

## PGME COMMITTEE MEETING MINUTES

	<b>Date:</b> Wednesday, Sept. 14, 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, M. Bhaduri, P. Cameron, K. Carter, A. Cheng, M. Chin, S. Dave, G. Eastabrook, S. Elsayed, A. Florendo-Cumbermack, D. Grushka, S. Gryn, C. Hsia, A. Huitema, Y. Iordanous, H. Iyer, S. Jeimy, A. Kashgari, T. Khan, J. Laba, R. Leeper, Y. Leong, A. Lum, S. Macaluso, K. MacDougall, M. Marlborough, A. McConnell, A. Mullen, C. Newnham, M. Ngo, S. Northcott, M. Qiabi, K. Qumosani, M. Rajarathinam, J. Ross, B. Rotenberg, V. Schulz, P. Stewart, J. Van Koughnett, J. Thain, L. Van Bussel, T. Van Hooren, J. Van Koughnett, S. Venance, J. Vergel de Dios, J. Walsh, P. Wang, M. Weir, C. Yamashita, Q. Zhang</p> <p><b>Hospital Rep:</b> R. Caraman, S. Taylor, <b>PA Exec Reps:</b> C. Kinsman, <b>PARO Reps:</b> R. Barnfield, V. Turnbull, R. Woodhouse, <b>Guests:</b> B. Ferreira, P. Morris</p>		
<b>REGRETS</b>	S. Ibdah, V. Stratton, D. Morrison		
<b>NOTE TAKER</b>	Andrea Good, andrea.good@schulich.uwo.ca		

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

- DISCUSSION**   ▪ Agenda and June meeting minutes were approved.

### ANNOUNCEMENTS

**L. CHAMPION, S. NORTHCOTT**

- DISCUSSION**
- **Welcome to New Program Directors:**
    - Dr. Rob Leeper – Surgical Foundations
    - Dr. Julie Ann Van Koughnett – General Surgery (previously Surgical Foundations Program Director)
    - Dr. Allie McConnell – Emergency Medicine
    - Dr. Joanna Walsh – Anatomical Pathology
    - Dr. Peter Wang – Urology
    - Dr. Marko Mrkobrada (Interim) – General Internal Medicine
    - Dr. Cory Anderson (Interim) – Pediatric Critical Care Medicine
    - Dr. Qi Zhang - Neuropathology
  - **VP Medical Affairs:**
    - Dr. S. Northcott is the internal VP Medical Affairs for SJHC and will continue in her role as Associate Dean, Learner Experience. If there is an investigation or complaint regarding a resident at SJHC and these two roles create a conflict of interest, the investigation will be handled by M. Marlborough, Assistant Dean of Postgraduate Learner Experience. If higher level support is required, C. Watling (Vice Dean, Education Scholarship & Strategy) will support. M. Marlborough and C. Watling will be meeting monthly to discuss and issues/concerns. Please reach out to M. Marlborough or S. Northcott with any questions.
    - Dr. J. Calvin has been appointed as the LHSC Corporate Medical Executive.
    - All Program Directors were invited to a career night in October. The October date is in conflict with the ICRE, therefore a new invite will be sent out for Nov. 8
  - **Policy Approval:**

	<ul style="list-style-type: none"> <li>▪ The new Resident as Supervisor and new Faculty Evaluation policies have received final approval through ECSC and are now available on the <a href="#">PGME website</a>.</li> <li>▪ Revisions to the Program Director Appointment Policy and Leaves of Absence Policy have also been approved at ECSC and are available on the <a href="#">PGME website</a>.</li> <li>▪ All policies were also emailed to PAs and PDs last week.</li> </ul>
<b>PARO UPDATE</b>	
	<b>V. TURNBULL</b>
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ R. Woodhouse (2021-2022 PARO Site Chair) introduced V. Turnbull who is the new PARO site chair for the 2022-2023 academic year.</li> <li>▪ V. Turnbull noted that the first general council meeting will take place on Sept.19.</li> </ul>
<b>CARMS R-1 MATCH TIMELINES (2023 AND 2024)</b>	
	<b>L. CHAMPION</b>
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ L. Champion provided a reminder of the 2023 match timelines. Match day is on March 22, 2023. These students will have no away electives/opportunities. <ul style="list-style-type: none"> <li>▪ The US match date precedes the Canadian match date once again. Therefore, individuals on your rank order for IMG positions may be removed if they successfully match in the US.</li> <li>▪ The second iteration is on Apr. 27, 2023.</li> </ul> </li> <li>▪ The 2024 match timelines are currently being discussed. There are two options under consideration, with the first option providing a slightly longer timeframe between the first and second iteration. Both options are similar, therefore effects will be about the same. A final decision will be made at COFM level in 3-4 weeks. <ul style="list-style-type: none"> <li>▪ The US match date has moved forward to Feb. 19, 2024.</li> </ul> </li> <li>▪ MOH expansion: PGME and the MOH will be meeting the following day with the hope that the MOH will confirm PGME positions across Ontario. More information to come.</li> </ul>
<b>VISITING ELECTIVES</b>	
	<b>L. CHAMPION</b>
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ L. Champion noted that the 2024 class visiting electives can now begin. This applies to CMG students. The student portal is now open.</li> <li>▪ IMG or international electives are held until January, a decision made at the COFM level.</li> </ul>
<b>CBME UPDATE</b>	
	<b>J. VERGEL DE DIOS</b>
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ <b>RCPSC Update:</b> <ul style="list-style-type: none"> <li>▪ The versioning policy has been sent out in draft form to all institutional CBME leads for feedback. Some revisions are editorial, others are fundamental.</li> <li>▪ The policy discusses expected timelines for implementation, ensuring there is enough time to implement these versioning changes, and the associated challenges and stresses for residents and programs.</li> <li>▪ J. Vergel de Dios will provide an update once the policy is finalized.</li> </ul> </li> <li>▪ <b>EPA Reports:</b> <ul style="list-style-type: none"> <li>▪ Based on resident feedback, the main stressor is in completing EPAs.</li> <li>▪ We have rolled out two new goals for all programs to achieve, regardless of program size: &lt;5% EPA expiration in a 6-month period; &gt;90% EPA completion within 14 days</li> <li>▪ After several internal discussions as well as discussions with the CBME Steering Committee, we feel that these are acceptable metrics for all programs to work towards.</li> </ul> </li> <li>▪ <b>Competence Committees:</b></li> </ul>

