STEERING COMMITTEE MEETING MINUTES

DATE: June 3, 2021	TIME: 7:00am	LOCATION: Zoom
MEETING CALLED BY	Dr. J. Vergel de Dios, Director of CBME Implementation, PGME	
ATTENDEES	C. Koerber; P. Rasoulinejad; P. Morris; R. Viana; B. Ferreira; A. Good; D. Giroux; A. Thain; K. McLean; J. Vergel de Dios; J. Krista; S. Ibdah; A. Florendo-Cumbermack; S. L. Kane; J. Ciesla; M. Walsh; L. Champion; A. Zaki; P. Cameron; J. Thain; A. Hegazy; C. Newnham; S. Dave; C. Chan; M. Ott; A. Ens; J. Ross	
REGRETS	None	
NOTE TAKER	Clarissa Koerber (clarissa.koerber@schulich.uwo.ca)	

CALL TO ORDER & APPROVAL OF MINUTES

DISCUSSION	Meeting called to order by Dr. J. Vergel de Dios at 7:00am. April meeting minutes were approved.

1. REVIEW PREVIOUS ACTION ITEMS – COMMITTEE

DISCUSSION	• Dr. J. Vergel de Dios asked whether the committee has given any thought to the RAC-CBME's suggestion to distinguish between simple vs. complex EPAs for the purpose of feedback. • Dr. J. Vergel de Dios asked for feedback on the My Triggered Tasks feature and noted that feedback so far has been positive. • Dr. J. Vergel de Dios asked whether programs are doing anything for resident recognition. If so, please reach out by email.
ACTION ITEMS	• **SC to reach out via email with suggestions for designation simple and complex EPAs and resident recognition.**

2. ROYAL COLLEGE UPDATE – DR. J. VERGEL DE DIOS

DISCUSSION	General Update • The RCPSC is interested in hearing about your COVID-19 experiences in a leadership role, the experiences of your residents, and your entire program as a whole in order to identify variations across the country. • Dr. S. L. Kane asked whether the RCPSC is planning on running an updated costing study of CBME as it was done in 2019. Dr. J. Vergel de Dios stated that she will bring this forward at the upcoming National Leads meeting. 2.1 RDoc and RCPSC Plan to do National Resident Survey • The RDoc and RCPSC plan to run a national resident survey for CBME feedback in September. This will be the first time a survey like this will be administered at the national level. 2.2 EPA revisions • Dr. J. Vergel de Dios asked that programs let the CBME team know if your program's specialty committee is planning on implementing any EPA revisions. • The CBME team can aid in the process, especially for fundamental changes, and can plan for Elentra and other technical changes. 2.3 Exam timing for Subspecialty Programs • The RCPSC have been discussing exam timing, especially for subspecialty programs. Dr. J. Vergel de Dios will pass along any feedback that she receives either during or after the meeting. • An organized list of all exam changes by discipline is to be provided.
ACTION ITEMS	• **Dr. J. Vergel de Dios to ask the RCPSC about an updated CBME costing studies.** • **SC to reach out if planning on implementing EPA changes.**

3. CBME TEAM UPDATE – DR. J. VERGEL DE DIOS	
DISCUSSION	- Dr. J. Vergel de Dios provided an update on the upcoming projects among the CBME team. - Introduction to CBD and Elentra online modules are currently being developed. - Modules are targeted towards incoming residents; however, they will be uploaded to the website for general access. - Modules will also be developed for faculty, both London and distributed. J. Krista is working on updating the CBME website, which will provide free and open access to a wide variety of CBME materials. - A newsletter is to be sent out next week. - The CBME office is working with distributed education and WTS to develop a plan to better onboarding of distributed faculty, particularly for Elentra access. - The tentative plan is for Distributed Education to reach out to new faculty and travel to distributed sites in order to work one-on-one in setting up UWO credentials. - Once restrictions are lifted and logistics are worked out, we will be in contact with PDs to obtain a list of all faculty requiring UWO credentials and Elentra access. - Dr. J. Vergel de Dios suggested that any faculty who are not currently Adjunct Professors should go through the process with the relevant clinical departments to be formally recognized as adjunct as this will help with Elentra access.
ACTION ITEMS	**Consider if any outside-of-London clinical supervisors who do not have Adjunct status should undergo the process to be formally recognized with the relevant clinical department.**

