

STEERING COMMITTEE MEETING MINUTES

DATE: May 5, 2022	TIME: 7:00am	LOCATION: Zoom
MEETING CALLED BY	J. Vergel de Dios, Director of CBME Implementation, PGME	
ATTENDEES	J. Ruttger, C. Newnham, A. Good, M. Ott, J. Vergel de Dios, M. Walsh, B. Ferreira, L. Champion, P. Morris, A. Thain, A. Florendo-Cumbermack, D. Giroux, H. Iyer, J. Thain, M. Chin, J. Ross, M. Sanatani, M. Thomson, S. Lam, S. Ibdah, A. Zaki, A. Ens	
REGRETS	C. Koerber	
NOTE TAKER	Clarissa Koerber (Clarissa.koerber@schulich.uwo.ca)	

CALL TO ORDER & APPROVAL OF MINUTES

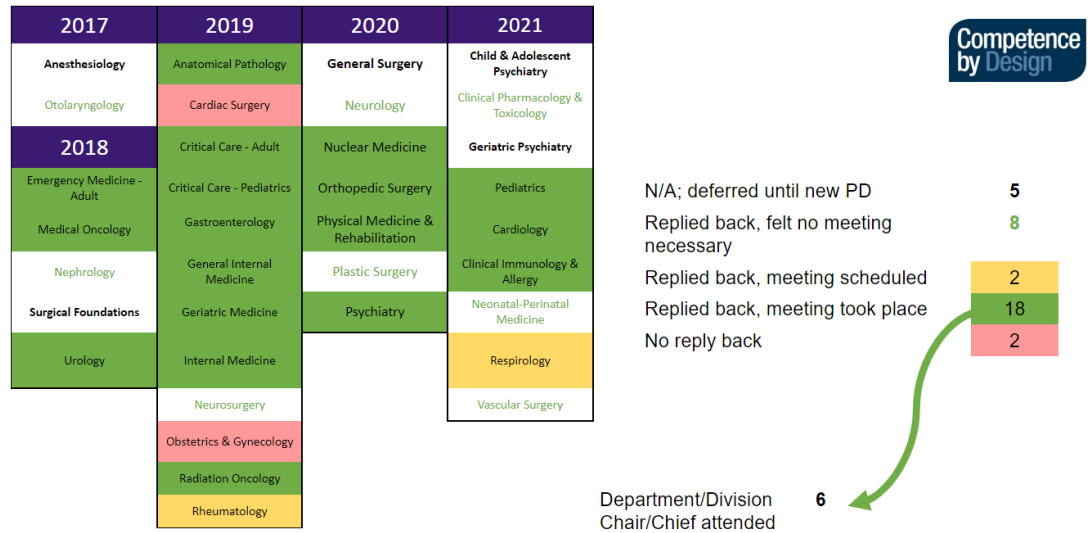
DISCUSSION	<p>Meeting called to order by Dr. J. Vergel de Dios at 7:00am.</p> <p>Previous meeting minutes were approved.</p> <p>Previous action items:</p> <ul style="list-style-type: none"> • Please reach out to PGME if you would like a CBD refresher presentation. • Please reach out to PGME with any thoughts/suggestions on the assessor statistics report.
------------	---

1. NATIONAL LEADS UPDATE – DR. J. VERGEL DE DIOS

DISCUSSION	<ul style="list-style-type: none"> • Several updates following the May 2nd National Leads meeting with the RCPSC: <ul style="list-style-type: none"> ○ The RCPSC is beginning to discuss and address the issues with the wording of the O-Score. The terminology has changed from “entrustment” scale to “supervision” scale. Dr. J. Vergel de Dios can bring forth any questions/suggestions. The linked article is a good resource on this topic. ○ Any thoughts/suggestions on the future role of CBME Leads are welcome. ○ Three programs have been confirmed to launch CBD in 2023. ○ There is an updated Policies for Certification in CBD available.
ACTION ITEMS	<ul style="list-style-type: none"> • Committee to reach out with suggestions for the future role of CBME Leads.

