

STEERING COMMITTEE MINUTES

Minutes Date: October 8, 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; C. Newnham; A. Good; J. Krista; J. Ciesla; A. Zaki; A. Ens; B. Yan; D. Giroux; H. Iyer; K. McLean; M. Ott; R. Viana; S. Lam; M. Boulton; S. Dave; P. Rasolinejad; A. Hegazy; A. Florendo-Cumbermack; C. Chan; J. Ross; M. Walsh; J. Howard; M. Goldszmidt
Regrets	Dr. Erin Lovett
Note taker	Nicole Filson; Nicole.Filson@schulich.uwo.ca

Agenda Topics

1. Call to Order and Greetings/Welcome new Members		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 August meeting minutes were also approved. J. Vergel de Dios welcomed the new members of the Steering Committee from IS (Matt Walsh and Danielle Giroux) and CERI (Dr. Mary Ott) and went over the goals of the Steering Committee. 	
2. Elentra Update		P. Morris; J. Binnendyk
Discussion	<ul style="list-style-type: none"> Great suggestions and feedback were brought forward for the first mock up of the dashboard and the second mock up is now in progress and should be finalized to share with the Steering Committee within a week or two for another review. Once the program dashboard is finalized they will make a few changes and then will share a resident dashboard to the RAC-CBME group for feedback as well. Elentra users now have the ability to add a secondary email address to have automated Elentra emails sent to as well as their UWO email. J. Krista has filled the new Elentra support role and she is currently learning everything about Elentra for PGME and UME. J. Krista is currently working on an Elentra user guide for all Elentra user groups, as well as updating the CBME Elentra website. The current focus for Elentra is finishing the dashboard, launching new Elentra support documentation, providing support and testing resources to Schulich IS for the Elentra upgrade 	

	<p>to 1.18, and log books, narratives, assessments and launching our 2021 programs.</p> <ul style="list-style-type: none"> • The first version of the dashboard will hopefully be available early next year. • We have had requests from programs to see residents' EPA data from other programs ie. Surgical programs would be able to see Surgical Foundations EPAs completed by their residents. Assessment sharing would have to be across the board, so it needs to be okay with residents as well as programs to be willing to share their data with other programs. This could also be useful with residents who transfer programs or when there is an overlap in EPAs. <ul style="list-style-type: none"> • Program Directors, Program Admins, CBME leads, CC Chairs, CC members as well as Faculty Advisors would be the audience that would see the assessment information from other programs. • An issue could arise with data sharing when there is an CaRMS application/selection process required (ie going from internal medicine to a subspecialty or a transfer). We need to ensure all stakeholders are comfortable with the data sharing. RAC-CBME members would not like programs to see the data from previous programs until after they have been accepted into the new program to reduce bias. • CaRMS would most likely not allow this, as the selection process needs to be uniform so data sharing could not be used for selection purposes. • It was suggested that consent from the resident could be obtained for any data sharing when entering a new program. • When looking at the Assessor Statistics report in Elentra, faculty will now be able to see data related to the completion of EPAs in their core program as well as EPAs they have completed for residents from other programs. J. Binnendyk advised that PDs could toggle through the report feature to see EPA assessments faculty have completed for the home program or for all programs.
Action	<ul style="list-style-type: none"> • A communication will be sent out within a week or two re: dashboard changes • Members to send the pros and cons of data sharing from their program perspective to J. Vergel de Dios. There is not a certain timeframe for when this decision needs to be made. • J. Vergel de Dios will upload in Teams an updated flyer of the Faculty Assessor Reports with ability to choose home programs or all programs in which an EPA was completed.
3. National CBME Leads Update	
Discussion	<ul style="list-style-type: none"> • On September 21st J. Vergel de Dios attended the national CBME Leads meeting and main points include <ul style="list-style-type: none"> • the technical guides on CBD that are brief and very important to look through. They

