

RAC-CBME MEETING MINUTES

DATE: August 30, 2021	TIME: 5:30 – 6:30PM	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, L. Madrazo, M. Lugowski, P. Morris, R. Barnfield, S. Ibdah, A. Good, H. Li, C. Wang, M.Swiha, P. Xiong, C. Lang, M. Radulj, S. Ndoja Additional Attendees: Kyle Fiorini Kysten VanOsch Masooma Bhatti Patsy Lee Kathleen Winger Liana Balagahi	
REGRETS	None	
NOTE TAKER	Georgina de Regt (georgina.deregt@schulich.uwo.ca)	

CALL TO ORDER & APPROVAL OF MINUTES

DISCUSSION	Called to order by Dr. J. Vergel de Dios May 2021 meeting minutes approved
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1. ELENTRA UPDATE – P. MORRIS

DISCUSSION	<ul style="list-style-type: none"> New Resident Dashboard launched TODAY! New Dashboard Learning Module and updates to User Guide available Please note that programs and the CBME staff are still populating the dashboard with notes, achievement checkmarks and Assessment Plans – thanks for your patience! Details of each component of the dashboard can be found in the User Guide as well as by clicking the infographic (“I” in the top right corner of each dashboard widget) The dashboard is updated every time new EPA is submitted; however currently the Assessment Plan calculations indicating percentage of completion is currently only calculated once daily (5 am); this is being monitored to determine the optimal frequency and timing of re-calculations Feedback is welcome and encouraged! Elentra.support@schulich.uwo.ca
ACTION ITEMS	None

2. Resident Town Hall – A. ZAKI

DISCUSSION	<ul style="list-style-type: none"> For the Resident Town Hall on CBME, only residents were in attendance. PGME members signed out of the Zoom videoconference and this portion was chaired by Dr. Ahmed Zaki, Resident Co-Chair. The following is the written summary of what was discussed and proposed by the residents: Expiring EPAs: Residents asked about removing the EPA expiring option completely, and instead of making it that the only way they get taken off is for an attending to specifically say why they are deleting an EPA. An idea was that when an EPA expires it only hurts the residents with no repercussions to the attendings (except if the expired data is used to follow up with the attending, although the same can be done with pending EPAs that haven't been filled for 30 days).
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	<ul style="list-style-type: none"> • One issue that residents have faced is that some EPAs can only be completed on off-service rotations and they only do those off-service rotations in the first year. So if those EPAs expire then there is not other option to get them. • Reminder Emails: as of now the reminder emails that are sent are being sent out 48 hours prior to the EPA expiring. Other than the residents triggering reminder emails, are there any others that are automatically sent out? • If not, any chance the reminder could instead be sent out at the 1 or 2-week mark? • My triggered EPAs: The residents that have used this, really like the feature, but were saying that it's actually difficult to find. One thing that we thought of was when we click on the "Assessments" button on the main dashboard (between Stages and Assessment Items buttons) can that bring us to the page that we would get to by clicking the 3 buttons in the top right corner? • In terms of attendings completing EPAs and signing them off with their PINs. Apparently at Mac what they do is when an attending completes an EPA "on the spot", instead of being required to enter a PIN, they instead get an email stating something like "you just completed an EPA on this resident, if this is not true click here to delete it" or something along those lines. That way there isn't an issue with attendings needing to learn their PIN • Another idea was that if an attending doesn't remember their PIN, can they just be encouraged to set it as their CPSO number? Is there a requirement for how long or short a PIN has to be or is it flexible? • Miscellaneous: attendings forgetting to complete EPAs, faculty not checking western emails, etc. Maybe just a reminder to make sure they've forwarded their western email to LHSC or added their LHSC email to Elentra? • Finally, some residents have noticed that since CBME has rolled out, they have had to do significantly more call than usual. A resident asked if this was maybe due to off-service residents being pulled due to not being required to complete certain rotations. This isn't directly related to the RAC, but I wonder if it may be something to look into or run by PGME (unless anyone already knows the answer to this)?
ACTION ITEMS	<ul style="list-style-type: none"> • PGME CBME Operations Team to discuss these points at next team meeting and next Steering Committee meeting

3. ADDITIONAL INFORMATION – A. ZAKI	
DISCUSSION	<p>Here is the list of programs that currently do not have a rep that has confirmed:</p> <ul style="list-style-type: none"> • Anesthesiology • Medical Oncology • Surgical Foundations • Peds Crit Care • Cardiac Surgery • OBGYN • Allergy and Immunology • Neonatal-Perinatal Medicine • Respiriology • Vascular Surgery • Child & Adolescent Psychiatry • Clinical Pharmacology & Toxicology • Geriatric Psychiatry • Hematology • Neuropathology

ACTION ITEMS

- **L. Champion to include this list in an upcoming resident newsletter**
- **G. de Regt and J. Vergel de Dios to email individual programs asking PDs to nominate a resident rep**

ADJOURNMENT & NEXT MEETING

Monday, November 1, 2021 at 5:30pm