

## RAC-CBME MEETING MINUTES

DATE: November 1, 2021	TIME: 5:30pm	LOCATION: Zoom
MEETING CALLED BY	J. Vergel de Dios, Director of CBME Implementation, PGME	
ATTENDEES	C. Koerber; A. Zaki; A. Good; J. Vergel de Dios; S. Hinton; B. Ferreira; C. Wang; C. Cheng; E. Li; E. Mitchell; G. Zhao; H. Li; L. Cormier; L. Calderon; L. Champion; L. Sirisegaram; M. Shere; M. Nuaaman; M. Bhatti; M. Swiha; P. Morris; S. Ibdah	
REGRETS	None	
NOTE TAKER	Clarissa Koerber ( <a href="mailto:clarissa.koerber@schulich.uwo.ca">clarissa.koerber@schulich.uwo.ca</a> )	

### CALL TO ORDER & APPROVAL OF MINUTES

DISCUSSION	Meeting called to order by Dr. J. Vergel de Dios at 6:00pm. August 2021 meeting minutes were approved by L. Champion.
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### 1. RESIDENT-ONLY FOLLOW-UP – DR. J. VERGEL DE DIOS, DR. A. ZAKI, DR. S. HINTON

DISCUSSION	<ul style="list-style-type: none"> <li>• Dr. A. Zaki noted that residents find the new dashboard helpful in tracking EPAs.</li> <li>• Resident-Only Portion Q&amp;A             <ol style="list-style-type: none"> <li>1. <b>Can the EPA approval be automated to be pass/fail when submitted or does it have to go through the Competence Committee first?</b> <ul style="list-style-type: none"> <li>▪ Indicating that an EPA has been achieved (the green checkmarks) is something that is done manually by a CC member in Elentra. Determination of achievement of an EPA goes beyond just meeting the suggested number of observations and specific contextual variable responses, so this is not something that should be automated.</li> </ul> </li> <li>2. <b>Is an Elentra App being developed?</b> <ul style="list-style-type: none"> <li>▪ Our Schulich Information Services (IS) Team is not currently working on an Elentra App. While we would be pleased to see this happen, unfortunately that is something the IS Team does not currently have the required resources (people!) to do. For now, Elentra users can navigate to Elentra using the browser on their mobile device. See <a href="#">here</a> for instructions.</li> </ul> </li> <li>3. <b>Can the requirements for each EPA be added to the dashboard?</b> <ul style="list-style-type: none"> <li>▪ Yes! We are still entering a few programs' assessment plans, but many programs already have the requirements (# observations, # of specific contextual variables, etc.) on their dashboards. We are looking into possibly having the Key Features and Assessment Plan criteria displayed through a link or a modal pop-up for each EPA on the dashboard, but if we decide to proceed with that it wouldn't be possible until sometime next spring.</li> </ul> </li> <li>4. <b>Is it possible to have separate EPA sections for those EPAs with multiple sections?</b> <ul style="list-style-type: none"> <li>▪ When an EPA has multiple parts, (Part A, B, C... etc.), it is still only one EPA, so there can only be one EPA line in the Dashboard (and one checkmark!). However, the contextual variable requirements that are displayed in the assessment plans are now sorted by Part A, B, etc., so the display is better organized for multi-part EPAs.</li> </ul> </li> <li>5. <b>Is it possible to default the Dashboard to "all assessments" instead of the "last 30 days"?</b> <ul style="list-style-type: none"> <li>▪ By default, the scatterplot on the dashboard shows the entrustment scores from the last 30 days. The EPA metrics chart shows EPAs since the last CC meeting. The accordion section at the bottom of the dashboard shows all assessments. We are looking at adding an option for ALL assessments in the scatterplot as well as the ability to filter various dashboard widgets by date ranges. Stay tuned!</li> </ul> </li> <li>6. <b>How do you create a note and what is it being used for?</b> <ul style="list-style-type: none"> <li>▪ The Notes can currently only be added/edited/deleted by Competence Committee members. The Notes are used to set the residents' status (i.e.: "progressing as expected"), to track notes/minutes from CC meetings, to add an EPA-specific note for the residents, to add narrative feedback for a resident, plus many other reasons. If residents</li> </ul> </li> </ol> </li> </ul>
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	<p>would like the ability to create their own notes as personal reflections or reflections they want shared with their programs' CC members, that would be a future development option.</p> <p><b>7. Will there be a logbook feature included on Elentra for the purpose of procedure documentation?</b></p> <ul style="list-style-type: none"> <li>▪ Yes! Elentra has Logbook functionality and we will be working with programs very soon to set these up. Due to limited resources we are constantly reviewing the prioritization of the Elentra features; but the Logbook is next on the list.</li> </ul> <p><b>8. How do you retrigger (or send a reminder for) an EPA before it expires and is there a way to retrigger it after it expires?</b></p> <ul style="list-style-type: none"> <li>▪ Residents can send reminder emails to assessors by clicking on the “My Triggered Tasks” button that appears at the top of the dashboard. This will display a list of triggered EPAs that have not been started yet, or are in progress. There is a check box that, when checked, will trigger an email reminder to the Assessor. This process is outlined in the <a href="#">Elentra User Guide</a> with screenshots as well. Residents are unable to re-trigger an expired EPA, however residents are urged to report expired EPAs to their Program Director or Program Administrator, and they can then request the CBME Team to re-open an expired EPA and assign a new expiry date.</li> </ul>
<b>ACTION ITEMS</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>