	<p>are tied with accreditation requirements and also areas of flexibility.</p> <ul style="list-style-type: none"> ○ all the pre-launched workshops for 2022+ programs will be virtual and could affect implementation timelines for those programs. ○ A fully functional dashboard that takes into account contextual variables, multiple parts, and assessment plans is an issue with almost all of the other schools across the country with both Elentra and Eportfolio. With the 3 exceptions being the schools that went all in completely locally with their electronic platform. • The CBME ground rules answers have also been circulated and were presented at the Royal College CBD Evaluation Summit. J. Vergel de Dios will also pose the same questions to the RAC-CBME to see if their answers match.
Action	<ul style="list-style-type: none"> • Steering Committee members to review the technical guides documents. • J. Vergel de Dios will be sending out a newsletter after Thanksgiving • Members encouraged to look over the Ground Rules document and read over the answers that other programs gave
4. RAC-CBME Update	
	Dr. J. Vergel de Dios; A. Zaki
Discussion	<ul style="list-style-type: none"> • There was a RAC-CBME meeting on Monday and for the past 2 meetings there has been a resident only portion for the last 10-15 minutes but they go on for long sessions and A. Zaki chairs this. Really rich feedback comes from this and A. Zaki filters this and reports back to PGME members. • Narrative feedback is still a challenge with residents, they find the narrative comments are the most beneficial but they find they are not always getting good quality feedback. • They also would like faculty to take the lead on what EPAs they think they should do today or this week. • The RAC would also like to know how faculty would like to be assessed on how well they are doing with evaluating EPAs and what kind of feedback they are giving that residents find useful or not very useful.
Action	<ul style="list-style-type: none"> • A. Zaki will contact programs that still do not have a rep on the RAC-CBME to make sure their residents have a chance to represent their program
5. Hidden Curriculum	
	Dr. J. Vergel de Dios
Discussion	<ul style="list-style-type: none"> • J. Vergel de Dios stated that from recent accreditation the hidden curriculum was a large focus for some programs.

	<ul style="list-style-type: none"> In CBD the residents brought up the entrustment scale in regards to the hidden curriculum where residents are told that 1, 2, and 3s are not fails but they are viewed this way in some programs and the tension between the coaching feedback and the false idea that only a 4 or 5 is required to progress. Residents also find that the goal for EPAs is to just get them instead of learn from them. In some programs it is an expectation that faculty will always supervise residents to provide feedback at the end of every evaluation but this is not always the case, especially in larger programs. In the surgical programs there is a wider division of faculty giving 1-3s then in some other programs just by a quick glance.
Action	<ul style="list-style-type: none"> Members to think and reflect on the hidden curriculum and provide any feedback or examples to J. Vergel de Dios
6. EPA Expiry	
Dr. J. Vergel de Dios; A. Good	
Discussion	<ul style="list-style-type: none"> A. Good has been looking at the data in Elentra for EPA completion time among faculty in programs. A. Good will be presenting her findings at our next meeting as well as at a PGE meeting Currently our EPAs expire after 30 days in May due to Covid but we would like to bring this down to a 14-day expiry. A. Good will be sending out a short survey to faculty and residents to complete regarding EPA expiry. The resident are also aware of the faculty assessor report and they are very interested to know how programs are using this for faculty development, education purposes and accountability. Internal Medicine is currently working on assessing the comments on EPA reports as well as the quality of comments in comparison to the amount of time it takes the EPA to be completed.
Action	<ul style="list-style-type: none"> Steering Committee members to complete EPA expiry survey sent out by A. Good S-L. Kane will touch base with A. Good re: her programs findings in the 7 day expiry data that they have.
7. FMQR Report	
Dr. J. Vergel de Dios	

Discussion	<ul style="list-style-type: none"> • J. Vergel de Dios shared this link with the faculty prior to the meeting for members to review. It was a survey of the residents from 2017-2019 CBD programs in Quebec. • This is their third report and is not very long but it is an absolute must read as it is getting a lot of discussion. • J. Vergel de Dios shared some of the statistics from the FMQR report with the Steering Committee members.
8. ADJOURNMENT AND NEXT MEETING	
Date and time	<p>The meeting was adjourned at 8:00am Next meeting scheduled for December 3, 2020 at 7:00am</p>