

## PGME COMMITTEE MEETING MINUTES

	<b>Date:</b> December 10, 2025	<b>Time:</b> 07:00 – 08:00 AM	<b>Location:</b> Virtual
<b>MEETING CALLED BY</b>	T. Van Hooren, Associate Dean, Postgraduate Medical Education		
<b>NOTE TAKER</b>	L. Curtis		
<b>1.0 CALL TO ORDER (7:00 AM) &amp; APPROVAL OF AGENDA, MINUTES</b>			
<b>DISCUSSION</b>	Minutes and agenda approved.		
<b>2.0 ANNOUNCEMENTS</b>			<b>T. VAN HOOREN</b>
<b>DISCUSSION</b>	<b>2.1 WELCOME TO OUR NEW MEMBERS</b> <ul style="list-style-type: none"><li>▪ Dr. Aaron Leung - Interim Assistant Program Director, Internal Medicine</li><li>▪ Dr. Glenn Bauman - Vice Dean, Clinical Academic Affairs</li></ul>		
<b>3.0 FOLLOW UP TO PREVIOUS ACTION ITEMS</b>			<b>T. VAN HOOREN</b>
<b>DISCUSSION</b>	<b>3.1 POLICIES AND TERMS OF REFERENCE</b> <ul style="list-style-type: none"><li>▪ Joint Schulich Council recently approved eight policies and the revised PGME Committee terms of reference; all documents have been posted on the PGME website; PDs and PAs notified via email.<ul style="list-style-type: none"><li>○ Assessment Data Security Policy</li><li>○ Policy on Faculty Supervision of Postgraduate Trainees</li><li>○ Policy on Program Responsibilities in Areas of Focused Competence (AFC) Programs</li><li>○ Policy on Residents and Area of Focused Competence (AFC) Trainees as Teachers</li><li>○ Practice Ready Assessment (PRA) Policy</li><li>○ Program Responsibilities in Clinical Fellowship Education Policy</li><li>○ Safety Policy</li><li>○ Selection Policy</li></ul></li><li>○ The Assessment and Appeals policy remains under review by Legal; it will be shared once it is ready for Committee approval.</li></ul> <b>3.2 MINISTRY OF HEALTH AND IMG POSITIONS</b> <ul style="list-style-type: none"><li>▪ Ontario Superior Court issued injunction to remove the Ontario requirement for the first iteration match for 2026; deadline for IMG applicants was extended to 5 pm Monday December 8, 2025; impacted Programs have already engaged with PGME; attestations or transcripts that may have been submitted for the Ontario connection are not being utilized in the 2026 match; a decision for future matches remains before the courts.</li></ul>		
<b>4.0 REPORTS</b>			
<b>DISCUSSION</b>	<b>4.1 PARO REPRESENTATIVES - Z. MANSOOR</b> <ul style="list-style-type: none"><li>▪ Volunteers are currently engaged in a call room review; access to call rooms is a requirement under the PARO-OTH Collective Agreement and a key component of ensuring optimal working conditions for residents; this review is completed every two years using a checklist; results are shared with the hospitals.</li><li>▪ Resident Appreciation Week will take place February 9-13 and are in the very early stages of planning the social events and initiatives; further updates to be provided in January.</li><li>▪ Call for Nominations for the PARO Awards was sent to members on December 1; opportunity to influence who and what is valued and awarded in our medical community.</li><li>▪ T. Van Hooren reminded PDs to document concerns with call rooms in RPC minutes, including ongoing status updates, to show advocacy for their resident group.</li></ul>		

