

STEERING COMMITTEE MEETING MINUTES

DATE: Sept. 01, 2022	TIME: 7:00am	LOCATION: Zoom
MEETING CALLED BY	J. Vergel de Dios, Director of CBME Implementation, PGME	
ATTENDEES	J. Vergel de Dios M. Boulton, R. Viana, C. Chan, M. Walsh, M. Sanatani, H. Iyer P. Rasoulinejad, A. Ens, S. Lam, M. Thomson, S. Dave, A. Cheng, S. Jamieson, C. Newnham, A. Good, B. Ferreira, L. Champion, P. Morris	
REGRETS	None	
NOTE TAKER	Patricia Morris (pmorris@uwo.ca)	

1. APPROVE PREVIOUS MINUTES AND REVIEW ACTION ITEMS - DR. J. VERGEL DE DIOS

DISCUSSION	<ul style="list-style-type: none"> Meeting called to order by Dr. J. Vergel de Dios at 7:00am. Previous meeting minutes were approved. Warm welcome to Sara Jamieson, new PGME Administrative Assistant Previous action items: <ul style="list-style-type: none"> There were no comments or suggestions regarding the future focus of this Steering Committee, so we will continue with the work we have been doing, and same format for meetings Suggestions for future role of CBME Leads. Please consider the role post-CBME implementation; this is being discussed at a national level and your thoughts will be brought forward
ACTION ITEMS	<ul style="list-style-type: none"> Please reach out with thoughts or suggestions for the future role of your program's CBME Lead

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

DISCUSSION	<ul style="list-style-type: none"> The Royal College is working on a draft policy for implementation of new versions and/or updates to any of the discipline-specific training standards, such as competencies, training experiences or EPA documents. <ul style="list-style-type: none"> They are also drafting operational support for the pathways document Policy will also define fundamental vs minor changes and timing of when changes take place in any of the three above-mentioned documents
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	<p>EXAMPLES OF FUNDAMENTAL CHANGES:</p> <ul style="list-style-type: none"> • Competencies: adding new clinical skills or new procedures that enable the physician or surgeon to provide care to a new patient population or provide a new treatment (i.e., a change in scope of practice) • Training Experiences: adding a new clinical training experience or making an existing training experience required instead of recommended or optional • EPAs: moving an EPA from one stage to another or adding a new EPA; adding a new condition, treatment, or procedure to an EPA <p>EXAMPLES OF MINOR CHANGES:</p> <ul style="list-style-type: none"> • Wording clarifications without changing the intent of the current standard • Typo corrections • Deletion of a competency/training experience that does not change scope of practice (e.g., journal club) • Deleting an EPA because an EPA at a later stage subsumes that same professional responsibility (i.e., deleting an EPA about performing procedures in uncomplicated patients because an EPA at a later stage addresses performing the same procedures in any patient)
ACTION ITEMS	<ul style="list-style-type: none"> • Share your experiences of versioning with Dr J Vergel de Dios so she can relay it back to the CBME Leads group