	<ul style="list-style-type: none"> <li>▪ J. Vergel de Dios provided a reminder for section 3 MOC credits. If J. Vergel de Dios has observed your program’s CC meeting and provided feedback, you are eligible to claim this as section 3 MOC credits.</li> <li>▪ J. Vergel de Dios will distribute information outlining what you can claim and how to input your roles on Acuity Star.</li> <li>▪ <b>Exams:</b> <ul style="list-style-type: none"> <li>▪ J. Vergel de Dios provided a reminder that residents must start the exam process one year in advance by applying for an assessment of training.</li> <li>▪ Reminders will be sent and there is relevant information available on <a href="#">our website</a>.</li> <li>▪ If your program has spring 2023 residents that are writing exams, CCTs are due back to PGME by Sept. 19.</li> </ul> </li> <li>▪ <b>CBME Steering Committee (SC):</b> <ul style="list-style-type: none"> <li>▪ The SC is recruiting new members for the upcoming academic year. There is no cap on the maximum number of members; any faculty that are interested are welcome to join.</li> <li>▪ The committee meets every two months on Thursdays from 7-8am.</li> <li>▪ This is an opportunity to share your ideas/concerns regarding CBME (e.g., spring 2023 Schulich-wide faculty development ideas).</li> </ul> </li> </ul>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>PGME APPRECIATION</b>	<b>L. CHAMPION</b>
--------------------------	--------------------

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ L. Champion thanked A. Good for all of her hard work, knowledge, expertise, and organization towards accreditation. There are seven programs up for external reviews and another seven programs submitting action plan outcome reports this fall.</li> <li>▪ L. Champion thanked the Internal Review Subcommittee members and those that have volunteered as surveyors for internal reviews.</li> <li>▪ L. Champion recognized several program directors: <ul style="list-style-type: none"> <li>▪ J. Ross (Psychiatry) is a new PD and is working towards a high-stakes external review, has exhibited unwavering commitment to the program, and has worked towards the success of its residents.</li> <li>▪ Y. Leong (OBGYN) is a new Interim PD and has been tasked with a high-stakes review. She has met with all residents, listened to their concerns, and is working diligently on the CanAMS documentation.</li> <li>▪ Allie McConnell (Emergency Medicine) is a very new PD, and was faced with inputting all documentation for external review on a tight timeline. She has put in a lot of work towards reviewing, revising, and responding to PGME’s comments and suggestions.</li> <li>▪ H. Iyer (Nephrology) represents a program that truly values residents, education, and wellness. H. Iyer took over the Solid Organ Transplant AFC and has developed terms of reference, committee structure, a trainee selection process, orientation, and portfolio tracking system all within a six-month period. H. Iyer also sits on the CBME Steering Committee, the Internal Review Subcommittee, works as a PD coach, has helped with internal reviews, and has facilitated feedback workshops. He is a role model as a clinician and professional.</li> </ul> </li> </ul>
-------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>YEAR 1 MODULES</b>	<b>B. FERREIRA</b>
-----------------------	--------------------

