

PGME COMMITTEE MEETING MINUTES

	Date: Wednesday, June 11, 2025	Time: 07:00 – 08:00 AM	Location: Virtual
MEETING CALLED BY	T. Van Hooren, Associate Dean, Postgraduate Medical Education		
ATTENDEES	T. Awani, S. Bains, P. Basharat, M. Bhaduri, S. Blissett, L. Bondy, P. Cameron, A. Cheng, M. Chin, M. Chiu, R. Degen, L. Diachun, S. Elsayed, C. Fayowski, A. Florendo-Cumbermack, D. Grushka, S. Gryn, A. Gunz, H. Iyer, J. Jang, T. Jevremovic, R. Khanna, J. Landau, E. Liu, A. Lum, J. Manlucu, B. McCauley, A. McConnell, P. Morris, F. Myslik, C. Newnham, M. Ngo, T. Nguyen, M. Nicholson, M. Qiabi, K. Qumosani, A. Ranger, R. Reardon, J. Ross, B. Rotenberg, T. Sharon, M. Shimizu, R. Stein, P. Stewart, L. Valdis, J. Van Koughnett, J. Walsh, M. Wilejto, Q. Zhang, R. Zhu Hospital Rep: A. Dukelow, M. Kahng, D. McVeeney PARO Reps: P. Singh Guests: P. Bere, A. Clemens, M. Dow, S. Fazari, K. Kilbreath, K. Lancey, R. Liston, D. McLaughlin, T. Noyes, S. Pierson, J. Quesnelle, S. Taylor, L. Winquist		
REGRETS	S. Venance		
NOTE TAKER	L. Curtis		
1.0 CALL TO ORDER (7:00 AM) & APPROVAL OF AGENDA, MINUTES			
DISCUSSION	▪ Minutes and agenda approved.		
2.0 ANNOUNCEMENTS		T. VAN HOOREN	
DISCUSSION	2.1 WELCOME TO OUR NEW PROGRAM ADMINISTRATORS <ul style="list-style-type: none">▪ Fatima Arsalan – Diagnostic Radiology & Nuclear Medicine▪ Teraysa Noyes – Neurosurgery 2.2 AWARDS <ul style="list-style-type: none">▪ Class of Meds '49 Award for Excellence in Teaching by Residents<ul style="list-style-type: none">▪ Congratulations to the following residents:<ul style="list-style-type: none">○ Junior Resident: Dr. Iulia Cornila (Psychiatry)○ Senior Resident: Dr. Joseph Herbert (Family Medicine)▪ Resident Travel Award<ul style="list-style-type: none">▪ Congratulations to the following residents: Layan Akkielah (Infectious Diseases), Abdullah Aljughaiman (Neonatal-Perinatal Medicine), Alonso Alvarado Bolanos (Neurosurgery), Claire Browne (Medical Oncology), Jason Chung (Internal Medicine), Maria Luz Garagiola (AFC Echocardiography), Melissa Ge (Endocrinology & Metabolism), Brandon Herrington (Orthopaedic Surgery), Peter Huan (Internal Medicine), Martin Igbokwe (General Surgery), Brian Lee (Clinical Immunology & Allergy), Pooja Patel (Thoracic Surgery), Simon Pupulin (Internal Medicine), Omar Siddiqi (Orthopaedic Surgery), Vivian Tan (Radiation Oncology), Rebecca Wong (Internal Medicine), Sympascho Young (Radiation Oncology), Chris Zhang (General Surgery)▪ Leadership Award Recipient<ul style="list-style-type: none">▪ Meng Fei (Cathy) Li (Neurology) 2.3 SAVE THE DATE: RCPSC VISIT <ul style="list-style-type: none">▪ The RCPSC is visiting medical schools across Canada; our visit is scheduled for Tuesday October 21, 2025; will likely be a 90-120 minute program director meeting; more details to come over the summer.		

