

STEERING COMMITTEE MINUTES

Minutes Date: August 6, 2020 Time: 7:00am-8:00am Location: Zoom

Meeting called by	Dr. Jennifer Vergel de Dios, Director of CBME Implementation
Attendees	L. Champion; J. Vergel de Dios; P. Morris; J. Binnendyk; J. Howard; A. Meiwald; R. Viana; J. Thain; S. Dave; J. Ciesla; A. Zaki; K. McLean; S. Kane; S. Lam; M. Walsh; P. Rasoulinejad; M. Chin; R. Pack; A. Ens; A. Florendo-Cumbermack; C. Chan; T. Joy; A. Good
Regrets	
Note taker	Nicole Filson; Nicole.Filson@schulich.uwo.ca

Agenda Topics

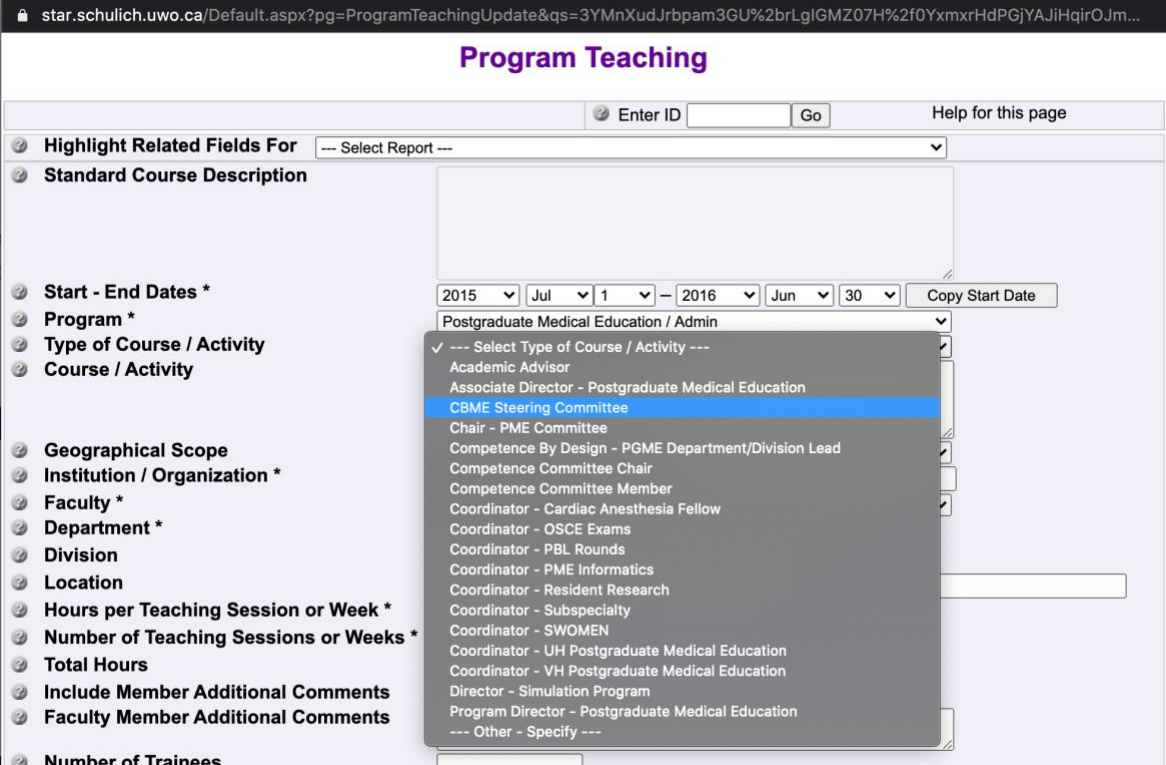
1. Call to Order and Greetings Dr. J. Vergel de Dios

