

## STEERING COMMITTEE MEETING MINUTES

DATE: November 4, 2021	TIME: 7:00am	LOCATION: Zoom
MEETING CALLED BY	Dr. J. Vergel de Dios, Director of CBME Implementation, PGME	
ATTENDEES	C. Koerber, B. Ferreira, A. Zaki, P. Morris, C. Newnham, A. Good, S. Ibdah, B. Yan, J. Vergel de Dios, M. Chin, K. Cordiner, D. Giroux, A. Thain, L. Champion, J. Thain, A. Florendo-Cumbermack, P. Rasoulinejad, M. Walsh, M. Thomson, M. Boulton, T. Joy	
REGRETS	None	
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 7:00am September meeting minutes were approved.
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### 1. ROYAL COLLEGE UPDATE – DR. J. VERGEL DE DIOS

DISCUSSION	<ul style="list-style-type: none"> <li>EPA Revisions <ul style="list-style-type: none"> <li>The RCPSC announced that revisions of document suites are coming for the following programs: Emergency Medicine (Adult), Medical Oncology, Radiation Oncology, GI, Otolaryngology, Geriatric Medicine, Anesthesiology, and Cardiac Surgery.</li> <li>If unaware of these revisions, please reach out to PGME and we can forward any information received from the RCPSC.</li> </ul> </li> <li>International CBD Leads <ul style="list-style-type: none"> <li>Dr. J. Vergel de Dios noted that there are two new international CBD Leads from Chile and Kuwait.</li> </ul> </li> <li>National CBD Benchmarking Project <ul style="list-style-type: none"> <li>Dr. J. Vergel de Dios explained that Dr. Jason Frank from the Royal College introduced the National CBD Benchmarking Project which is currently in the exploratory phase. The purpose is to gather thoughts on national metrics in order to determine where we are currently at with CBD. Previous issues included privacy among small programs. While they do not have any answers at this time, they are interested to gather our thoughts on the matter. Any ideas/insight, please reach out to PGME.</li> </ul> </li> <li>Request for Clearer Exam Timelines and Requirements <ul style="list-style-type: none"> <li>Dr. J. Vergel de Dios notes that all National Leads requested clearer timelines for exams and related requirements. There are baseline changes in terms of exam timing for many disciplines, but also needs for registration, competence committee decisions, exam and certification eligibility, etc.</li> </ul> </li> <li>National Resident Survey with RDoC <ul style="list-style-type: none"> <li>Reminder that the National RDoC Resident survey closes within about a week. Please remind residents that they have received an individualized link to complete the survey.</li> </ul> </li> </ul>
ACTION ITEMS	<ul style="list-style-type: none"> <li>None</li> </ul>

### 2. RAC-CBME UPDATE – DR. A. ZAKI

DISCUSSION	<ul style="list-style-type: none"> <li>Dr. A. Zaki provided a summary of the RAC-CBME meeting. <ul style="list-style-type: none"> <li>Much of the discussion surrounded the Dashboard – residents are overall happy with it.</li> <li>Many surgical residents have noted that they have little opportunity to meet with faculty for one-on-one feedback and because of this they do not have the opportunity to complete EPAs. Residents suggested implementing a set time each week for feedback. Residents reported having met only a handful of times throughout the entire year for one-on-one feedback.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>▪ Dr. P. Rasoulinejad noted that he has received the same feedback among residents. Standard practice for consultants is to operate with the resident, provide feedback during surgery, and leave the OR for the closure. Therefore, there must be a culture change in which providing feedback becomes a task, just like dictating a surgical note is. Perhaps physicians can set aside 5 minutes for feedback and to complete an EPA. He noted that they are pushing hard for this in order to encourage a culture change.</li> <li>▪ Dr. M. Boulton noted that in Neurosurgery, EPAs are being completed in the moment. They have found that a successful trick is to meet up in the recovery room at the end of the case for feedback and to complete the EPA. This seems to be working.</li> <li>▪ Dr. J. Vergel de Dios noted that herself and Dr. L. Champion are happy to recognize colleagues for following this protocol in order to help in the modelling of this behaviour.</li> <li>○ Dr. A. Florendo-Cumbermack asked how others are getting faculty on off-service rotations to complete EPAs. <ul style="list-style-type: none"> <li>▪ It was noted that this issue is generally faculty and rotation dependent, It would be good to have a process in place to address this issue.</li> <li>▪ Dr. M. Boulton explained that it is likely that EPAs are accidentally looked at during a busy time, get marked as read, and are later forgotten. He suggested that we advocate completing EPAs in the moment, rather than sending triggered EPAs.</li> <li>▪ Dr. A. Florendo-Cumbermack noted that the local culture for each rotation should be communicated to residents prior to them beginning so they are aware of how to approach EPAs.</li> <li>▪ Dr. J. Vergel de Dios explained that the issue is likely multifactorial. This will be added as a pre-meeting question at the next RAC-CBME meeting in order to gather resident thoughts and suggestions.</li> </ul> </li> </ul>
<b>ACTION ITEMS</b>	<ul style="list-style-type: none"> <li>• <b>C. Koerber to add EPA completion strategies when on an off-service rotation as pre-meeting question for the next RAC-CBME meeting.</b></li> </ul>

