accreditation statuses and timelines have been posted to the <a href="#">PGME Website</a>.</li> <li>Dr. Champion is requesting Program Directors sign up as volunteers to act as internal reviewers for certain programs. Please sign up as Chair or Faculty Representative. Chairs must have participated in at least one internal review in the past or an RCPSC/CFPC review at another institution. Faculty Representatives can be program directors from another discipline. An electronic sign-up sheet will be circulated.</li> <li>Action Plan Outcome Report (APOR) programs will not have a site visit but will be required to follow up on any area for improvement two-year (AFI-2Y) in November 2022. An interim review process will take place for APOR programs in May/June 2021. More information on the APOR review process will be sent to applicable programs by the end of September. Note that APOR reviews are not formal internal reviews.</li> <li>Programs with follow-up by Regular Review will have internal reviews taking place between 2023-2025. Each program will be reviewed at least once before 2027.</li> </ul>
<b>PGME EDUCATION UPDATES</b>	
	<b>L. CHAMPION (ON BEHALF OF K. TRUDGEON)</b>
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Program Directors and Program Administrators were sent an email on August 13 with a variety of free resident e-learning opportunities. These have also been posted on the PGME website. Many of these are focused on CanMEDS roles (i.e. QI and patient safety).</li> <li>PGME has developed <a href="#">a website</a> with links to resources for residents who are completing virtual interviews. Information includes mock interviews, zoom best practices, links to additional resources, etc.</li> <li>Upcoming PGME education events includes Transition to Practice (Two Part Series) in October. Webinars and E-Learning on Patient Safety will be coming soon, as well as an online virtual CMPA resident symposium. The PGME Office will send more information on these events when it becomes available.</li> </ul>
<b>PGE ADVISORY BOARD</b>	
	<b>C. NEWNHAM</b>
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The PGME Office has created <a href="#">a website</a> with resources to support Program Directors and residents when a resident is experiencing difficulty.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contact the Learner Equity &amp; Wellness (LEW) Office and refer the resident to LEW. The LEW Office has a lot of experience and resources available for support.</li> <li>• Please read the resident Assessment &amp; Appeals document to inform yourself of the processes in place should you need it. Take time to review it before you encounter a resident who is struggling. The document can be located on the PGME website under “Academic Resources” in either the Policies section or the Learner in Difficulty section.</li> <li>• Also on the Learner in Difficulty website, you will find the steps that residents need to take if they are in difficulty, and the steps to follow if they plan to appeal a decision.</li> <li>• There is also information about Individualized Learning Plans (ILPs), which tend to be completed by the program but the PGME Office is available if support is required.</li> <li>• The ILP is then be submitted to the PGME Office for review at the PGE Advisory Board. This Board does not make decisions, rather it reviews plans in an unbiased manner to determine whether the plan is supportive to both the resident and the program.</li> <li>• Due to the increased need with CBME, the PGE Advisory Board meets monthly on pre-set dates. The Learner in Difficulty website has a link to meeting dates and the date by which documents must be submitted to be reviewed.</li> <li>• Please do not hesitate to contact PGME with any questions.</li> </ul>
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<b>MARKETING UPDATES AND REMINDERS</b>	<b>L. CHAMPION</b>
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<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Contact Schulich Communications for branding of videos and photos</li> <li>• Schulich has photographers available. Contact them to get more information.</li> <li>• As mentioned, the hospitals also have policies that need to be followed to protect staff and patient confidentiality. Please make sure you are following those policies and getting consent when required.</li> <li>• The City of London has links videos on <a href="#">their website</a> that you can use to highlight London. If you want to use portions of the video, contact Schulich Communications who can facilitate a conversation with the City of London. There is usually a small fee involved.</li> </ul>
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<b>CAREER NIGHT</b>	<b>S. NORTHCOTT</b>
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<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Thank you to all programs who responded to requests for Career Night participation.</li> <li>• The date originally mentioned about Career Night was incorrect – it is being extended to September 22 – October 20.</li> <li>• Career Night is being held in the fall rather than waiting until spring. Due to the timing, we anticipate more third- and fourth-year attendance rather than the normal first- and second-year attendance.</li> <li>• Virtual format, in the evenings. The first hour is for larger programs and the second hour is for smaller programs.</li> <li>• Students will want to know what programs look for in a CaRMS applicant, standard templates to rank applicants, what makes your program unique, what are you hoping students highlight in their interviews, and who should students contact after the presentation if they are interested in learning more about the program or optional clinical learning opportunities (OCLOs).</li> </ul>
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<b>NEW BUSINESS</b>
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<b>LEARNER MISTREATMENT</b>	<b>G. TITHECOTT &amp; S. NORTHCOTT</b>
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<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Learner mistreatment documents were circulated to committee members in advance of the meeting.</li> </ul>
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- The Learner Mistreatment document includes participation from LEW, PGME, Dentistry and Grad Studies. It has also been reviewed by Western Central and Legal. It will be taken to ECSC for approval in October and then rolled out across Schulich.
- There is zero tolerance for learner mistreatment in all Schulich learning sites, processes and experiences, and we want to provide a safe, professional, respectful, inclusive and supportive learning environment free from mistreatment. These words were carefully selected. We expect everyone will take part in communicating this message across the school.
- The documents circulated in advance of the meeting provide information on learner reporting and the response from Program Directors. Please take time to review these documents.
- Learners will be able to connect to this information through LEW, PGME, UME, or Dentistry and a link will be provided where they can report an instance of learner mistreatment.
- A learner can report confidentially and anonymously on the LEW website. Learners can say whether they experienced or witnessed an issue, and the system allows LEW to track the investigation and outcome.
- Previously, a complaint stayed with the learner's file. In this new format, the complaint will sit in the teacher's file. This allows programs to track concerns of faculty or other residents (i.e. senior residents as teachers) in one place.
- At the end of each year, we will be able to report anonymously on the breadth of complaints and how they have been managed.
- Some concerns will be investigated by LEW but some may be investigated by other areas (i.e. Human Rights) based on the issue, and LEW will support the learner as they move through the complaint process. A goal is to create transparency around this process so that learners and programs know what to do if they have concerns.
- Anyone who has questions about the learner mistreatment documents can reach out to G. Tithecott or S. Northcott directly.
- The learner mistreatment documents were approved by the PGME Committee. It will go to the ECSC in October.

**INTERNAL REVIEW SUBCOMMITTEE TERMS OF REFERENCE**

**L. CHAMPION**

**DISCUSSION**

- To carry over to the October 14 agenda.

**ADJOURNMENT AND NEXT MEETING**

**DATE AND TIME**

**Next Meeting: Wednesday, October 14<sup>th</sup>, 2020 07:00 – 08:00 by Teleconference**