

RAC-CBME MEETING MINUTES

DATE: May 31, 2021	TIME: 6:00pm	LOCATION: Zoom
MEETING CALLED BY	J. Vergel de Dios, Director of CBME Implementation, PGME	
ATTENDEES	C. Koerber, A. Zaki, L. Champion, A. Teel, B. Ferreira, C. Baker, H. Jhaver, L. Madrazo, M. Lugowski, P. Morris, R. Barnfield, S. Ibdah, Z. Merali, A. Good, H. Li, C. Wang, S. Hinton, L. Sirisegaram, J. Vergel de Dios	
REGRETS	J. Krista	
NOTE TAKER	Clarissa Koerber (clarissa.koerber@schulich.uwo.ca)	

CALL TO ORDER & APPROVAL OF MINUTES

DISCUSSION	Meeting called to order by Dr. L Champion at 6:00pm. March 2021 meeting minutes were approved.
------------	---

1. PREVIOUS ACTION ITEMS – COMMITTEE

DISCUSSION	<ul style="list-style-type: none"> • The committee discussed previous meeting action items: <ul style="list-style-type: none"> ○ A. Zaki noted that the Elentra website is preferred over the Queen's app. ○ A. Zaki explained that as of present, S. Hinton has expressed interest in the co-chair role. It was decided that the positions will remain open for now and anyone that is interested can send A. Zaki an email. <ul style="list-style-type: none"> ▪ L. Champion suggested that it would be good to have representation from the new programs launching CBME, as well as R1s starting in July. ▪ A call will be put out in August for new members, at which point the secretary position can be filled. ▪ A. Zaki reminded the residents during the resident-only portion to submit any applications if they are interested in the co-chair role and that there is the option of having more than 1 resident co-chair in the position. • Feedback on the My Triggered Tasks feature, and other Elentra features that will be coming out, will be discussed at the next meeting's resident-only portion.
ACTION ITEMS	<ul style="list-style-type: none"> • C. Koerber to include My Triggered Tasks feedback as a pre-meeting question for the next RAC-CBME meeting.

2. REP UPDATES - COMMITTEE

DISCUSSION	<ul style="list-style-type: none"> • The committee discussed the pre-meeting question - CC Transparency: What kind of communication do you receive after a CC meeting? <ul style="list-style-type: none"> ○ The information that residents receive after a CC meeting varies from program to program. <ul style="list-style-type: none"> ▪ Some programs receive a CC report, some receive a CC report and a meeting with their PD, and others receive a CC report and are assigned a CBME mentor with whom they sit down and discuss their progress/next steps. ▪ Residents really liked the idea of a dedicated CBME mentor who provides CBME specific feedback. The role of a CBME mentor would be to provide personalized to each resident on their performance based on the comments of their EPAs, how many they have completed, and a plan moving forward on how to complete missing EPAs. ▪ One concern about having a dedicated CBME mentor was the resources required to set this up, especially in larger programs. For smaller programs, it may not make sense to have a dedicated CBME mentor. Another concern was that some mentors may not be as familiar with CBME and as a result, there may be differences in the quality of feedback/action plan made.
------------	--

	<ul style="list-style-type: none"> ▪ Some residents voiced concerns regarding EPAs completed by allied health who may not have an Elentra account – this can be solved by adding them using the external assessor option when triggering an assessment. • L. Champion asked whether there are any best practices in terms of the mentorship program. <ul style="list-style-type: none"> ▪ Emergency Medicine currently runs the CBME mentorship program and residents like the idea of implementing this across all programs. ▪ Pathology runs a mentorship program; however the mentors are not CBME specific. ▪ The main challenge is getting new staff to buy into the mentorship program. ▪ It was noted that a CBME mentorship program would be a good opportunity for focused education on how to help residents, set expectations, how best to get EPAs, etc. This may then disseminate more naturally to the rest of the staff, as opposed to faculty-level interventions.
ACTION ITEMS	<ul style="list-style-type: none"> • None

3. NATIONAL LEADS UPDATE – L. CHAMPION

DISCUSSION	<ul style="list-style-type: none"> • L. Champion provided a Royal College National Leads Meeting update. <ul style="list-style-type: none"> ○ Experience during Covid <ul style="list-style-type: none"> ▪ The RCPSC has provided briefing notes for all programs, CBD and time-based, to ensure that residents are able to meet training requirements, despite the setbacks as a result of Covid. It is understood that training experiences have been altered due to the pandemic, and the RCPSC is working to ensure that residents are able to count altered experiences as often as possible. It is expected that few will require an extension of training. ○ IM and Subspecialties – Handover of TTP EPAs <ul style="list-style-type: none"> ▪ P. Morris noted that there is an upcoming National Leads meeting on June 7th, at which time there may be an update. • L. Champion explained that the MCC has cancelled all of the part 2 exams and provided refunds. • National Resident Survey <ul style="list-style-type: none"> ▪ The RDoc and RCPSC will be running a national resident survey. When the information is released, L. Champion will include it in a newsletter so that all residents are aware and have a chance to participate.
ACTION ITEMS	<ul style="list-style-type: none"> • None