### 3. NOVEMBER RETREAT – DR. J. VERGEL DE DIOS

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Reminder that the PGME-CBME team is hosting a virtual retreat on November 25<sup>th</sup> from 9:00am-12:00 pm titled “Supporting Competence Committees on Their Own Path to Competence: Theory vs. Reality”.</li> <li>• The retreat will begin with a debate in which Dr. N. Huda and Dr. P. Wang argue whether high quality data is all that a competence committee requires to be effective. This will be followed by interactive small group sessions focused on decision making and challenges, interwoven with the latest mandatory documents and Elentra resources.</li> <li>• Please note that Dr. Jason Frank will not be hosting a Q&amp;A at the retreat and instead PGME will plan a general CBD Town Hall with Dr. Frank later in the spring.</li> <li>• What can you do? <ul style="list-style-type: none"> <li>○ Attend! Register <a href="#">here</a> <ul style="list-style-type: none"> <li>▪ Feel free to pop in and out if you are unable to attend the entire event</li> </ul> </li> <li>○ Be a facilitator for small group sessions</li> <li>○ Nominate a resident to pair up with Dr. N. Huda or Dr. P. Wang for the debate <ul style="list-style-type: none"> <li>▪ Prior debate experience NOT required.</li> </ul> </li> <li>○ Spread the word to CC members and residents</li> </ul> </li> </ul>
<b>ACTION ITEMS</b>	<ul style="list-style-type: none"> <li>• <b>SC members to reach out if they are interested in facilitating CC Retreat small group sessions.</b></li> <li>• <b>SC members to nominate a resident volunteer for the CC Retreat debate.</b></li> </ul>

### 4. PRE-MEETING QUESTIONS – DR. J. VERGEL DE DIOS

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Have you used the Competence Committee Dashboard yet? Thoughts? <ul style="list-style-type: none"> <li>○ Dr. A. Florendo-Cumbermack noted that the CC Dashboard was used during their CC meeting. It allowed for more interactivity and served as a space to house documents in one location. It was difficult to find narratives, however P. Morris assisted with this.</li> </ul> </li> </ul>
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	Although one resident had a progress note, it did not get captured as completed. There are a few areas requiring tweaking but it is overall promising.
ACTION ITEMS	<ul style="list-style-type: none"> <li>None</li> </ul>

## 5. ELENTRA UPDATE – P. MORRIS

DISCUSSION	<ul style="list-style-type: none"> <li>P. Morris provided an Elentra update. <ul style="list-style-type: none"> <li>P. Morris reviewed Elentra related priorities from now until July 2022. <ul style="list-style-type: none"> <li>Continue working through assessment plans and working with programs to clarify complex assessment plans.</li> <li>Dashboard enhancements based on feedback received, including sorting assessment plan requirements where there are multiple forms. (e.g. part A and B are grouped together in the accordion section) and clarifying scenarios where there are unique CV responses required.</li> <li>Begin setting up Logbook for interested programs in November-December.</li> <li>IS team is working on the upgrade to Elentra version 1.21, therefore there is a pause on new Elentra development while testing takes place. New version should be live by the end of January or early February. The upgrade will provide enhancements to some existing features which will be covered at the next SC meeting.</li> <li>Developing a plan to move forward with the rotation scheduler in Elentra.</li> <li>Four new programs launching in 2022, along with anticipated changes to EPAs among launched programs.</li> <li>We have had to adjust our expectations for non-EPA assessments and decided that July 2023 is a more realistic goal for the transition given our current resources.</li> </ul> </li> <li>Dashboard <ul style="list-style-type: none"> <li>P. Morris addressed a question regarding the EPA completion calculation.</li> <li>P. Morris provided an example in which the Dashboard displays an EPA as 105% complete – this calculation takes into account all observations of achievement, as well as each CV listed on the assessment plan.</li> <li>It was proposed that this calculation be changed to display only observations of achievement, in which case the EPA would show as 100% complete, rather than also taking CVs into account.</li> <li>Several SC members agreed with this change. P. Morris noted that this is a simple update that can be pushed live in just over two weeks.</li> </ul> </li> </ul> </li> </ul>
ACTION ITEMS	<ul style="list-style-type: none"> <li><b>P. Morris to discuss Elentra upgrade features at the next SC meeting.</b></li> <li><b>P. Morris to change EPA completion calculation as discussed so that it calculates a percentage based on the minimum number of achieved observations and does not include the contextual variables. **This change went live on Nov 15, 2021**</b></li> </ul>

