

## STEERING COMMITTEE MEETING MINUTES

DATE: September 2, 2021	TIME: 7:00 a.m.	LOCATION: ZOOM
MEETING CALLED BY	Dr. J. Vergel de Dios, Director of CBME Implementation, PGME	
ATTENDEES	P. Morris, K. McLean, M. Ott, E. Thain, M. Walsh, C. Newnham, J. Ciesla, R. Vianna, S. Ibdah, J. Krista, S. Lam, A. Ens, L. Champion, A. Zaki, A. Florendo-Cumbermack, M. Boulton, S. L. Kane A. Thain	
REGRETS	C. Chan, S. Dave	
NOTE TAKER	Georgina de Regt ( <a href="mailto:georgina.deregt@schulich.uwo.ca">georgina.deregt@schulich.uwo.ca</a> )	

### CALL TO ORDER & APPROVAL OF MINUTES

DISCUSSION	Meeting called to order by Dr. J. Vergel de Dios at 7:00am Previous meeting minutes approved by K. McLean
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#### 1. Royal College Update – Dr. J. Vergel de Dios

DISCUSSION	<ul style="list-style-type: none"> <li>Preparing for programs to launch for the fall</li> <li>National Leads had a separate meeting on the EPA Versioning process so far <ul style="list-style-type: none"> <li>Please provide feedback on how you found changes to the EPAs (from planning to execution)</li> </ul> </li> <li>Costing Study - update from 2019 <a href="#">report</a> - Jason Frank gets a lot of questions about this but there is no movement to move this forward currently unless someone is happy to take leadership on it</li> </ul>
ACTION ITEMS	<ul style="list-style-type: none"> <li><b>SC members to provide feedback on revision of EPAs to the Royal College</b></li> </ul>

#### 2. PGME Update – Dr. J. Vergel de Dios

DISCUSSION	<ul style="list-style-type: none"> <li>Our website for CBME has undergone updates over the summer months</li> <li>Please ask your PAs or respective delegate to update your program websites with this link: <a href="https://www.schulich.uwo.ca/cbme/postgraduate/index.html">https://www.schulich.uwo.ca/cbme/postgraduate/index.html</a></li> </ul> <p>Resident Orientation to CBD &amp; Elentra <a href="#">modules</a> - online in July in OWL and now on our website As of August 26<sup>th</sup></p> <ul style="list-style-type: none"> <li>68 residents completed the module on Orientation to CBD</li> <li>78 residents completed the module on Elentra</li> <li>Note: Completed is considered 80% of the module</li> </ul> <p><b><u>*Programs are still responsible for providing a more detailed orientation to their residents re. program-specific EPAs and expectations</u></b></p> <ul style="list-style-type: none"> <li>A module will be created for faculty which will be accredited for Section 3 MOC credits</li> <li>Considerations around acknowledgement of module completion, for example a certificate sent to residents, as additional motivation to complete these training modules, also provided to the program, as part of the onboarding process</li> <li>PGME can set up a certificate for completion</li> <li>S. Lam stated it would be helpful for larger programs to keep track of who has finished their modules, could cut back on questions and glitches</li> <li>Be mindful of how many tasks for onboarding- it is a lot to manage for residents</li> <li>Programs are required to provide their own orientation to residents <ul style="list-style-type: none"> <li>Can revisit this in the spring</li> </ul> </li> </ul>
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ACTION ITEMS	<ul style="list-style-type: none"> <li><b>Suggested to make this a required task for incoming residents that considered part of the onboarding process or to track it within the program itself – will revisit this in the spring</b></li> </ul>
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### 3. CBME Retreat – Dr. J. Vergel de Dios