2. PGME CBME TEAM UPDATE – DR. J. VERGEL DE DIOS

DISCUSSION	<ul style="list-style-type: none"> • The CBME team is investigating the possibility of replacing the Microsoft Teams page with an Elentra community page. This would be a new space to share documents, information, events, etc. • Dr. J. Vergel de Dios and Dr. L. Champion continue to meet with programs individually following the release of the EPA reports.
------------	---



- Chart 1: Outlines the status of program meetings. Green programs represent those that have had a meeting. Out of the 18 programs that have had a meeting, six included the department/division chair chief which was beneficial in getting them engaged in faculty accountability efforts. Two programs have not yet responded. Eight programs are doing well and do not require a meeting. Five programs are holding off until they either have a CBD learner or there is a new PD in place.

Reflections from program meetings so far

- Spectrum of program capacity and actions



- | | |
|---|---|
| <ul style="list-style-type: none"> • Key leadership roles (PD, CBME Lead, PA): <ul style="list-style-type: none"> • Turnover - high • Competence – average, low • EPA Reports: <ul style="list-style-type: none"> • Lack of familiarity • Not shared with faculty • Chair/Chief engagement: <ul style="list-style-type: none"> • None (yet) | <ul style="list-style-type: none"> • Key leadership roles: <ul style="list-style-type: none"> • Established • Strong leaders • EPA Reports: <ul style="list-style-type: none"> • Critically appraised • Further independent analysis • Shared with faculty • Chair/Chief engagement: <ul style="list-style-type: none"> • Established • Supportive / Involved |
|---|---|

- Chart 2: Graphic depicting program capacity and action on key aspects including: leadership roles, EPA reports, and chair/chief engagement.
- Dr. J. Vergel de Dios and Dr. L. Champion will be presenting to the Department Clinical Chairs in June for the third time and will review the faculty assessor statistic and EPA reports.
- The RCPSC has released three new technical guides on transfers, exam readiness, and leaves. A memo will be released translating these technical guides appropriately for here at Western.
- The RCPSC has approved the timelines shown below. Timelines below reflect fall-only exams (orange), spring-only exams (green), or both.

		Block 1	Block 2	Block 3	Block 4	Block 5	Block 6	Block 7	Block 8	Block 9	Block 10	Block 11	Block 12	Block 13
		July	Aug	Aug-Sept	Sept-Oct	Oct-Nov	Nov-Dec	Dec-Jan	Jan-Feb	Feb-Mar	Mar-Apr	Apr-May	May-June	June
PGY	FALL EXAM			Fall Exam Resident: Apply for training and/or practice assessment AUG 31		Fall Exam Competence Committee (CC): Recommend exam eligibility	Fall Exam Residency Program Committee (RPC): Ratify exam eligibility	Fall Exam RCPSC: Credentials Unit sends CCTs to Program Directors JAN 15	Fall Exam Program Director: Submit CCTs to PGME Early FEB	Fall Exam PGME: CCTs sent to RCPSC FEB 15	Fall Exam RCPSC: Issue exam eligibility rulings to candidates	Fall Exam Resident: Register and pay for exam APR 15		
	SPRING EXAM													
PGY	FALL EXAM	Fall Exam Competence Committee: Review if exam readiness unchanged			FALL EXAM									
	SPRING EXAM							Spring Exam Competence Committee: Review if exam readiness unchanged				SPRING EXAM		

For Disciplines with fall exam(s) only

	Block 1	Block 2	Block 3	Block 4	Block 5	Block 6	Block 7	Block 8	Block 9	Block 10	Block 11	Block 12	Block 13
	July	Aug	Aug-Sept	Sept-Oct	Oct-Nov	Nov-Dec	Dec-Jan	Jan-Feb	Feb-Mar	Mar-Apr	Apr-May	May-June	June
PGY			Fall Exam Resident: Apply for training and/or practice assessment Due AUG 31		Fall Exam Competence Committee (CC): Recommend exam eligibility	Fall Exam Residency Program Committee (RPC): Ratify exam eligibility	Fall Exam RCPSC: Credentials Unit sends CCTs to Program Directors JAN 15	Fall Exam Program Director: Submit CCTs to PGME Early FEB	Fall Exam PGME: CCTs sent to RCPSC FEB 15	Fall Exam RCPSC: Issue exam eligibility rulings to candidates	Fall Exam Resident: Register and pay for exam APR 15		
PGY	Fall Exam Competence Committee: Review if exam readiness unchanged			FALL EXAM									