## 6. MILESTONES – DR. J. VERGEL DE DIOS, P. MORRIS

DISCUSSION	<ul style="list-style-type: none"> <li>Dr. J. Vergel de Dios explained that at the previous meeting, SC members were asked their thoughts on milestone utility, however it was found that members needed more information.</li> <li>As a result, Lisa Colizza (McMaster CBME Lead) delivered a presentation to the CBME team and shared some quotes regarding milestones from a similar committee at McMaster. (Note: McMaster uses a different program called “Medsis”) <ul style="list-style-type: none"> <li>CBD Lead, CC Chair, Surgery <ul style="list-style-type: none"> <li><i>I do think milestones are sub-skills worthy of assessment, and we do look at the milestones in closer detail for residents who are having borderline performance.</i></li> <li><i>We at CC do “unpack” EPAs that have low entrustment scores, in some situations, to get a better idea of what might be happening for that trainee.</i></li> <li><i>I wouldn’t say that we look at similar milestones across different EPAs, if that’s part of what you were asking, but I would like to think that if such patterns existed, e.g., a resident is not doing well on similar milestones across different EPAs, that the reviewers and Committee would be able to detect that, but I have no evidence of that. I don’t personally use the milestone graphs.</i></li> </ul> </li> <li>PD now CBD Lead, 2020 Program</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>▪ <i>We are not “promoting” the assessment of milestones, though we also have not told supervisors that they could in fact get away with only checking off one milestone for the form to be considered complete.</i></li> <li>▪ <i>I think there could be potential for examining the milestones a little more completely if there were an easy way to see the information – such as a graph.</i></li> <li>○ PD, 2019 Program <ul style="list-style-type: none"> <li>▪ <i>A report that collates milestones by intrinsic roles would be interesting but I worry that not enough of our faculty fill out milestones for us to be able to get much data. I think there are some EPAs that are more focused on intrinsic roles overall (communication, collaborating). But perhaps a prompt suggesting to fill out relevant milestones for specific EPAs would be useful (i.e. “leader” milestones in the critical care EPAs?)</i></li> </ul> </li> <li>○ PD, CBD Lead <ul style="list-style-type: none"> <li>▪ <i>We definitely encourage the faculty to use them if they are giving constructive feedback around an EPA that wasn’t successfully complete (usually at 2 or a 3). Uptake on this is variable for sure.</i></li> <li>▪ <i>I think generally when a resident is struggling, the most helpful information comes from the narrative feedback in the comments box. Usually faculty will put their specific areas of concerns in there.</i></li> </ul> </li> <li>○ Based on the shared quotes, it is clear that while we use milestones slightly differently, we are in a similar situation in terms of figuring out what more we can do with milestones.</li> <li>• P. Morris showed what we currently have in Elentra for milestones. <ul style="list-style-type: none"> <li>○ (1) Milestone Summary Report <ul style="list-style-type: none"> <li>▪ Available to all PDs, PAs, CBME Leads in the reports portal.</li> <li>▪ Lists all EPAs and milestone scores per resident.</li> <li>▪ Currently this is the only formal report available. If there is a need for more reports, we can look into this.</li> </ul> </li> <li>○ (2) Line Graph in Resident Dashboard <ul style="list-style-type: none"> <li>▪ Based on filters (e.g. CanMeds roles, stage of training, date ranges, etc.)</li> <li>▪ Shows milestone scores over time.</li> <li>▪ Hovering over the data points provides assessment details and links to the form.</li> </ul> </li> <li>○ (3) EPA Encyclopedia <ul style="list-style-type: none"> <li>▪ Shows mapping of EPA with competencies, milestones, etc.</li> </ul> </li> <li>○ P. Morris noted that we are open to developing reports as needed. Additionally, it is possible to make milestones optional on assessment forms if this is something that faculty would like.</li> </ul> </li> <li>• Dr. A. Florendo-Cumbermack asked whether the milestone graphs are accessible to faculty. <ul style="list-style-type: none"> <li>○ Faculty do have access to the graphs in the old dashboard at this time. P. Morris will look into adding a link to the milestone graphs in the new dashboard.</li> <li>○ P. Morris will send instructions on how to access the milestone graphs.</li> </ul> </li> <li>• Dr. J. Vergel de Dios explained that she has reached out to the RCPSC for further guidance on milestones prior to requesting changes with IS. The RCPSC has stated that while milestones should be listed on forms, they do not need to be made mandatory. This would be implemented on a program-by-program basis. Feel free to reach out with any questions/thoughts.</li> </ul>
<b>ACTION ITEMS</b>	<ul style="list-style-type: none"> <li>• <b>P. Morris to investigate adding a link to the existing milestone graphs in the new Dashboard.</b></li> <li>• <b>P. Morris to create a feature flyer showing the Milestone Trends in Elentra.</b></li> </ul>