4. FACULTY ACCOUNTABILITY – L. CHAMPION

DISCUSSION	<ul style="list-style-type: none"> • J. Vergel de Dios and L. Champion met with the Clinical Chairs from all departments to present the EPA quarterly reports. • It was noted that Clinical Chairs were advised that they can request specific information for a particular faculty member if requested.
ACTION ITEMS	<ul style="list-style-type: none"> • None

5. ELENTRA UPDATE

DISCUSSION	<ul style="list-style-type: none"> • P. Morris provided an Elentra update. <ul style="list-style-type: none"> ○ The Dashboard is now in the staging phase and assessment plans will begin being entered starting on June 7th. ○ Once assessment plans are entered, the Dashboard will go live for all CC members, PDs, and PAs in June. ○ Once the Dashboard goes live, IS will focus on the Resident Dashboard which is expected to go live in late July or early August.
-------------------	---

	<ul style="list-style-type: none"> ○ Residents will have the option to add a personal reflection widget in the Dashboard. It is unsure whether this will be a general reflection space or EPA-specific. P. Morris asked whether this is something that residents are interested in. It was noted that it will not be completely confidential as both the IS and PGME team will have access. <ul style="list-style-type: none"> ▪ P. Morris also asked whether there are any data sets that residents would like to be added to the Dashboard. Both this and the resident reflection can be added at a later date, therefore input is not required immediately. • The My Triggered Tasks feature was brought forward as a request from the RAC-CBME committee. Any feedback is appreciated.
ACTION ITEMS	<ul style="list-style-type: none"> • Committee to reflect on whether a resident log and any additional data should be included in the Dashboard. • Committee to provide feedback on the My Triggered Tasks feature at the next meeting.

6. NEXT YEAR'S COMMITTEE – A. ZAKI	
DISCUSSION	<ul style="list-style-type: none"> • It was decided that an invitation for representation among new CBME programs and residents will go out in block two. • A. Zaki will assist with this by explaining the committee and the open positions, as well as welcoming any new members.
ACTION ITEMS	<ul style="list-style-type: none"> • None

7. RESIDENT ORIENTATION & DEVELOPMENT MATERIALS – C. KOERBER, S. IBDAH, B. FERREIRA	
DISCUSSION	<p>7.1 Coaching/Feedback Workshop + Incubator Update</p> <ul style="list-style-type: none"> • C. Koerber provided an update on the Incubator and Coaching & Feedback Workshops. <ul style="list-style-type: none"> ○ Both events have now finished. Thank you to all those that participated and/or expressed interest in participating. ○ C. Koerber asked whether there is interest in either event being offered again in the future. L. Champion and A. Zaki proposed offering an Incubator or something similar on an annual basis (i.e., does not always need to be CBME themed). ○ C. Koerber noted that the recordings for both the Incubator and Workshop sessions are now available on Schulich on Demand. <ul style="list-style-type: none"> ▪ Incubator presentations include the PowerPoint slides as an attachment under the videos. ▪ Users can log in using UWO credentials, and then either browse the channels or search the following: <ul style="list-style-type: none"> ▪ PGME Coaching and Feedback Workshops ▪ 2021 April Incubator for CBME Innovators with CERl ▪ 2021 May Incubator for CBME Innovators with CERl • C. Koerber asked whether the committee has any input for improvement going forward. Anyone with suggestions is welcome to reach out via email and we are happy to take any recommendations for improvement into consideration. <p>7.2 RX-OCR Materials</p> <ul style="list-style-type: none"> • S. Ibdah provided an update on the RX-OCR materials. <ul style="list-style-type: none"> ○ Several resources are being developed for programs launching CBME, but also for any programs interested in CBME refreshers. ○ S. Ibdah is running several on-demand 45-minute workshops, accredited for MOC Section 3 credits. ○ S. Ibdah is developing mini faculty development videos. Topics include: providing effective feedback, dealing with difficult personalities, resiliency, coaching in the moment, and recording assessments (EPA and non-EPA). ○ S. Ibdah explained that residents are welcome to send her an email if they are interested in booking any workshops. ○ L. Champion will include this information in an upcoming newsletter. <p>7.3 Online Modules</p> <ul style="list-style-type: none"> • B. Ferreira provided an update on the Ottawa resource. <ul style="list-style-type: none"> ○ Ottawa has provided us with their content. The next steps is to develop a module in collaboration with the RAC-CBME committee by early fall.

ACTION ITEMS

- **Committee to reach out to S. Ibdah if interested in booking a workshop.**
- **B. Ferreira to develop a module based on Ottawa's resource in collaboration with the RAC-CBME committee.**

ADJOURNMENT & NEXT MEETING

Date and time of next meeting: TBD