

## RAC-CBME MEETING MINUTES

DATE: March 7, 2022	TIME: 5:30pm	LOCATION: Zoom
MEETING CALLED BY	J. Vergel de Dios, Director of CBME Implementation, PGME	
ATTENDEES	C. Koerber; A. Good; J. Vergel de Dios; S. Ibdah; A. Zaki; S. Hinton; B. Ferreira; B. Cai; C. Cheng; E. Li; G. Zhao; H. Li; L. Calderon; L. Balaghi; L. Champion; M. Nuaaman; M. Bhatti; M. Radulj; P. Morris; P. Jun Zhao; S. Young	
REGRETS	A. J. Teel	
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. January meeting minutes were approved.
------------	--

### 1. NATIONAL LEADS & RC UPDATE – DR. J. VERGEL DE DIOS

DISCUSSION	<ul style="list-style-type: none"> <li>Dr. J. Vergel de Dios followed up with the RCPSC regarding the National RDoc Resident Feedback Survey and was advised that results are months away from being published.</li> </ul>
ACTION ITEMS	<ul style="list-style-type: none"> <li>None</li> </ul>

### 2. PGME-CBME UPDATE – DR. J. VERGEL DE DIOS

DISCUSSION	<ul style="list-style-type: none"> <li>The PGME-CBME team is hosting the Coaching &amp; Feedback Workshop once again this year. The workshop is open to RAC-CBME members and will focus on residents as teachers. There will be two sessions available: <ul style="list-style-type: none"> <li>May 26 @ 2:00-3:30pm</li> <li>May 30 @ 8:30-10:00am</li> </ul> </li> <li>Some seats will be held for McMaster participants.</li> </ul>
ACTION ITEMS	<ul style="list-style-type: none"> <li><b>Residents to save-the-date for upcoming Coaching &amp; Feedback workshops (May 26 &amp; May 30).</b></li> </ul>

### 3. ELENTRA UPDATE – P. MORRIS

DISCUSSION	<ul style="list-style-type: none"> <li>Elentra updated to version 1.21 as planned on January 29<sup>th</sup>. Updates were mainly foundational in nature, with little visual impact to end users. Critical security patches were applied. <ul style="list-style-type: none"> <li>IS is aware of continuing speed issues, specifically when loading the dashboard. They are actively investigating solutions and hope this will be addressed in the coming weeks.</li> </ul> </li> <li>P. Morris highlighted the thumbs up feature in Elentra, which allows residents to provide comments on assessor's feedback (i.e. was it helpful to your learning?) <ul style="list-style-type: none"> <li>The thumbs up feature can be accessed by clicking on the 'assessment' button in the dashboard. This will display all assessment forms. To provide feedback on a specific EPA, click the thumbs up icon (1) to open a comment box.</li> <li>Please make use of this feature whenever you received useful feedback.</li> <li>Note: the pushpin icon (4) allows you to pin an assessment. You can then sort by pinned assessments in the toolbar.</li> <li>Note: the eyeball icon (3) indicates any assessments that you have not yet marked as read.</li> </ul> </li> </ul>
------------	--