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ The CMPA will be running workshops once again this year. Some of the fall dates may be full, however January dates will open soon for registration. See information <a href="#">here</a>. <ul style="list-style-type: none"> <li>▪ L. Champion encouraged programs to take advantage of these sessions as they cover in-demand topics including disclosure patient safety incident.</li> </ul> </li> <li>▪ We are in search of 1-2 volunteers to take the lead on the hidden curriculum workshops, previously led by N. Dean. <ul style="list-style-type: none"> <li>▪ The workshops are pre-packaged containing pre-reading materials, modules, prepared slides, speaker notes, and facilitator guides.</li> <li>▪ Workshops would be scheduled according to your availability.</li> </ul> </li> </ul>
-------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- Please reach out to B. Ferreira if you are interested in facilitating, or if your program is interested in participating.
- TTR sessions are now over, with the last one taking place on Aug. 31.
  - The sessions had over 40 presenters (both faculty and residents) and approx. 140-160 participants per session.
  - L. Champion thanked B. Ferreira, as well as all faculty and residents involved.
- The certificate of leadership course will be offered again this year. Applications will open on Sept. 22.
  - Four virtual sessions will run in the evenings from 6-9pm with Dr. A. Park as well as three residents who participated in last year's sessions.
  - Topics include: emotional intelligence, teamwork, leadership, and wellness.
  - In the feedback survey from last year's sessions, residents reported that the certificate program greatly or strongly improved their understanding of emotional intelligence, teamwork, leadership, and wellness. Residents stated that they will listen more to patients and the team, and will check in with their own biases and personality shifts in moments of stress.
- Two new Rise 360 modules will be launching: [Certificate of Death and the Role of the Coroner](#) and the [Resident Toolkit for Teaching Other Residents/Medical Students](#).
  - Modules will be hosted on OWL and will launch for all PGY1s this coming fall. They require approximately 30 minutes to complete.
  - L. Champion proposed making these modules mandatory for PGY1s and at the program's discretion for PGY2s, because:
    - The certificate of death is often completed incorrectly
    - One of the undergraduate standards for accreditation is that *all* residents are taught how to teach and this will guarantee that all incoming PGY1s obtain this preliminary knowledge
  - Module completion will be tracked through OWL. Please let B. Ferreira know if you plan to make the modules mandatory for PGY2s so that they can be added to the list for completion tracking. Residents will be given 6-8 weeks to complete the modules, with regular reminders sent out.
  - It was asked whether there will be protected time for residents to complete the modules. L. Champion explained that there will not be protected time dedicated towards the completion of these modules specifically; however, residents are given protected time towards scholarly projects and academic half day.
  - L. Champion proposed building a separate module that covers consent for autopsy. J. Walsh (Anatomical Pathology PD) noted that her department has started working on this, she will speak with them and report back to L. Champion at which point they can begin working on a draft version. This module would be made mandatory the following year, but available to residents in the meantime once it is finalized.

**PGY2 ACADEMIC SESSIONS**

**L. CHAMPION**

**DISCUSSION**

- Several plans are underway, including:
  - Teacher Bootcamp: This idea was brought forward by a variety of programs and will be a one day in-person event for residents.
  - Quality improvement patient safety webinar. L. Champion is hoping to involve the Centre for Quality, Innovation and Safety from the Department of Medicine.
  - CPSO seminar: Last year's session was successful with approx. 150 participants. We are hoping to host it again this year.
  - EDI-D: This is still in the planning stage. V. Schulz (CPD) stated that CPD is introducing an EDI-D module that will be available at the end of Sept. to all interested faculty and residents. L. Champion noted that Basic Sciences has an EDI-D module that UME is currently working on adapting as well.

**TERMS OF REFERENCE REVIEW****L. CHAMPION****DISCUSSION**

- The Residency Allocation Subcommittee (RAC) created its terms of reference approximately 1.5 years ago, during which time they were tasked with taking five residency positions out of the PGY1 match each year.
- The new terms of reference reflect the fact that we are no longer removing positions, but rather increasing positions. The expectation is that we will have ten additional PGY1 positions and hopefully one additional enhanced skill.
- The terms of reference emphasize MOH requirements, program capacity, resources, societal needs, and evidence of program strength.
- It was asked by V. Turnbull why there are no resident representatives on the committee. L. Champion agreed that there is value in having a resident representative and agreed to amend the membership section to add one PARO resident representative to the committee.
- The new terms of reference were approved with the revision of adding one (1) resident PARO position to the membership.

**AGENDA ADDITION – MEDICAL AFFAIRS E-LEARNING****R. CARAMAN****DISCUSSION**

- It was asked whether non-compliance of e-learning by residents and fellows can be addressed. There are a number of residents and fellows that are noncompliant with learning modules and if this does not change, they will have their system access suspended and will be unable to clinically practice starting on Oct. 31.
- Weekly reports are sent to PDs and chair/chiefs regarding the individuals that are noncompliant. There is a total of 129 noncompliant learners, 22 of which are clinical fellows and 107 are residents. The Department of Medicine has the highest rate of noncompliance, followed by the Department of Surgery.
- Please reach out to your residents/fellows that are noncompliant. PARO can assist if needed. The goal is 100% completion rate by the end of October.
- L. Champion will ask for an update two weeks prior to the deadline. One of the barriers to completion is that residents are not routinely using their LHSC email, therefore PGME will reach out via UWO email.
- V. Turnbull stated that PARO is happy to advertise the modules, however noted that they are lengthy, redundant, and sometimes irrelevant. R. Caraman and S. Venance assured that these concerns are actively being discussed at the MAC level. Some of the modules are mandated by law as Ministry of Labour requirements; however, they are working to make them more appropriate to the audience.

**ADJOURNMENT (8:00 AM) AND NEXT MEETING****Next Meeting: Wednesday, October 12, 2022, 7:00 – 8:00 a.m., Virtual**