DISCUSSION	<p>Save the Date – November 25<sup>th</sup> from 9 a.m.-12 p.m. (Virtual)</p> <ul style="list-style-type: none"> <li>Open to Faculty, PAs, Residents and CC members</li> <li>Focus on Competence Committees</li> </ul> <p>Competence Committees (CCs)</p> <ul style="list-style-type: none"> <li>Until the Royal College will publish more official policies, memos, or communiques, any answers to common questions about CCs that are from the Royal College will be collected in an <a href="#">FAQ document</a> on our website</li> <li>Updating PGME template CC <b>Terms of Reference</b> and <b>Process &amp; Procedures</b> document</li> <li>Timelines for Exam &amp; Certification Eligibility – CC Meeting Timing, PGME Needs <ul style="list-style-type: none"> <li>Fall certification exams: submit eCCTs by March 1st</li> <li>Spring certification exams: submit eCCTs by mid-August [<i>note – this is an update from what was presented at the SC meeting</i>]</li> </ul> </li> </ul>
ACTION ITEMS	<ul style="list-style-type: none"> <li><b>SC members to save the date to attend the November 25<sup>th</sup> retreat</b></li> <li><b>G. de Regt to send <a href="#">link</a> to FAQs re. CCs with the meeting minutes</b></li> </ul>

### 4. Pre- Meeting Question – Dr. J. Vergel de Dios

DISCUSSION	<p>What is your process and procedures for determining residents who are "Progress is Accelerated" and what does that entail?</p> <ul style="list-style-type: none"> <li>Royal College confirmed that "Progress is Accelerated" is whatever your specialty committee has deemed for the recommendation of time for that stage - not in comparison to peer cohorts or to previous years</li> <li>Must consider program length and requirements</li> <li>Comments from SC members: <ul style="list-style-type: none"> <li>There is a lot to complete in a 2-year timeframe, therefore the Geriatric Medicine competence committee does not consider this an option or eligibility to complete</li> <li>Internal Medicine does base their decisions on EPAs, rotation evaluation, practice exams etc. – especially for junior residents and for selecting senior residents as representatives <ul style="list-style-type: none"> <li>For residents that are not accelerating normally, IM looks at them on an individual basis and finds opportunities that align with the direction that they would like to go in their training – has been doing this for the last year or so</li> </ul> </li> <li>Must finish all EPA requirements first and foremost</li> <li>Scheduling, rotations and service competent/completion in General Surgery doesn't allow someone to get ahead and finish training before the 5-year training requirement</li> <li>PMR: not accelerating but will identify people who have completed EPAs, have demonstrated advanced knowledge from on rotation ME exams, and have had outstanding feedback, look at advancing the opportunities (unit leadership, earlier onset longitudinal clinic, grant more time away for research/other education opportunities, etc.)</li> </ul> </li> <li>Logistics- consider timing of licensing exam and end of training date (everything is structured around July 1<sup>st</sup>)</li> <li>Preparation for fellowships and/or community practice can occur for those who are accelerated</li> <li>Demonstrated knowledge – they can be given time away for research, leadership</li> </ul>
ACTION ITEMS	<ul style="list-style-type: none"> <li><b>SC members to consider outlining a process of decision making and next steps for residents who are 'Progress is Accelerated'</b></li> </ul>