	<div style="border: 1px solid black; padding: 10px;"> <h2 style="margin: 0;">CBME Dashboard</h2> <p style="margin: 0;">PAEDS: Paediatrics</p> <div style="display: flex; justify-content: space-between; border: 1px solid #ccc; padding: 5px;"> <span>Stages</span> <span>Assessments</span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;">1</span> <span>Assessments Items</span> <span>Trends</span> <span>Comments</span> <span>Pins</span> <span>My Triggered Tasks</span> </div> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <h3 style="margin: 0;">Unread Assessments <span style="float: right;">Mark All as Read</span></h3> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="margin: 0;"><b>Pediatrics: Foundations EPA #5</b> <span style="float: right;">Jan 14, 2022</span></p> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Supervisor Form <span style="border: 1px solid #ccc; padding: 2px 5px;">F5</span></span> <div style="text-align: right;"> <span style="color: #00aaff;">★</span> <span style="color: #00aaff;">★</span> <span style="color: #00aaff;">★</span> <span style="color: #00aaff;">★</span> <span style="color: #ccc;">★</span> </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <span>View Details</span> <div style="text-align: right;"> <span>Assessed By Johnnie Manning</span> <span style="font-size: 20px; color: #00aaff;">🗨️</span> <span style="font-size: 20px; color: #00aaff;">👍</span> <span style="font-size: 20px; color: #00aaff;">👁️</span> <span style="font-size: 20px; color: #00aaff;">📌</span> <span style="font-size: 20px; color: #00aaff;">⌵</span> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; min-height: 40px;"> <p style="margin: 0; font-size: 12px;">Leave a comment here (optional)</p> </div> <div style="display: flex; justify-content: flex-end; align-items: center; margin-top: 10px;"> <span style="border: 1px solid #ccc; padding: 5px 10px;">Close</span> <span style="background-color: #00aaff; color: white; padding: 5px 10px; margin-left: 10px;">Submit</span> </div> </div> </div> </div>
<b>ACTION ITEMS</b>	<ul style="list-style-type: none"> <li><b>Residents to use the thumbs up feature when receiving helpful feedback.</b></li> <li><b>PGME CBME Operations Team to circulate feature flyer on Thumbs Up feature</b></li> </ul>

4. FACULTY ENGAGEMENT – DR. J. VERGEL DE DIOS	
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>A. Good distributes EPA reports to all programs twice per year. These reports are from a program perspective and do take into account outside faculty.</li> <li>Messaging has stressed the importance of faculty completing EPAs.</li> <li>Dr. L. Champion and Dr. J. Vergel de Dios are meeting with program PDs, CBME Leads, and Chair Chiefs to discuss faculty accountability on a program-by-program basis.</li> </ul>
<b>ACTION ITEMS</b>	<ul style="list-style-type: none"> <li>None</li> </ul>

5. SCHULICH RESIDENT FEEDBACK SURVEY	
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The Schulich Resident Feedback Survey is now live. Please spread the word among your co-residents.</li> <li>PDs, CBME Leads, and PAs were informed and will be sending additional reminders.</li> <li>The survey will remain open until March 25<sup>th</sup>.</li> <li>Participants will have the opportunity to be entered into a raffle for a Lululemon or Amazon gift card. The raffle survey is anonymous and not linked to feedback survey responses.</li> <li>Dr. J. Vergel de Dios noted that residents feedback survey results should be ready to present at the next RAC-CBME meeting.</li> </ul>
<b>ACTION ITEMS</b>	<ul style="list-style-type: none"> <li><b>Residents to complete the feedback survey and encourage co-residents to participate.</b></li> </ul>

6. CALL FOR NOMINATIONS – DR. J. VERGEL DE DIOS; DR. A. ZAKI; DR. S. HINTON	
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>It is the time of year to call for nominations for next year’s RAC-CBME co-chair and secretary positions.</li> <li>Nominations close April 11<sup>th</sup>.</li> <li>Dr. A. Zaki and Dr. S. Hinton will be providing further details.</li> </ul>

ACTION ITEMS	<ul style="list-style-type: none"> <li>• <b>Dr. A. Zaki and Dr. S. Hinton to provide further details on RAC-CBME co-chair and secretary position nominations.</b></li> </ul>
--------------	--

## 7. RESIDENT ORIENTATION TO CBME – DR. J. VERGEL DE DIOS

DISCUSSION	<ul style="list-style-type: none"> <li>• The PGME-CBME team has created an online module for all incoming residents on July 1<sup>st</sup>. Having experienced CBME, are there any suggestions for improvement going forward? Please reach out with ideas/suggestions.</li> <li>• Last July's online module can be found <a href="#">here</a>, on the PGME CBME <a href="#">website</a>. N.B. the module will be updated as needed for the upcoming cohort.</li> </ul>
ACTION ITEMS	<ul style="list-style-type: none"> <li>• <b>Residents to reach out with ideas/suggestions for improvement regarding resident orientation to CBME.</b></li> </ul>

