

PGME COMMITTEE MEETING MINUTES

	Date: Wednesday, February 12, 2025	Time: 07:00 – 08:00 AM	Location: Virtual
MEETING CALLED BY	T. Van Hooren, Associate Dean, Postgraduate Medical Education		
ATTENDEES	N. Adunuri, T. Awani, H. Banner, A. Barghi, P. Basharat, S. Blissett, L. Bondy, P. Cameron, A. Cheng, M. Chin, M. Chiu, T. DeLyzer, L. Diachun, D. Driman, S. Elsayed, A. Ens, A. Florendo-Cumbermack, D. Grushka, S. Gryn, T. Jevremovic, A. Kashgari, R. Khanna, D. Laidley, J. Landau, R. Leeper, E. Liu, A. Lum, S. Macaluso, W. McCauley, A. McConnell, J. Megyesi, D. Morrison, C. Newnham, V. Ng, M. Ngo, T. Nguyen, M. Nicholson, M. Phung, M. Qiabi, K. Qumosani, A. Ranger, P. Rasoulinejad, R. Reardon, T. Sharon, M. Shimizu, J. Van Koughnett, J. Walsh, P. Wang, Q. Zhang, R. Zhu Hospital Rep: A. Dukelow, D. McVeeney PARO Reps: A. Branch, M. Kirolos, P. Singh Guests: P. Bere, J. Bjazevic, A. Clemens, L. Curtis, S. Dave, S. Donachie, M. Dow, S. Fazari, S. Jones, K. Kilbreath, D. Lewis, R. Liston, D. McLaughlin, K. Okonski-Scovell, J. Quesnelle, S. Taylor, B. Telford		
REGRETS	P. Morris, B. Rotenberg		
NOTE TAKER	L. Curtis		
1.0 CALL TO ORDER (7:00 AM) & APPROVAL OF AGENDA, MINUTES			
DISCUSSION	<ul style="list-style-type: none">Two agenda topics have been added since originally distributed.Minutes and agenda approved.		
2.0 ANNOUNCEMENTS		T. VAN HOOREN	
DISCUSSION	2.1 WELCOME TO OUR NEW PROGRAM DIRECTORS <ul style="list-style-type: none">Dr. Cassie Fayowski – Assistant PD Internal MedicineDr. Anna Gunz - Paediatric Critical Care Medicine 2.2 RESIDENT APPRECIATION WEEK <ul style="list-style-type: none">This week is Resident Appreciation Week; if PDs have not expressed appreciation yet, it's not too late.A huge shoutout to residents and all they do. 2.3 PARO RESIDENT TEACHING AWARD <ul style="list-style-type: none">Congratulations to Dr. Adam Forster (Nephrology)Large number of nominations were received from programs including Family Medicine, Cardiology, Critical Care, Diagnostic Radiology, Gastroenterology, Neurology, Otolaryngology, Orthopaedic Surgery, Plastic Surgery, Radiation Oncology, Obstetrics and Gynecology, Urology. 2.4 PARO 2025 FACULTY AWARD NOMINEES <ul style="list-style-type: none">Congratulations to the following faculty for their nomination:<ul style="list-style-type: none">Clinical Teaching Award: Dr. Demir Bajin (Otolaryngology), Dr. Marc Labelle (Family Medicine), Dr. David Plemel (Ophthalmology)Dr. Robert Conn Resident Advocate Award: Dr. Julie Ann Van Koughnett (Surgery)Program Excellence Award: Dr. Michael Nicholson (Respirology)		