3. RESIDENT ORIENTATION TO CBD – B. FERREIRA

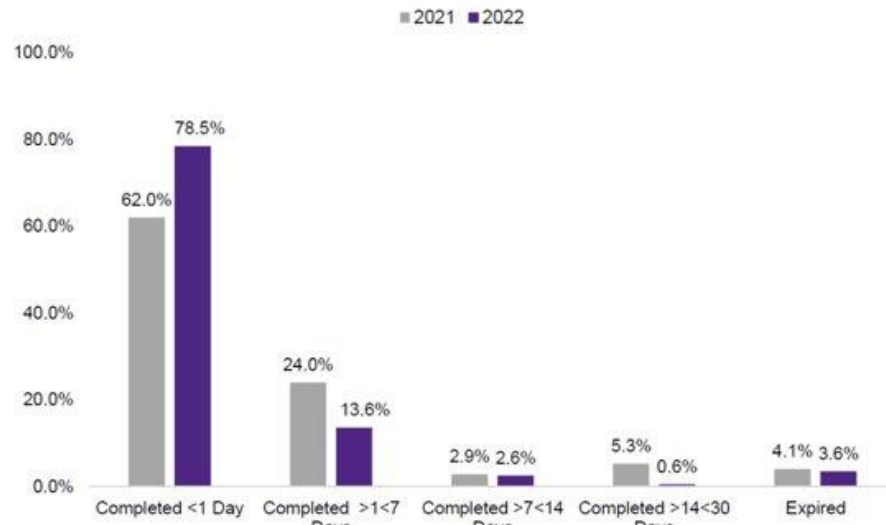
DISCUSSION	<ul style="list-style-type: none"> • Resident orientation to CBD was held virtually on June 30, 2022 through Zoom <ul style="list-style-type: none"> ○ 192 participants; 63% completion of the two training modules (Intro to CBD; Intro to Elentra) ○ 63% represents residents who completed 100% of the modules; around 90% accessed the modules but didn't necessarily finish them ○ All resources are still available on the OWL site, as well as the PGME website • Dr. J. Vergel de Dios also encouraged programs to gather feedback on their own program specific orientation from residents who are finishing their program or other more senior residents • Drs. Leo Calderone and Mais Nuaaman are the new CBME Resident Advisory Committee Co-chairs; please encourage any interested residents to join this advisory group
ACTION ITEMS	<ul style="list-style-type: none"> • Encourage interested residents to join the RAC-CBME

4. EPA REPORTS FEEDBACK AND NEW PROGRAM GOALS – A. GOOD

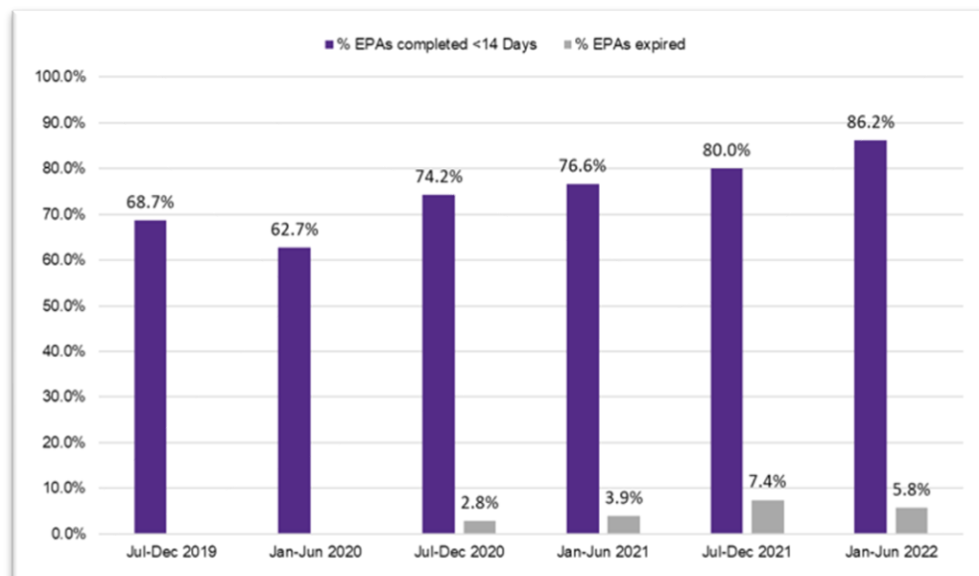
DISCUSSION	<ul style="list-style-type: none"> • January to June 2022 EPA reports were recently distributed to programs. • Every 6-month mark is showing significant improvement • EPA expiries were around 15% when we first started the 30-day expiry, and <14 days was around 73% since 2019
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EPA Assessment Trends in [REDACTED] – Comparison by Year

Chart 5: EPA Assessments completed, expired, or deleted in [REDACTED] comparison between Jan. 1-Jun. 30, 2021, and Jan. 1-Jun. 30, 2022.