Discussion	<ul style="list-style-type: none"> J. Vergel de Dios called meeting to order at 7:00am went over meeting agenda and pre meeting documents that have already been circulated. The June meeting minutes were also approved. A. Zaki was announced as the new RAC-CBME Chair. L. Champion also stated that resident orientation went very well.
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2. Elentra Update P. Morris; J. Ciesla

Discussion	<ul style="list-style-type: none"> P. Morris advised of the progress made to Elentra since June: the successful launch of 7 programs into Elentra as of July 1st, we implemented new versions of EPAs for 2 programs, the Assessment Plan Builder is now in production which has enabled us to start working on the program and resident dashboard with IS. The developers in IS are now working on a mock up the dashboards that we will be able to review by the next meeting The new feature of residents being able to trigger assessments as assessors is now live. The EPA expiry feature has been updated so that if residents save assessments as drafts without sending to the assessor, assessors will not get reminder emails of expiry on these EPAs. <p>We have investigated the option of allowing automated Elentra emails (ie and EPA expiring, or an assessment to be completed) to be sent to email addresses outside of the UWO email. IS has agreed that if this important enough they will allow us to do this. Emails would still be sent to the UWO email as well but you will have the option of making your secondary email account also receive automated emails. Members of the Steering Committee support the ability to add an alternate email address and think it would be very important. The email does not contain any confidential information it is just a notification that something needs to be done. <i>(Update as of Aug 31 this feature is now live and</i></p>
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	<p><i>available in Elentra. Details are in the Elentra Message Center on your dashboard)</i></p> <ul style="list-style-type: none"> • P. Morris also stated that they have hired a new Elentra support role (Jenny Krista) that will work 50/50 with Undergrad and Postgrad. This position will deal with the day-to-day and first level support issues with Elentra. This role starts August 17, 2020. • The current focus for the rest of the summer and early fall for Elentra we are going to be looking at: The needs for external assessors, dashboard development, onboarding the 2017 launched programs (Anesthesia and Otolaryngology) as well as Family Medicines needs. • The new features that we will be working on are the logbooks, narratives and reflections, and also some strategies for improved communication and resources for all Elentra users. Specifically providing more support to our Program Administrators. • Re. external assessors: anyone can add an external assessor by entering a name and email address but there is no way to manage this list or to edit it. Currently with One45 we add the external assessors centrally. For Elentra it would be more beneficial for PAs or Residents to be able to add external assessors so they do not miss out on 'in the moment' assessments.
Action	<ul style="list-style-type: none"> • P. Morris will put together a proposal for what is needed in Elentra for external assessors for the SC to review to make sure it meets all of our needs.
3. Acuity Star CBME roles	
	J. Vergel de Dios
Discussion	<ul style="list-style-type: none"> • J. Vergel de Dios distributed this as an announcement on the LHSC Microsoft Teams page as an FYI to keep track in Acuity Star for various CBME/CBD roles. They can be found under 'Program Teaching'.

	
Action	<ul style="list-style-type: none"> • J. Vergel de Dios will follow up on the request for the time spent reviewing as well as discussing at the actual Competence Meetings as well. • Steering Committee Members to share this with their faculty members so that they can include this in Acuity Star.
4. CBD Launch Plans for 2021 Programs Dr. J. Vergel de Dios	
Discussion	<ul style="list-style-type: none"> • J. Vergel de Dios circulated the launch plan checklist that highlights what needs to be done the year before you launch as well as the first year of launch. This proposal is to be reviewed by the Steering Committee and then sent out to our 2021 launching programs to help them transition smoothly. It takes into account the Royal College requirements and our recent accreditation reports as well as the expertise of previously launched programs. • The hope is that once we send this out to the 2021 programs that by December/January they will have a summary report that will be shared with the Steering Committee. The programs launching in 2021 are: Child and Adolescent Psychology, Clinical Pharmacology and Toxicology, Geriatric Psychology, and Pediatrics. As well as the deferred 2020 programs which are: Cardiology, Clinical Immunology and Allergy, Neonatal-Perinatal Medicine, Respiriology, and Vascular Surgery.