	<p>2.5 2025 SCHULICH AWARDS OF EXCELLENCE NOMINATIONS</p> <ul style="list-style-type: none"> ▪ If you have not had the opportunity to nominate a faculty member who has done a lot of work for your program and may not normally be celebrated, consider nominating them for an award of excellence; there are multiple award categories available. ▪ Nominations are being accepted until March 7, 2025. <p>2.6 2025 ALUMNI OF DISTINCTION AWARDS NOMINATIONS</p> <ul style="list-style-type: none"> ▪ All Schulich Alumni are eligible, including undergraduate, graduate, and postgraduate trainees; the deadline for nominations is February 28, 2025. <p>2.7 DR. JOHN D. BROWN MEMORIAL AWARDS FOR RESIDENTS</p> <ul style="list-style-type: none"> ▪ This award celebrates residents who puts patients first; the deadline for nominations is March 17, 2025. <p>2.8 MARCH MEETING: INVITED GUEST WESTERN LEGAL</p> <ul style="list-style-type: none"> ▪ Discussion will focus on the learner in difficulty; this is an area programs have many questions about; areas to be covered include Enhanced Education Plans, remediation plans, probation plans, and the appeals process; invited guests from your program are welcome.
3.0 UPDATES	
DISCUSSION	<p>3.1 PARO UPDATE – P. SINGH</p> <ul style="list-style-type: none"> ▪ Have been busy planning events for Resident Appreciation Week; events include a hockey game, a Zumba class, and an escape room; treat bags with LEO material will be distributed to residents across the hospital on Valentine's Day. ▪ Team will be attending provincial General Council meeting in early March; work continues on local issues, including the EMR project and ensuring contract compliance. <p>3.2 MEDICAL AFFAIRS: WORKPLACE SAFETY MODULES – T. VAN HOOREN & A. DUKELOW</p> <ul style="list-style-type: none"> ▪ Update from September and October 2024 PGME Committee meeting. ▪ Residents and Fellows who work at LHSC will be expected to complete the advanced training (in-person); electives and off-site trainees are exempt from training, work with Medical Affairs to remove them from list if they fit this category; one-time training (no recertification required). ▪ Medical Affairs requests that Program Administrators connect with the Senior Training Facilitator to coordinate bookings on suitable dates for programs. ▪ Faculty will be notified on the training they require; either intermediate (online module only) or advanced (two hour in-person training plus an online module); in-person sessions for faculty have already begun; more communication will be sent out soon. ▪ Several Committee members shared positive feedback on the in-person training they have completed. ▪ PARO advocated for scheduling the training outside of Academic Half Day time as it is not an optimal use of education time, recognizes logistics may be complicated. ▪ A. Dukelow agreed it's great if residents can be released from clinical duties to complete the training but it will be left to PDs to organize; also asked for support of both residents and faculty to ensure they do not feel guilty for needing time away from clinical duties to complete training that is mandated by legislation. <p>3.3 MEDICAL AFFAIRS: RESIDENT SIGNING AUTHORITY – T. VAN HOOREN & A. DUKELOW</p> <ul style="list-style-type: none"> ▪ Update from November 2024 PGME Committee meeting. ▪ Faculty supervisors will be required to sign off on all clinical notes completed by residents/fellows; currently there is variability across programs as to what does and does not get cosigned; other academic institutions across Ontario were consulted, London was an outlier by not requiring cosigning. ▪ Minimal direct impact on residents expected; residents will need to choose their clinical supervisor in the notes.

	<ul style="list-style-type: none"> More changes for faculty; a higher number of notes will appear in inbox; select all and sign function will remain an option for faculty. Documents will be available internally before cosigned, but only available to distributed sites once cosigned. A concern was brought up about Family Physicians not being tagged automatically, this does not seem to be the experience for all programs, but issue will be taken back to IT for investigation. Feedback was shared that residents found the steps confusing and not intuitive; workflow updates expected to make process easier. Plan to implement change for July 2025; more communication will be shared before change takes effect, FAQ being developed. <p>3.4 IMG UG STUDENT ELECTIVES AND AFMC PORTAL – T. VAN HOOREN</p> <ul style="list-style-type: none"> New portal for student electives; for this year only IMGs will have 2 months instead of 4 months to apply for electives; the long term plan is to extend this from a 4 month to an 8 month window.
4.0 NEW BUSINESS	
DISCUSSION	<p>4.1 GREAT MOMENT INITIATIVES - A. DUKELOW</p> <ul style="list-style-type: none"> LHSC launched a Great Moments recognition program; recipients receive a letter and pin; number of recognitions continues to increase and A. Dukelow can no longer hand deliver recognitions across sites; asking PDs to distribute to residents in their program, as needed; notification will be sent by Medical Affairs and letters and pins will be sent to PD mailboxes; PDs agreed to distribute the recognitions on behalf of Medical Affairs. <p>4.2 INTERNAL REVIEWS - T. VAN HOOREN</p> <ul style="list-style-type: none"> Internal reviews are meant to be a partnership between PGME and programs, with PGME providing support during the 8-year accreditation cycle; having a robust internal review process will help programs prepare for the external review in 2027; having AFIs on the internal review report does not mean the program is in trouble, these reviews are meant to provide opportunities for continued quality improvement. <p>4.3 WHAT WORKS – A. ENS</p> <ul style="list-style-type: none"> The Pediatrics program shared their Year at a Glance document; designed to help program keep track of tasks and objectives for the academic year; divided by both activity (e.g. summer series, CaRMS, meetings) and role (e.g. PD, PA); QI and Committee tasks are also included; has been useful for new PD transition; will also be shared at the March 4 PA meeting. <p>4.4 CALL FOR PD MEMBERSHIP: RESIDENT AWARDS COMMITTEE - T. VAN HOOREN</p> <ul style="list-style-type: none"> PGME is looking for members for the Resident Awards Committee; the committee reviews applications for several PGME awards; meetings are virtual and application review is done online; several PDs volunteered during the meeting, PGME will reach out with more details. <p>4.5 2025 MATCH SEASON - T. VAN HOOREN</p> <ul style="list-style-type: none"> Program ROL due Friday February 14th by 2pm; PGME submission to CaRMS February 20th. Celebrate, reflect, and add Match Review to your next RPC Agenda; think about what went well and what could be improved. First Iteration Match Day March 4th at noon. Post Match Reminders: delete/shred any applicant files unless matched to your program, rank order lists should not be reviewed outside of ranking meetings and residency selection team.
5.0 QUESTIONS & ADJOURNMENT (8:00 AM) AND NEXT MEETING	
	Next Meeting: Wednesday, March 19, 7:00 – 8:00 AM, Virtual