<b>2. ELENTRA UPDATE – P. MORRIS</b>	
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• P. Morris provided an update on Elentra. <ul style="list-style-type: none"> <li>○ Based on feedback from the previous RAC-CBME meeting, a link to <a href="#">My Triggered Tasks</a> has been added to the Dashboard.</li> <li>○ P. Morris noted that the PIN used by assessors is set by the assessors themselves and is not linked to employee ID or CPSO number. Any 4-6-digit number will do. The PIN can be reset at any time. All of this information is reviewed in training with faculty and they are reminded to reset their PIN often. See <a href="#">here</a> for a flyer on the basics for faculty.</li> <li>○ Dashboard Update <ul style="list-style-type: none"> <li>▪ The ability to identify unique contextual variables has been added in the Dashboard (i.e. previously, an EPA requiring “2 different cases” could not specify that the cases must be different).</li> </ul> </li> <li>○ Adding External Assessors <ul style="list-style-type: none"> <li>▪ P. Morris clarified that external assessors for EPAs are meant to be used for non-UWO faculty only. Recently, many UWO faculty have been added as external assessors under a different email address and this is causing significant issues.</li> <li>▪ All UWO faculty, residents, and clinical fellows are listed in the assessor drop-down menu. If you do not see your assessor, please check the spelling and/or that you have the correct name.</li> </ul> </li> <li>○ Elentra Communities <ul style="list-style-type: none"> <li>▪ P. Morris showed the Elentra Communities feature which can be accessed by clicking the second button on the left in the top purple ribbon. All Elentra users have access to Communities and we can set anyone up as an administrator.</li> <li>▪ Administrators have the ability to add any page type (e.g. polling, announcements, document sharing, etc.)</li> <li>▪ Residents can reach out to P. Morris if they would like access.</li> <li>▪ Dr. A. Zaki suggested that we post the pre-meeting questions in Elentra Communities for the next meeting as a trial run. Dr. S. Hinton suggested that the document sharing tab would be a good centralized location to store meeting agendas and minutes so that residents do not need to scroll back through emails to find these documents. S. Hinton also suggested that this might be a good area to store EPA requirements for those representatives that are representing a program other than their own.</li> <li>▪ A. Zaki asked whether the name can be changed from Communities to Forum as this better represents its functionality. P. Morris will investigate whether the name can be changed.</li> </ul> </li> </ul> </li> </ul>

ACTION ITEMS	<ul style="list-style-type: none"> <li>• Residents to contact P. Morris if interested in having access to Elenra Communities.</li> <li>• P. Morris to investigate changing the name from Communities to Forum.</li> </ul>
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### 3. ONLINE MOCULE FOR RESIDENTS AND TEACHING SKILLS – B. FERREIRA