- We are investigating how we can better depict improvement over time
- Program rankings were removed (as programs are improving, old ranks/comparisons mean less and less) and new goals were defined:
- Implemented a goal of >90% completion rate in under 14 days and <5% expiries for each program
- Overall, programs are showing improvements over time, so these are not unrealistic goals
- Current stats for ALL programs:
 - EPA completion less than 14 days: 82.3%
 - 8.8% of EPAs expire within 30 days



- We can show data back to 2019 (where applicable)

	<ul style="list-style-type: none"> R. Viana commented on how some data can be skewed due to resident triggering EPAs in advance of the actual encounter. A week (or more) may pass between trigger date and future encounter date P. Morris commented we could potentially limit residents from choosing encounter dates too far in the future; A. Good will look at metrics pertaining to trigger date vs (future) encounter date to see if this is a widespread issue and will also reach out to R. Viana to discuss further J. Vergel de Dios summarized that there is a lot to discover as we continue to look through the data. At a national level, they are looking at quantitative data analysis; we need to ensure we are staying on track with our goals with respect to program evaluation
ACTION ITEMS	<ul style="list-style-type: none"> Reach out with feedback on new completion and expiry rate goals and if this new depiction of data would be helpful for your program A. Good to investigate data for issue of residents initiating EPAs too far in advance of the actual observation date

5. ELENTRA UPDATE – P. MORRIS

DISCUSSION	<ul style="list-style-type: none"> 4 new programs launched CBD on July 1, 2022: Hematology, Maternal Fetal Medicine, Diagnostic Radiology and Neuropathology As well, Anesthesiology moved to Elentra from ePortfolio and Medical Oncology implemented a new version of EPAs External assessor clean up in Elentra is on-going; approximately 1000 external assessors have been added to Elentra by both undergrad and postgrad learners; many of these have created duplicate records (assessors are being added as external despite already having an “official” faculty user profile in Elentra Preparing project plan for migration of rotation schedule and all remaining non-EPA assessment forms into Elentra from one45 and other platforms; target is still July 2024 for this to be complete
ACTION ITEMS	<ul style="list-style-type: none"> None

6. CC DECISION MAKING ONLINE MODULE – S. IBDAH

DISCUSSION	<ul style="list-style-type: none"> S. Ibdah has created a Competence Committee Decision Making course; there are three 15-minute modules that focus on 3 principles: <ul style="list-style-type: none"> <u>Efficiency</u>: meetings are timely and practical; there is a standardized process; and create checklists to help stay on track <u>Equity</u>: each resident has their data looked at and considered to provide a full picture of progress and performance; analysis of rich and varied data <u>Objectivity</u>: biases and groupthink; growth mindset of learner and decision makers; residents can learn through assessment; CC members can hone decision making skills Intention is that all CC members would participate, not just the CC Chair L. Champion added that efficiency and pre-meeting preparation is key to helping a Competence Committee help itself through their decision making process S. Lam asked about resources on CBD for new Program Admins. We try to pair new PAs with the PA Executive Committee to welcome them and help them to become oriented to their role; P. Morris often meets with new PAs to help, as well there are “Lunch and Learn” sessions offered by the PA Exec that P. Morris often attends with Elentra and/or CBD related topics. There are also resources available on the PGME website H. Iyer mentioned that the International Conference on Residency Education (ICRE) has sessions for Program Admins and his program’s PA has found it very helpful and useful. This is timely as the ICRE conference is coming up in late October J. Vergel de Dios also announced that we are looking for a new PA rep for this Steering Committee as our former rep has left Western
ACTION ITEMS	<ul style="list-style-type: none"> Thoughts or suggestions for a 4th module for the CC Decision Making course can be sent to S. Ibdah Program Admins who are interested in being the PA rep on this Steering Committee should reach out to a member of the PGME CBME Team

7. FACULTY DEVELOPMENT SPRING EVENT IDEAS – J. VERGEL DE DIOS

DISCUSSION	<ul style="list-style-type: none">• We are looking for thoughts and suggestions for a Schulich wide faculty development event for spring 2023. Thoughts:<ul style="list-style-type: none">○ Full or half day retreat?○ In-services○ Incubators○ Workshops focusing on coaching, feedback, or other tools○ Continued collaboration with McMaster○ Coaching with uncertainty• We are totally open to content, method, who, how, etc.• Any larger scale faculty development even would be in addition to the sessions we currently offer (RX-OCR; CBD sessions by Drs Champion and Vergel de Dios; etc.)
ACTION ITEMS	<ul style="list-style-type: none">• Reach out with ideas for faculty development topics and/or formats

ADJOURNMENT & NEXT MEETING

	Date and time of next meeting: Thurs. Nov. 3, 2022; 7 am (Zoom)
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