## 8. RESIDENTS AS TEACHERS – DR. J. VERGEL DE DIOS

DISCUSSION	<ul style="list-style-type: none"> <li>• B. Ferreira adapted Ottawa's module on residents as teachers. The module is now available on our <a href="#">website</a>. Any suggestions are welcome.</li> <li>• There are also plans at the broader PGME level to focus on residents' needs as teachers.</li> </ul>
ACTION ITEMS	<ul style="list-style-type: none"> <li>• None</li> </ul>

## 9. PRE-MEETING QUESTIONS

DISCUSSION	<ul style="list-style-type: none"> <li>• Dr. A. Zaki provided a summary of the resident-only discussion.</li> <li>• Pre-meeting question #1: "Have you received useful or helpful feedback and/or coaching from doing EPAs? If so, what did you find most useful or helpful? Was it the content of the feedback, the frequency, the sense of a coaching relationship, etc.?" <ul style="list-style-type: none"> <li>○ Residents reported feedback is most useful when residents are observed completing activities or EPA tasks. However, in some situations where residents are already being observed anyway (i.e. when working one-on-one with faculty), EPAs don't provide much in addition to the feedback they are receiving simply by working one-on-one with faculty.</li> <li>○ Residents find it especially helpful to review EPAs for feedback when the 'next steps' section' is complete.</li> <li>○ Despite already receiving feedback when working one-on-one, residents like having an EPA filled in as well as this formalizes the process.</li> <li>○ EPAs are useful in getting feedback on tasks that would not normally be observed.</li> <li>○ The biggest issue lies in getting residents to be observed in the first place. Depending on this program, this either does or does not happen naturally throughout the day.</li> <li>○ Dr. J. Vergel de Dios asked residents for suggestions on how faculty can improve their ability to observe residents. One suggestion she has heard is to come up with a schedule for EPAs later in the day during morning handover (i.e. determining which residents require which EPAs that day). <ul style="list-style-type: none"> <li>▪ Dr. S. Hinton noted that she has had EPAs completed during morning rounds. If you know which EPAs you require, staff can prepare for them ahead of time.</li> </ul> </li> </ul> </li> <li>• Pre-meeting question #2: "Regarding milestones, do you find them useful, whether they are incorporated into feedback given to you by your observer/coach or if you review them when reviewing your completed EPA forms? Or, do you review them beforehand when preparing to do an EPA?" <ul style="list-style-type: none"> <li>○ Dr. A. Zaki explained that residents find milestones least helpful when there is inconsistency between milestones marked as achieved and the overall score (i.e. all milestones are marked as achieved, but residents are given an overall score of 2-4 → leads to confusion as residents do not know what is missing).</li> <li>○ Dr. A. Zaki noted that some milestones simply do not apply to the situation (i.e. there may be a few of the 7 milestones that do not apply to the patient and are therefore not achieved).</li> <li>○ Some residents reported milestones as not helpful. Rather, they get the most out of verbal feedback.</li> </ul> </li> </ul>
------------	---

	<ul style="list-style-type: none"> <li>• Dr. J. Vergel de Dios explained that PGME is offering CBD refresher presentations to any interested programs. In these presentations, they stress that scores of 1-3 can count as an achieved observation, given the context. <ul style="list-style-type: none"> <li>○ Dr. A. Zaki noted that despite education directed towards faculty, it seems there may still be some misunderstanding of O-scores as some faculty will never assign scores of 4-5 if faculty were present to review (i.e., until faculty are not required to review anything, a score of 5 will not be given).</li> <li>○ Dr. J. Vergel de Dios explained that some faculty may not be comfortable in giving a score of 5. Next steps are to be okay with this and messaging this to residents as appropriate.</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: May 2, 2022 at 5:30pm
--	--