	2.4 SAVE THE DATE: PGME PROGRAM DIRECTOR RETREAT <ul style="list-style-type: none"> PGME is planning an all-day in-person program director retreat; will be held on Thursday November 27, 2025, at Sunningdale Golf & Country Club; more details to come over the summer.
3.0 UPDATES	
DISCUSSION	3.1 PARO UPDATE – P. SINGH <ul style="list-style-type: none"> Western General Council team attended final province-wide General Council meeting, new PARO Board of Directors was elected. Western Residency 101 document has been updated and shared with the incoming PGY1s; will be hosting a social for incoming PGY1s on July 5 at the Next Level VR. PARO General Council elections will begin in July, this is a rewarding opportunity for residents, encouragement and support from program directors is instrumental to ensure there is representation across programs and to help representatives balance their training and PARO responsibilities. 3.2 EDUCATION UPDATE – T. VAN HOOREN <ul style="list-style-type: none"> Resident Orientation will be held on Friday June 27 from 8:30 to 10:30; this is a live virtual event developed in collaboration with Medical Affairs; new residents, fellows, and program administrators have been invited; will be recorded for those that cannot attend. Transition to Residency (T2R) will be held virtually every Wednesday afternoon from July 2 to September 10; professionalism has been added as a new topic, remainder of sessions remain unchanged; attendance will be tracked and provided to programs; completion of mandatory modules will also be tracked and reports will be shared with programs. The revised <i>General Standards of Accreditation for Institutions with Residency Programs</i> are in the final stages of approval; working with hospitals to develop joint training in EDID, including Indigenous Health and Anti-Racism Training for both faculty and residents. 3.3 DYNAMIC DOCUMENTATION TRAINING – T. VAN HOOREN <ul style="list-style-type: none"> LHSC's Executive Leadership Committee approved implementation in inpatient areas starting in October 2025 (outpatient March 2026; all new residents will be put into a dynamic documentation position on July 1 and will receive learning journeys as planned, including the dynamic documentation component and 2 hours of mandatory in-class training in late August and September; 40% of current residents are already in dynamic documentation positions, remaining residents could be trained at the same time. Program directors completed a poll about their preferences for the training (program specific education time vs individual registration for open sessions); for those that indicate wanting a completion report, the hospital will track in-class attendance and will share this with the program for follow-up. ACTION ITEM: PGME to share poll results with hospital, hospital will follow-up with programs.
4.0 NEW BUSINESS	
DISCUSSION	4.1 WHAT WORKS – M. NGO <ul style="list-style-type: none"> Child & Adolescent Psychiatry's Rotation Guide is useful for supervisors and residents and is specific to each rotation; it was developed due to the changeover to CBD; faculty supervise lots of residents at different levels of training, as well as off-service residents; puts everything you need to know in one place, includes information on the learning site, patient population, longitudinal/specialized opportunities, competencies, assessments, and rotation evaluation. Rotation guide is emailed out at the beginning of every rotation to the resident and supervisor by the program administrator; at the end of the rotation residents are asked for feedback to ensure the guide is accurate.

4.2 JULY 1 REGISTRATION UPDATE – T. VAN HOOREN

- There are 241 new and 634 continuing residents with July 1 starts (excludes those with staggered starts in Family Medicine and Clinical Fellows).
- On Monday June 23, PGME will send a warning letter to all residents not ready to begin training; during the week June 23-27 PGME will email programs directly regarding possible delayed starts; on Monday, June 30 there is a 3pm deadline to have all residents credentialed for a July 1 start; the CPSO, Medical Affairs, and PGME all closed on Tuesday July 1.
- As of June 9, 54% of new residents are pending CPSO registration (compared to 67% in 2024); 11% of continuing residents are pending CPSO registration (compared to 14% in 2024).
- Those not credentialed by July 1 cannot be on the call-schedule or in clinical practice until their registration requirements are complete.

4.3 FACULTY EVALUATIONS – T. VAN HOOREN

- Faculty evaluation forms are available in Elentra; form has been updated to use a 7-point scale to match UME and Acuity STAR; separate form for surgical specialties which contains a few surgical specific questions.
- Programs must ensure residents have the opportunity to evaluate faculty, and faculty must be provided feedback on their teaching performance; if the current process in your program is not effective, the transition to Elentra is a great opportunity to improve the process and highlight the importance of the process within your program.
- None of the data in One45 will disappear, program will have access until December 31, 2025; programs can choose to use their own evaluation form.
- Urgent concerns about faculty performance should be brought to the attention of the program director or Chair immediately, evaluations should be regularly reviewed for any performance flags.
- Faculty Evaluation policy is undergoing revisions and will include a new faculty appeals process, will work with Faculty Affairs and Learner Experience to develop.
- *ACTION ITEM: PGME to update evaluation form to include link to Learner Experience and a note to bring urgent concerns to the program director.*

4.4 ICRE AND CC CHAIRS FORUM - T. VAN HOOREN

- Early bird deadline is September 12, 2025, pre-registration and hotel room special rate deadline is October 6, 2025; pre-conference sessions include a CC Chair Forum, and a Workshop for New Program Directors.