#### **4.2 MEDICAL AFFAIRS - A. DUKELOW**

- Outstanding Workplace Violence Training
  - Training relates to an order from the Ministry of Labour; risk being excluded from work if not done; this training is essential and the hospital needs help getting residents to complete it; programs have been contacted if they have trainees outstanding.
- PEAP/AVP Co-Signing Orders
  - *Follow-up to September 2025 meeting*; LHSC and St. Joseph's no longer require residents and clinical fellows to have their orders co-signed during their first two weeks; the decision to continue with this requirement is now program specific.
- Recording Procedures
  - *Follow-up to October 2025 meeting*; the policy has been in place for a couple of years and does allow video and audio recording of all of us without consent (one-way consent); there is debate of whether video is appropriate; legislation clearly states you can be recorded by audio by a patient or their family member as long as the patient consents, the legislation does not speak to video as it was created video was so accessible on our phones; the hospital policy does state video is allowed and contains some FAQs and advice on how to manage not wanting to be recorded on video.
  - A reminder that each hospital has a policy manual which is accessible online; a search by keyword is possible.
- Privacy Breaches and Education Purposes
  - *Follow-up to October 2025 meeting*; Can a resident look at a patient file for their own learning if they are no longer in the circle of care? Both LHSC and St. Joseph's current policies allow access to the chart 4 times within 1 year for education purposes; St. Joseph's policy requires leader approval, but they are working to align their policy with LHSC.

#### **4.3 POSTGRADUATE MEDICAL EDUCATION - T. VAN HOOREN**

- PARO Resident Teaching Award Nominations
  - \$1,000 award recognizes a resident who has provided outstanding clinical teaching to junior residents and clinical clerks; nomination by Program Director or Residents; nomination deadline Monday January 26, 2026, submitted to the PGME Office; nomination package can include up to 5 letters of support.
- Serious Illness Conversation Workshop
  - Last held in 2024; being held Thursday February 5, 2026, at Sunningdale Golf & Country Club; nomination by Program Director; nomination deadline Thursday December 18, 2025; only 30 spots available.
- Resident as a Teacher Bootcamp
  - Scheduled for March 5 & 6, 2026 at Sunningdale Golf & Country Club; nomination by Program Director; nomination deadline Friday January 16, 2026; 45 spots available.
- RCPSC Fall 2026 Applied Exams
  - RCPSC memo distributed with meeting material; outlines the exam location for specific programs.
- Program Director Retreat Summary
  - Close to 40 PDs attended; overall rating was 4.68/5, PD Survival Kit ranked top session, followed very closely by learner in difficulty; 30/31 supported the in-person format, 100% of attendees were satisfied with the venue.
  - Suggestions for next retreat include more small group discussion and break-out sessions, more interactive tools, and more advanced notice for scheduling purposes.
  - Next retreat will be in Spring 2026.

#### **4.4 UNDERGRADUATE MEDICAL EDUCATION – P. WANG**

- Thank you for filling out the survey; suggestions have been implemented into T2MD this year.
- AFMC Portal – Clinical Electives
  - All visiting electives must go through the AFMC Portal; not permitted to contact programs directly, arranging visiting student electives outside the portal is considered a professionalism lapse.