	<ul style="list-style-type: none"> • The deferred programs are going to be soft launching sometime early next year. • The idea of the checklist is to help programs to learn from each other so we do not repeat our challenges from previous years • The CBME Operations Team will reach out to each program in September and get them to complete their checklist as much as they can and then we will distribute to the Steering Committee. • In May we will have an updated report just before their July launch to see how things are going. • J. Vergel de Dios is also updating a 'second stage plan' that has the latest from the Royal College pulse checks as well as the readiness to implement surveys that they do to evaluate CBD as well as some themes from our accreditation reports. Another focus is the Competence Committee
Action	<ul style="list-style-type: none"> • If members from the committee feel strongly about helping a launching program please reach out to J. Vergel de Dios • Members to stay tuned for the 'second stage plan' checklist that will be circulated by J. Vergel de Dios
5. Faculty Assessor Reports Dr. J. Vergel de Dios; J. Binnendyk	
Discussion	<ul style="list-style-type: none"> • J. Vergel de Dios asked members if they have used the faculty reports feature in Elentra and if they have any plans on what they will do with the data. Members appreciate the ability to be able to see which faculties have EPAs that auto expire so they can speak to them about being timely about completing evaluations. Urology has not used it yet but they plan to highlight the faculty completing the maximum number of EPAs and the faculty that have self triggered the most EPAs at division meetings. They will also look at the correlation between faculty granting the most 4's and 5's and how many assessments are triggered to them. GI showed the faculty reports at their division meeting and had all names and information shown, and as a whole everyone was very receptive and was an eye opening experience for faculty to review their first full year of CBD. In general there are a lot of plans for PDs to show faculty reports at division meetings. • It is important to recognize the faculty that give 1, 2, or 3 on the EPA assessments to help take the stigma away from the lower scores. This could be in a private meeting or at rounds to let those people know that giving 1-3 are okay and should be normalized for both assessors and trainees. • J. Vergel de Dios will bring up the entrustment ratings with the RAC-CBME to help normalize lower ratings. And also to see what the feel is from them on the receiving end of receiving a 1-3. The RAC-CBME Committee are aware that the faculty assessor reports are available and

	<p>their general thoughts about it were very positive. We are hoping with the resident-only time at the end of the RAC meetings they will be able to speak openly about how they feel about receiving 1-3's and then A. Zaki will be able to filter their thoughts through to us.</p> <ul style="list-style-type: none"> A. Zaki states that a lot of residents feel it is okay to get 1's, 2's, and 3's but he feels that residents in the RAC may be more open to this kind of feedback than other residents. It will most likely be a consistent theme of the tension and conflict between the assessor and assessee. P. Morris confirmed with the committee members that they are able to decline EPAs that were sent to them if they feel they are not able to complete the assessment and then an email is sent to the resident to let them know and it will remove the EPA from your assessment task.
Action	<ul style="list-style-type: none"> Follow up at next meeting how faculty assessor reports have been utilized
6. Distributed Education Plan	
	Dr. J. Vergel de Dios
Discussion	<ul style="list-style-type: none"> Internal Medicine, Surgical programs, and OB-Gyn rely heavily on Distributed Education. J. Vergel de Dios met with George Kim who is the Assistant Dean, Rural & Regional Community Engagement. He is very supportive and they came up with a general plan beginning with a needs assessment for the 6 different academies associated with Western. J. Vergel de Dios shared the link for the needs assessment survey that should only take a few minutes to complete.
Action	<ul style="list-style-type: none"> J. Vergel de Dios will meet with G. Kim and distribute the needs assessment sometime in the fall.
7. Retreat/In service	
	Dr. J. Vergel de Dios
Discussion	<ul style="list-style-type: none"> There have been no strong opinions brought forward so thinking it will be another in-service since there was positive feedback from our previous one 2 years ago. Focus will be on Competence Committees and program evaluation and resident involvement
8. ADJOURNMENT AND NEXT MEETING	
Date and time	<p>The meeting was adjourned at 8:00am Next meeting scheduled for October 8, 2020 at 7:00am</p>