4. ELENTRA UPDATE – P. MORRIS	
DISCUSSION	4.1 2021 Programs Update - There are 10 new programs transitioning to Elentra for July 1st. 9 programs newly launching 1 program that launched in 2017: Otolaryngology - Several training sessions with J. Krista will be offered throughout June-August. - It was noted that although there is online training available for PGY1s, one-on-one training can be requested through elentra.support@schulich.uwo.ca to meet specific training needs. 4.2 Dashboard - The Dashboard is now in the staging environment and will go live on June 7th for the CBME team who will begin entering assessment plans at that time. This process will take several weeks, and the Dashboard will be hidden from programs until all assessment plans are verified and training materials are ready. Training materials will include an updated Elentra user guide, online resources, videos, and one-on-one training. P. Morris noted that some assessment plans require clarifying. P. Morris will be reaching out to affected programs. P. Morris noted that they are aiming to have the Dashboard ready by the end of June or early July. Communications will be sent in preparation of its launch. P. Morris is attending PA Lunch & Learn sessions in order review the Dashboard. - It was noted that interim reports that were provided to programs by Schulich IS prior to the Reports Portal going live will be phased out as the new Dashboard will meet these needs. P. Morris will be reaching out to programs next week to ensure that everything in the spreadsheets is accounted for. - Homework for programs prior to Dashboard launch: - Check off green check marks when an EPA or stage of training has been deemed achieved. This can be done in the existing Dashboard as it will be carried over to the new Dashboard. - Enter status for every resident. This will help populate graphs and data. This cannot be done until the Dashboard goes live, but it would be helpful to have the information ready to go. 4.3 Logbook P. Morris provided a screenshot of the UME Logbook. - We are happy to offer this feature for anyone that would like it. It can be generalized or customized. A feature flyer will be sent out with examples from a PGME perspective.

	- Anyone that is interested can reach out to elentra.support@schulich.uwo.ca and either P. Morris or J. Krista will meet to discuss your specific needs. Please note this will happen a little later in July, once the new programs and dashboard have launched in Elentra, and PGY1 Orientation is complete. 4.4 Milestones - The RCPSC has noted in the Technical Guide that milestones on EPA forms are a great guide for coaching and assessment, however, are not mandatory. P. Morris asked the committee whether it would be useful to have a feature added in EPA forms that allow milestones to be turned on/off. - This change would be implemented on a form-by-form basis. - It was asked whether milestones can be enabled on some forms but left optional on others. P. Morris clarified that the milestone rating scale will still appear on all forms, however, will not be made mandatory on all forms if implemented. - If enabled, this would require all forms to be rebuilt.
ACTION ITEMS	**SC to reach out via elentra.support@schulich.uwo.ca if one-on-one Elentra training is needed.** **P. Morris to reach out to programs that require assessment plan clarification for the Dashboard.** **P. Morris to reach out to programs to ensure a smooth transition once Schulich IS interim reports are phased out.** **SC to check off green check marks when an EPA or stage of training has been deemed achieved.** **SC to prepare required information to enter resident statuses once new Dashboard goes live.** **SC to reach out via elentra.support@schulich.uwo.ca if interested in setting up Logbook.** **SC to consider whether having an option to enable/disable mandatory milestones is useful.**