	<p><b>4.5 ACCREDITATION - T. VAN HOOREN</b></p> <ul style="list-style-type: none"> <li>▪ PD and PA Survey <ul style="list-style-type: none"> <li>○ Evaluate PGME's internal review process as per the Standards of Accreditation for Institutions with Residency Programs (Standard 8); survey will take 5-7 minutes of your time; email with link will be distributed after the meeting.</li> </ul> </li> <li>▪ Resident Survey <ul style="list-style-type: none"> <li>○ A survey from PGME will be sent to all residents in all programs after the meeting; focus is on the Institution and not individual programs; questions about program delivery and evaluation, the learning environment, wellbeing, and the overall residency training experience.</li> </ul> </li> <li>▪ Institutional Standards 2026 <ul style="list-style-type: none"> <li>○ PGME will be creating a new Accreditation Steering Committee, as well as rebuilding some less active committees such as Resident Allocation Committee and the AFC Subcommittee.</li> </ul> </li> </ul>
<b>5.0 NEW BUSINESS</b>	
DISCUSSION	<p><b>5.1 WHAT WORKS - K. QUMOSANI</b></p> <ul style="list-style-type: none"> <li>▪ Hepatology AFC Trainee Self-Assessment Evaluation Tool <ul style="list-style-type: none"> <li>○ Trainees complete the checklist and PD reviews with during quarterly review; form is used to make sure all required competencies are met during training; trainees complete form one week before PD meeting, ranking competencies on a scale from 1 to 4 based on their knowledge, their familiarity with, their exposure to, and their comfortable level; during the PD meeting areas that are ranked low are highlighted and learning experiences are tailored to help address the areas for improvement; trainees reassess themselves before the next meeting.</li> <li>○ Initially concerned that trainees would not be honest but they have found the opposite, trainees are very comfortable rating themselves as a 1 or 2 to improve their learning; feedback provided during the exit interview rank the self-assessment tool very positively; the tool helps trainees complete the cases and logbooks required for their e-portfolio.</li> </ul> </li> </ul> <p><b>5.2 CaRMS FILE REVIEW - T. VAN HOOREN</b></p> <ul style="list-style-type: none"> <li>▪ Annual spotlight on Bias in Residency Selection, module mandatory for all program members participating in file review and interviews; can complete Western EDI module or program specific faculty development and/or attestations.</li> <li>▪ If you have indicated that the use of social media; you must have a process in place for your reviewers, this includes an open discussion and documentation of COI</li> <li>▪ No Ontario based segregation of IMGs in final ranking</li> <li>▪ When in doubt reach out to <a href="mailto:tara.coletti@schulich.uwo.ca">tara.coletti@schulich.uwo.ca</a></li> </ul>
<b>6.0 MEMBER TOPICS</b>	
DISCUSSION	No topics submitted.
<b>7.0 QUESTIONS &amp; ADJOURNMENT (8:00 AM) AND NEXT MEETING</b>	
	<b>Next Meeting: Wednesday January 14, 7:00 – 8:00 AM, Virtual</b>

## ATTENDANCE

### Voting Members

**Associate Dean, PGME (Chair):** T. Van Hooren

**Vice Dean, Medical Education:** S. Venance

**Chair of Clinical Chairs:** D. Driman

**Associate Dean, Windsor:** L. Jacobs

**Assistant Dean, Postgraduate Learner Experience:** L. Diachun

**Associate Dean, Continuing Professional Development:** W. McCauley

**Associate Dean, Equity and Social Accountability:** S. Bains

**Program Directors of RCPSC and CFPC Accredited Training Programs:** T. Awani, H. Banner, A. Barghi, P. Basharat, J. Bjazevic, P. Cameron, A. Cheng, M. Chin, R. Degen, S. Elsayed, D. Grushka, S. Gryn, T. Jevremovic, V. Juncal, R. Khanna, D. Laidley, R. Leeper, A. McConnell, J. Megyesi, M. Mrkobrada, L. Myers, M. Ngo, T. Nguyen, M. Nicholson, M. Phung, M. Qiabi, K. Qumosani, A. Ranger, R. Reardon, J. Ross, J. Stein, P. Stewart, J. Thain, J. Van Koughnett, J. Walsh, Q. Zhang, R. Zhu

**Program Directors of RCPSC Accredited AFC Programs:** K. Qumosani, L. Valdis

**PARO Representatives:** Z. Mansoor

### Non-Voting Members

**Vice Dean, Clinical Academic Affairs:** G. Bauman

**Associate Dean, Undergraduate Medical Education:** P. Wang

**Associate Dean, Learner Experience:** R. Stein

**Two representatives from Medical Affairs, London Hospitals:** A. Dukelow, M. Kahng

**Two Representatives from Medical Affairs, Windsor Hospitals:** M. Curtis

**Director, Medical Education:** C. Newnham

**Director, PGME Curriculum and Assessment:** H. Iyer

**Director, PGME Accreditation and Quality Improvement:** D. Fortin

**Manager, PGME:** P. Morris

**PGME Staff Member:** L. Curtis

**Associate and Assistant Program Directors of RCPSC and CFPC Accredited Training Programs:** N. Adunuri, D. Hudson, J. Jang, A. Leung, P. Rasoulinejad, M. Thomson

**Program Director, Oral & Maxillofacial Surgery:** M. Shimizu

**Guests:** F. Arsalan, S. Dave, J. Goetz, S. Jones, D. McLaughlin, D. McVeeney, S. Pierson, A. Suzuki, S. Taylor, L. Williams