DISCUSSION	<ul style="list-style-type: none"> <li>• B. Ferreira provided an update on the online module for residents. <ul style="list-style-type: none"> <li>◦ An articulate module was developed based on the Residents Teaching Other Residents Toolkit from uOttawa. The goal of the module is to develop teaching, leadership, feedback, and interpersonal skills among residents. Topics include: one-minute preceptor feedback, documenting and giving effective feedback, and resident mistreatment.</li> <li>◦ The module link was sent to A. Zaki and S. Hinton for review, after which it will be distributed to the committee for feedback.</li> </ul> </li> <li>• J. Vergel de Dios explained that this module is the product of a RAC-CBME representative's suggestion after having used uOttawa's resource on elective in Ottawa. J. Vergel de Dios noted that any feedback on how residents would like to see this resource used going forward is also welcome.</li> </ul>
ACTION ITEMS	<ul style="list-style-type: none"> <li>• <b>Dr. A. Zaki and Dr. S. Hinton to review module, after which C. Koerber will distribute module link to RAC-CBME members for feedback.</b></li> </ul>

### 4. CC RETREAT – DR. J. VERGEL DE DIOS

DISCUSSION	<ul style="list-style-type: none"> <li>• The PGME-CBME team is hosting a virtual Competence Committee retreat on November 25<sup>th</sup> from 9:00am-12:00pm titled "Supporting Competence Committees on Their Own Path to Competence: Theory vs. Reality". <ul style="list-style-type: none"> <li>◦ Residents are encouraged to join and offer their insights to shape how we approach Competence Committees here at Western. Register <a href="#">here</a></li> </ul> </li> <li>• We are in need of one more resident volunteer to participate in the debate portion of the retreat. The debate topic is that only high quality data is what Competence Committees require to be effective. Resident volunteers will work along with either Dr. N. Huda or Dr. P. Wang. Please spread the word among your program. No prior debate experience is required, the PGME-CBME team will walk the volunteers through the entire process.</li> </ul>
ACTION ITEMS	<ul style="list-style-type: none"> <li>• <b>RAC-CBME representatives to recruit a resident volunteer for the retreat debate.</b></li> </ul>

### 5. NATIONAL RDOC SURVEY FOR RESIDENTS – DR. J. VERGEL DE DIOS

DISCUSSION	<ul style="list-style-type: none"> <li>• Dr. J. Vergel de Dios noted that the National RDoc Survey for Residents is currently available. Residents should have received an anonymous link through PARO. The survey will close later in the week.</li> <li>• This is the first Canada-wide survey on residents in CBME. The RCPSC has promised to share the results once available.</li> </ul>
ACTION ITEMS	<ul style="list-style-type: none"> <li>• <b>RAC-CBME representatives to complete and encourage their peers to complete the National RDoc Survey for Residents.</b></li> </ul>

### 6. REPEAT OF ANNUAL FEEDBACK SURVEY – DR. J. VERGEL DE DIOS

DISCUSSION	<ul style="list-style-type: none"> <li>• Dr. J. Vergel de Dios noted that it is one year since we administered our Annual Feedback Survey among residents here at Western. This will be brought forward to the committee in future meetings to determine what we would like to do in terms of updating. Dr. J. Vergel de Dios will discuss this first with Dr. A. Zaki and Dr. S. Hinton.</li> </ul>
ACTION ITEMS	<ul style="list-style-type: none"> <li>• <b>Dr. J. Vergel de Dios, Dr. A. Zaki, and Dr. S. Hinton to discuss future plans for the annual feedback survey.</b></li> </ul>

### 7. EXPIRED EPA UPDATE – DR. J. VERGEL DE DIOS

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Dr. J. Vergel de Dios thanked all those that participated in the Resident Town Hall in August.</li> <li>• Dr. J. Vergel de Dios provided an update on the issue of expired EPAs. <ul style="list-style-type: none"> <li>○ It was stressed that expired EPAs are not seen as a resident related issue, but rather is a faculty and/or systems related issue.</li> <li>○ A. Good builds comprehensive program-specific reports on EPA completion and expired EPAs for PDs and CBME Leads. Dr. L. Champion and Dr. J. Vergel de Dios present these findings to clinical chairs in order to raise awareness on the importance of EPA completion. There are also faculty assessor reports available in Elentra.</li> <li>○ Dr. J. Vergel de Dios explained that expired EPAs are an important metric for faculty accountability and as such we do not want to get rid of them. However, it is not seen by PGME, Competence Committees, or programs as a resident-related issue.</li> </ul> </li> </ul>
<b>ACTION ITEMS</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>

### ADJOURNMENT & NEXT MEETING

Date and time of next meeting: January 10, 2022 at 5:30pm