4.5 PGME SUBCOMMITTEES – T. VAN HOOREN

- Call for volunteers: PGME is recruiting new members for our Subcommittees (Advisory Board, Appeals Committee, Awards Selection Committee, Internal Review Subcommittee, Policy Subcommittee, Residency Allocation Subcommittee); time commitment varies for each Subcommittee; previous program directors are welcome to join all subcommittees.
- *ACTION ITEM: PGME will use poll results to follow-up with interested program directors as spots become available.*

4.6 POLICIES & GUIDELINES - T. VAN HOOREN

- Assessment Data Security Policy: approval of policy; updated links and policy references, previously focused on Elentra, updated wording to be inclusive of all online evaluation platforms used by programs, reduced/combined wording in Appendix A & B and formally added to main policy, added clarity around the destruction of hard copy assessment data when a digital copy exists.
 - Motion to approve revised policy: approved by virtual vote.
- Practice Ready Assessment (PRA) Policy: approval of policy; minor updates to links, updated Research Fellow definition.
 - Motion to approve revised policy: approved by virtual vote.

- Safety Policy: approval of policy; updated links and terminology, clarified that programs can develop their own discipline specific safety policy OR review and adopt the PGME Safety policy, adding discipline specific addendums as needed, strengthened wording regarding electives outside Canada, travel advisories must be checked and reviewed with PD and PGME, added reference to LHSC mandated Workplace Violence Training.
 - Motion to approve revised policy: approved by virtual vote.
 - *ACTION ITEM: PGME will remove reference to hospital-specific workplace violence training as it is not inclusive of all training sites.*

- Resident and Trainee Selection Guidelines to Promote Equity, Diversity, Inclusion and Decolonization (EDID): approval of guidelines; updated links and resources, if programs choose to use social media during the selection process, added a note that there must be a systematic approach that is clearly outlined in the selection process, annual completion of the Bias in Postgraduate Trainee Selection module, or equivalent, is now mandatory.
 - Motion to approve revised guidelines: approved by virtual vote.
 - *ACTION ITEM: PGME will update wording in Selection Policy to match*

- Fatigue Risk Management Guidelines: approval of guidelines; updated links, references, and accreditation standards, minor terminology updates, added reference to PGME's two Fatigue Risk Management modules.
 - Motion to approve revised guidelines: approved by virtual vote.

- Policy on Faculty Supervision of Postgraduate Trainees: approval of policy; updated links, resources, and accreditation standards, minor terminology updates, clarified that concerns about faculty non-compliance should be reported to Department/Division Chair, added wording outlining supervisor's responsibility to report any concerns related to patient safety, resident safety, or professionalism, to the PD and to document these concerns in a formal assessment.
 - Motion to approve revised policy: approved by virtual vote.

- Policy on Residents and Area of Focused Competence (AFC) Trainees as Teachers: approval of policy; updated links, resources, and accreditation standards, added requirement to be familiar with PARO-OTH Collective Agreement, added requirement to report any concerns related to patient safety, resident safety, or professionalism, to the PD.
 - Motion to approve revised policy: approved by virtual vote.

- Policy on Program Responsibilities in Areas of Focused Competence (AFC) Programs: approval of policy; updated links and references, terminology updates throughout document, updated minimum funding from \$50,000 to \$65,000.
 - Motion to approve revised policy: approved by virtual vote.

- Residency and Area of Focused Competence (AFC) Program Director Appointment Policy: preliminary approval of policy; updated links, resources, and accreditation standards, terminology updates throughout document, added clarity regarding the Department/Division Chair's requirement to involve PGME's Associate Dean in appointment process and to ensure compliance with PGME's Guidelines for Support of Accredited Postgraduate Programs.
 - Motion to approve revised policy: approved by virtual vote.
 - *ACTION ITEM: PGME to bring to Clinical Chairs for feedback, will bring final version back to PGME Committee for official vote.*

- Program Director Generic Job Description: preliminary approval of job description; updated links, references, and accreditation standards, terminology updates throughout document, outlined requirement to participate as a surveyor in at least one internal review and outlined the need for adequate handover at the end of the appointment term.
 - Motion to approve revised job description: approved by virtual vote.

	<ul style="list-style-type: none">○ <i>ACTION ITEM: PGME to bring to Clinical Chairs for feedback, will bring final version back to PGME Committee for official vote.</i>
5.0 QUESTIONS & ADJOURNMENT (8:00 AM) AND NEXT MEETING	
	Next Meeting: Wednesday, September 10, 7:00 – 8:00 AM, Virtual