### 5. Elentra Update – P. Morris

DISCUSSION	<ul style="list-style-type: none"> <li>CC Dashboard went live on July 20, 2021</li> <li>Resident Dashboard went live on August 30, 2021 and presented at the Resident Town Hall on CBME</li> <li>Online training modules and information about the new dashboards are in the User Guide</li> </ul>
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	<ul style="list-style-type: none"> <li>If you are interested in an orientation session for your CC or residents, please email <a href="mailto:elentra.support@schulich.uwo.ca">elentra.support@schulich.uwo.ca</a></li> <li>The CBME Operations Team is continuing to enter Assessment Plans for some programs to make the CC Dashboard fully functional</li> </ul> <p>Programs were reminded to do the following:</p> <ul style="list-style-type: none"> <li>Add Green Check Marks</li> <li>Add last CC meeting date</li> <li>Add Resident Status</li> <li>Instructions on how to do this is found in the <a href="#">User Guide</a>, Section 9, NEW Competence Committee Dashboard, on page 108.</li> </ul> <p>2021-2022 Priorities and Requests for Elentra were briefly outlined</p> <ul style="list-style-type: none"> <li>Continue the program outreach</li> <li>2022 Program Launches (5 programs) and EPA revisions (6 programs)</li> <li>Logbook will be set up for interested programs</li> <li>Starting the process of migration from One45 and New Innovations into Elentra (Rotation schedule and non-EPA assessments) which is a big endeavor</li> </ul> <p>Working with the IS team for Phase 2 of Dashboard which will contain at least the following changes:</p> <ul style="list-style-type: none"> <li>Create a line graph of CC statuses and decisions to identify learners in need</li> <li>Automate reporting of statuses to PGME office (prompted to alert us if there are issues eg. Failure to progress)</li> <li>Minor features and updates</li> </ul> <p>Milestones Should Milestone ratings be mandatory or optional in Elentra?</p> <ul style="list-style-type: none"> <li>Royal College does state that milestones should be available on an assessment form but does not state that ratings are mandatory</li> <li>The form would not change but it could be offered as optional, suggested as an accordion layout</li> <li>It will be up to the program to decide if they would like to incorporate this feature</li> <li>There is a milestone report available in the Reports portal, it is program and/or resident specific</li> <li>User Guide page 98 on the Reports portal to see Milestone Summary Reports: <a href="https://www.schulich.uwo.ca/cbme/docs/PGME_Elentra_User_Guide.pdf">https://www.schulich.uwo.ca/cbme/docs/PGME_Elentra_User_Guide.pdf</a></li> </ul>
<b>ACTION ITEMS</b>	<ul style="list-style-type: none"> <li>Email <a href="mailto:elentra.support@schulich.uwo.ca">elentra.support@schulich.uwo.ca</a> if one-on-one Elentra training is needed or to provide feedback</li> <li>P. Morris and A. Good to provide an example of milestones data at the next SC meeting</li> </ul>
<b>6. RAC-CBME Update – A. Zaki</b>	
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Resident Town Hall – August 30, 2021</li> </ul> <p>New Resident Co-Chairs</p> <ul style="list-style-type: none"> <li>Dr. Ahmed Zaki, PGY-4 General Internal Medicine</li> <li>Dr. Stephanie Hinton, PGY-3 Internal Medicine</li> </ul> <ul style="list-style-type: none"> <li>New Resident Dashboard</li> <li>Secondary email, PIN, increased call</li> <li>Good Elentra-related suggestions</li> </ul> <p>The programs listed below are in need of resident representatives. Please consider nominating someone to join the RAC-CBME.</p> <ul style="list-style-type: none"> <li>Anesthesiology</li> <li>Medical Oncology</li> <li>Pediatric Critical Care</li> <li>Cardiac Surgery</li> <li>OBGYN</li> <li>Allergy and Immunology</li> <li>Neonatal-Perinatal Medicine</li> <li>Respirology</li> </ul>

	<ul style="list-style-type: none"> <li>- Child and Adolescent Psychiatry</li> <li>- Clinical Pharmacology and Toxicology</li> <li>- Geriatric Psychiatry</li> <li>- Hematology</li> <li>- Neuropathology</li> </ul> <p>Attending Physicians don't always receive EPA as they are sent to their UWO email accounts- worth adding a secondary email (LHSC account) to their profiles and a reminder to save their PIN</p> <p>Additional Links: Setting up a PIN: <a href="https://www.schulich.uwo.ca/cbme/postgraduate/docs/ElentraFacultyEPABasicsDEC092020.pdf">https://www.schulich.uwo.ca/cbme/postgraduate/docs/ElentraFacultyEPABasicsDEC092020.pdf</a></p> <p>Setting up a secondary email address in Elentra: <a href="https://www.schulich.uwo.ca/cbme/postgraduate/docs/Elentra%20New%20Feature%20Poster%20-%20Secondary%20Email%20-%20DEC152020.pdf">https://www.schulich.uwo.ca/cbme/postgraduate/docs/Elentra%20New%20Feature%20Poster%20-%20Secondary%20Email%20-%20DEC152020.pdf</a></p>
<b>ACTION ITEMS</b>	<ul style="list-style-type: none"> <li>• <b>A. Zaki and S. Hinton to send a list of programs that need a RAC- CBME representative</b></li> <li>• <b>G. de Regt to send the list to the SC with the meeting minutes</b></li> <li>• Next RAC- CBME meeting will be held on November 1<sup>st</sup> at 5:30pm</li> </ul>

#### ADJOURNMENT & NEXT MEETING

	November 4, 2021 at 7:00am <a href="https://westernuniversity.zoom.us/j/92350622086">https://westernuniversity.zoom.us/j/92350622086</a>
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