CCT = Confirmation Completion of Training

For Disciplines with spring exam(s) only

	Block 1	Block 2	Block 3	Block 4	Block 5	Block 6	Block 7	Block 8	Block 9	Block 10	Block 11	Block 12	Block 13
	July	Aug	Aug-Sept	Sept-Oct	Oct-Nov	Nov-Dec	Dec-Jan	Jan-Feb	Feb-Mar	Mar-Apr	Apr-May	May-June	June
PGY											Spring Exam Resident: Apply for training and/or practice assessment APRIL 30	Spring Exam Competence Committee (CC): Review exam eligibility	Spring Exam Residency Program Committee (RPC): Ratify exam eligibility
PGY	Spring Exam RCPSC: Credentials Unit sends CCTs to Program Directors JULY 25	Spring Exam Program Director: Submit CCTs to PGME Mid AUGUST	Spring Exam PGME: CCTs sent to RCPSC AUG 25	Spring Exam RCPSC: Issue exam eligibility rulings to candidates	Spring Exam Resident: Register and pay for exam NOV 4			Spring Exam Competence Committee: Review if exam readiness unchanged			SPRING EXAM		

CCT = Confirmation Completion of Training

- The resident feedback survey is now closed.
 - The report has since been finalized and can be accessed [here](#).
 - The last RAC-CBME meeting of the academic year was on May 2nd. Dr. J. Vergel de Dios thanked Dr. A. Zaki and Dr. S. Hinton for their contribution and advocacy over the past year. Dr. M. Nuaaman and Dr. L. Calderon, both Internal Medicine residents, are the new incoming resident co-chairs.

ACTION ITEMS

- Committee to read the resident feedback survey results.**

DISCUSSION	<ul style="list-style-type: none"> The current focus is on preparing Elentra for the incoming 2022 programs: Maternal-Fetal Medicine, Neuropathology, Diagnostic Radiology, and Hematology. Anesthesiology is moving into Elentra from ePortfolio and Medical Oncology has changes to their EPAs. P. Morris is working through day-to-day support requests. P. Morris and C. Koerber are working to enhance feature flyers and the user guide to promote users to be as self-sufficient as possible. The IS team has made significant enhancements to the Elentra servers which has reduced load times significantly. If you are still experiencing issues, please reach out and let us know. External assessor management: <ul style="list-style-type: none"> P. Morris is working on identifying and blending faculty that have been added as external assessors in error and are missing from the assessor statistics report. P. Morris is also working on cleaning up actual external assessors that have been added multiple times by residents to ensure they only appear once. IS is working on a strategy to validate external users on a regular basis so that duplicate records are avoided entirely. P. Morris is working on a list of future enhancements, this will be presented to the SC in the fall for prioritization to be submitted to IS for the upcoming academic year. Dr. A. Florendo-Cumbermack noted that her program houses forms in One45 and Qualtrics and asked if there is a way for the program to create forms themselves in Elentra as the CC is having to look across various platforms. P. Morris explained that this is the plan for non-EPA assessments, however the IS team must first ensure that the Elentra customization is set up properly first. In the future, programs will be asked to maintain all of their own non-EPA forms in Elentra. The plan is to begin moving forms over in the next academic year. It was asked whether PDs and CBME Leads can be given the ability to manage program contacts in Elentra, a function that currently only PAs have access to. P. Morris will speak with IS to determine if this can be changed. Dr. H. Iyer asked whether the goal is to transition AFC programs into Elentra as well. P. Morris explained that all programs will eventually move into Elentra, however our priority right now is on official CBD launches, taking us through to 2024.
ACTION ITEMS	<ul style="list-style-type: none"> Committee to reach out if they are still experiencing speed issues in Elentra. P. Morris to speak with IS about giving PDs and CBME Leads access to manage program contacts.