5. RESIDENT STATUSES – DR. R. VIANA	
DISCUSSION	PMR's Approach to Resident Statuses - Dr. R. Viana, PMR CBME lead, presented on PMR's approach to resident statuses. - Steps taken to develop PMR's approach: - The program was advised to develop a formal process in determining when a resident is Not Progressing as Expected or Failing to Progress. Important points were drafted and then sent to residents for review and suggestions. - Once finalized, it was presented to the residency training program and voted in as the formal process. - Residents were involved in the development process to ensure they are comfortable with the process and have the necessary resources in place if they are found to be not progressing. - The form breaks down how a resident is identified as not progressing: if they are found to have poor clinical performance, professionalism issues, or are consistently not sending requests for evaluations. - Once an issue is identified it is then brought into discussion with the PD. - Prior to meeting with the PD, residents are invited to connect with Learner Experience and the PGME office. - The issue is discussed, and the development of a remediation process is put into place if necessary. - Any clinical or professionalism issues are forwarded on to the next block supervisor so that they are aware of what to look out for. - Performance is reviewed every few weeks/months (frequency depends on what was agreed upon at the initial meeting). - If improvement is made after two consecutive formal meetings, the designation is returned to 'progressing as expected'. If the resident fails to improve, they meet again with the PD, CC Chair, and a Learner Experience representative and/or PGME to further discuss the issue. - If the issue is deemed remediable, the resident is given another chance and a set time for reassessment.

	▪ If the issue is not deemed remediable, the resident is deemed as 'failure to progress' and the program leans heavily on Learner Experience and PGME to develop a plan from there. Dr. S. Dave noted that Urology follows a similar model. 'Not progressing as expected' invites a learning plan, and 'failure to progress' invites a formal remediation process through PGME. Two consecutive 'not progressing as expected' leads to 'failure to progress' Dr. J. Ross noted that Psychiatry follows a similar model as well. One of the challenges they experience is in residents falling behind in achieving assessments due to longitudinal requirements as part of their training. The criteria for 'not progressing as expected' is much higher, and therefore issues are caught early as it does not take much for a resident to be marked with this status. 'Not progressing as expected' acts more as a warning sign. 'Failure to progress' includes a larger pool of residents with varying levels of issues. It was asked how confidentiality is maintained in a smaller program. Dr. Viana explained that only those directly involved in the resident's training are involved in order to maintain confidentiality.
ACTION ITEMS	• None

6. REPORTING RESIDENT STATUSES TO PGME – DR. J. VERGEL DE DIOS

DISCUSSION	• Dr. J. Vergel de Dios noted that certain statuses (e.g. progress is accelerated, failure to progress, exam eligible, certification eligible, remediation, withdrawal from program, inactive) must be reported to PGME. • For the time being, a temporary paper form will be used and must be completed for any status that PGME is to be made aware of. • In the future, Elentra will automatically alert PGME.
ACTION ITEMS	• None

7. FACULTY EVALUATIONS – DR. J. VERGEL DE DIOS

DISCUSSION	• The RAC-CBME would like to encourage programs to gather resident evaluations of faculty. Dr. J. Vergel de Dios encouraged programs to do so. • Dr. J. Vergel de Dios asked whether there are any tips/lessons around the fear of negative feedback. Anybody with input is welcome to reach out via email.
ACTION ITEMS	• **SC to reach out via email with input on how to handle the fear around negative feedback.**

8. NEXT ACADEMIC YEAR – DR. J. VERGEL DE DIOS

DISCUSSION	8.1 Directions of SC • As this academic year is coming to a close, Dr. J. Vergel de Dios asked the committee for feedback regarding future directions or suggestions for improvement. • A. Good is working on updating the SC terms of reference which will be circulated along with the meeting minutes. 8.2 Competence Committee Retreat • A Competence Committee retreat is currently being developed for the fall in collaboration with McMaster.
ACTION ITEMS	• **C. Koerber to circulate SC Terms of Reference.**

ADJOURNMENT & NEXT MEETING

	Date and time of next meeting: TBD