## 7. TOWN HALL IN SPRING WITH JASON FRANK? – DR. J. VERGEL DE DIOS, DR. L. CHAMPION

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Dr. L. Champion explained that Dr. Jason Frank is willing to provide CBD town halls open to anyone that is interested and/or has questions for the RCPSC regarding CBD. If there is interest, we can arrange for this to occur in the spring of 2022. The committee agreed that a reasonable time to schedule the town hall is on a Wednesday at 7:00am.</li> <li>• Needs for Those Who are Launched? <ul style="list-style-type: none"> <li>○ Dr. J. Vergel de Dios asked the SC what their ongoing CBD needs and challenges are after launching so that PGME knows how best to support programs.</li> <li>○ Dr. A. Florendo-Cumbermack noted that faculty development is required to develop a consensus across faculty and programs of what EPA scores 1-5 represent.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ Dr. B. Yan explained that an unintended consequence of CBD is that it has become a numbers game in which residents are focusing more on getting the required number of EPAs without focusing on the learning aspect of it. <ul style="list-style-type: none"> <li>▪ Dr. P. Rasoulinejad noted that the core problem is that many are not seeing the value in CBD.</li> </ul> </li> <li>○ Dr. T. Joy suggested further development on how to give effective feedback. Dr. J. Vergel de Dios noted that PGME is working on this by delivering workshops and developing tools for both faculty and residents on effective feedback. We recently had the McMaster workshop on Feedback and will likely have Dr. C. Watling deliver the Coaching &amp; Feedback Workshop again next year.</li> <li>○ Dr. J. Thain asked how to support residents experiencing assessment fatigue.</li> <li>○ Dr. J. Vergel de Dios will discuss these challenges with other CBME Leads at the upcoming National Leads meeting as we are not the only school facing these challenges.</li> </ul>
<b>ACTION ITEMS</b>	<ul style="list-style-type: none"> <li>• <b>Dr. J. Vergel de Dios to discuss our CBD challenges with national leads.</b></li> </ul>

## 8. EXPIRED EPAS – DR. J. VERGEL DE DIOS

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Not discussed due to time constraints. Will be discussed at the next SC meeting.</li> </ul>
<b>ACTION ITEMS</b>	<ul style="list-style-type: none"> <li>• <b>C. Koerber to add Expired EPAs to the next SC meeting agenda.</b></li> </ul>

## 9. QUARTERLY EPA REPORTS – DR. J. VERGEL DE DIOS

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Not discussed due to time constraints. Will be discussed at the next SC meeting.</li> </ul>
<b>ACTION ITEMS</b>	<ul style="list-style-type: none"> <li>• <b>C. Koerber to add Quarterly EPA Reports to the next SC meeting agenda.</b></li> </ul>

## ADJOURNMENT & NEXT MEETING

	Date and time of next meeting: January 6, 2021 at 7:00am
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