4. ASSESSMENT BURDEN RESEARCH – DR. MARY OTT

DISCUSSION	<ul style="list-style-type: none"> Dr. Mary Ott presented at the ICRE conference on understanding assessment burden for residents in CBME. Essential questions to take away include: How does stress emerge in the CBD system? What can be done to support resident well-being? What is your agency to improve the experience of CBD? Resident assessment burden is an unintended consequence of CBD. Broadly speaking, resident stress includes the burden of responsibility in seeking out EPAs and the low value residents perceive of the feedback compared to this workload. 21 residents across Canada (half were Schulich residents) were interviewed on their CBD experience. The research surrounds self-determination theory which stipulates that competency, autonomy, and relatedness are fundamental and interdependent psychological needs. When these needs are met in a system, performance and well being improve. However, in their absence, performance decreases and stress increases. The research found 9 different types of assessment burden, and a missing need in one area negatively affects other areas (compounding burden). For example, one resident said when speaking on knowing what CVs are missing on an EPA to get an achieved status, "It is hard to know which one you are missing, there are a bunch of different subcategories." This stress point is a lack of clarity due to a disconnect in the teaching-learning situation. The lack of clarity becomes a compounding stressor and causes a second stress point of a missed opportunity to self-regulate learning. <ul style="list-style-type: none"> What is being done to overcome this? Academic advisors; timely response to questions Another stressor is a lack of situational control (i.e., being held accountable for something that you have no situational control over). This is compounded when there are unrealistic expectations. <ul style="list-style-type: none"> What is being done to overcome this? Use of simulation sessions In summary, there is a triple threat to learning and well-being. A burden in one area has negative implications in other areas.
------------	--

	<ul style="list-style-type: none"> What can be done to help learners thrive as originally intended under CBD? <ul style="list-style-type: none"> We need to implement learning conditions that support intrinsic motivation, well-being, and high-quality learning. These factors are interdependent. Dr. Mary Ott explained the difference between formative vs. normative assessments. Formative assessments are in-the-moment and outlines that needs to be improved upon. Normative assessments are summative check-ins that do not outline what needs to be worked on. J. Vergel de Dios noted that it will be important to continue checking in on this as the landscape continues to shift.
ACTION ITEMS	<ul style="list-style-type: none"> None

5. ELENTRA SHORTCUT – DR. J. VERGEL DE DIOS

DISCUSSION	<ul style="list-style-type: none"> At the last SC meeting, the committee discussed the possibility of implementing Elentra shortcuts within PowerChart. However, we will wait to investigate this after Internet Explorer has been phased out as it does not support Elentra. Once the hospitals stop using Internet Explorer, we can look into this option further. The note below is from the LHSC E-cast newsletter from June 9, 2022: <ul style="list-style-type: none"> Microsoft is retiring Internet Explorer, one of the oldest web browsers that was first launched in 1995. Modern browsers, like Microsoft Edge and Mozilla Firefox, will replace Internet Explorer by providing increased security and much improved user functionality. If you open Internet Explorer after July 5 on a hospital computer, or the Horizon Corporate Desktop, you will be automatically redirected to Edge. If you still use Internet Explorer on a work computer, you will have until June 15 to move your favourites into Edge, or they will be permanently deleted. Visit the ITS website for instructions.
ACTION ITEMS	<ul style="list-style-type: none"> None

6. NEXT YEAR'S MEMBERSHIP – DR. J. VERGEL DE DIOS

DISCUSSION	<ul style="list-style-type: none"> This meeting is the last of the academic year. Dr. J. Vergel de Dios thanked the committee for their continued involvement. The next meeting will be in late August or early September. Please reach out with any thoughts/suggestions on the future focus of this committee. We will slowly branch out to program related needs.
ACTION ITEMS	<ul style="list-style-type: none"> Committee to reach out with ideas for the future focus of the SC.

7. RESIDENT ORIENTATION MODULE – B. FERREIRA

DISCUSSION	<ul style="list-style-type: none"> Due to time constraints, this topic was not discussed. B. Ferreira will give an update at the PGME committee meeting.
ACTION ITEMS	<ul style="list-style-type: none"> B. Ferreira to speak on the resident orientation module at the next PGME committee meeting.

ADJOURNMENT & NEXT MEETING

	Date and time of next meeting: TBD
--	------------------------------------