

PGME COMMITTEE MEETING MINUTES

	Date: Wednesday, March 20, 2024	Time: 07:00 – 08:00 AM	Location: Virtual
MEETING CALLED BY	L. Champion, Associate Dean, Postgraduate Medical Education		
ATTENDEES	<p>N. Adunri, T. Awani, S. Bains, H. Banner, A. Barghi, P. Basharat, S. Blissett, P. Cameron, A. Cheng, M. Chin, C. Cookson, L. Diachun, D. Driman, S. Elsayed, A. Florendo-Cumbermack, D. Grushka, S. Gryn, F. Harnos, H. Iyer, L. Jacobs, M. Kahng, T. Khan, J. Laba, J. Landau, R. Leeper, Y. Leong, A. Lum, K. MacDougall, I. Makar, W. McCauley, A. McConnell, P. Morris, D. Morrison, ML. Myers, V. Ng, M. Ngo, M. Nicholson, M. Phung, M. Qiabi, M. Rajarathinam, F. Rehman, J. Ross, B. Rotenberg, R. Stein, P. Stewart, J. Thain, T. VanHooren, J. Van Koughnett, S. Venance, J. Walsh, Q. Zhang, R. Zhu</p> <p>Hospital Rep: G. Dresser, A. Dukelow, D. McVeeneey PARO Reps: M. Chopcian Guests: P. Bere, L. Curtis, D. Fortin, K. Lancey, S. MacGregor, S. Taylor</p>		
REGRETS	K. Chan, C. Gnyra, P. Rasoulinejad, S. Scott		
NOTE TAKER	Lindsay Curtis		
1.0 CALL TO ORDER (7:00 AM) & APPROVAL OF AGENDA, MINUTES			
DISCUSSION	<ul style="list-style-type: none"> ▪ Minutes and agenda approved. 		
2.0 ANNOUNCEMENTS		L. CHAMPION	
DISCUSSION	<p>2.1 PGME STAFFING UPDATE</p> <ul style="list-style-type: none"> ▪ Karen Lancey will begin transitioning to the PGME Education Systems Specialist role on April 1. <p>2.2 WELCOME TO OUR NEW PROGRAM DIRECTORS</p> <ul style="list-style-type: none"> ▪ Dr. Inas Makar, Interim PD Ophthalmology ▪ Dr. Rongbo Zhu, Assistant PD Clinical Immunology & Allergy <p>2.3 PARO TEACHING AWARDS</p> <ul style="list-style-type: none"> ▪ PGME would like to recognize the following nominees: Tamoor Afzaal (Gastroenterology), Yiu-Chia Chang (Neurology), Adam Forster (Nephrology), Alex Hofkirchner (Psychiatry), Omar Khan (Internal Medicine), Patsy Lee (Internal Medicine), Dimitar Saveski (Cardiology), Logan Van Nynatten (Critical Care Medicine), Rory Vaughan (Family Medicine) and Chris Zhang (General Surgery) ▪ Congratulations to the award recipient: Maude Rancourt (Thoracic Surgery) <p>2.4 ASPIRE VIRTUAL WORKSHOP</p> <ul style="list-style-type: none"> ▪ Registration for the 2024 Advancing Safety for Patients In Residency Education (ASPIRE) Virtual Workshop is open. ▪ Email invitation sent out by the RCPSC last week to all Program Directors. 		

3.0 UPDATES

DISCUSSION

3.1 PARO UPDATE – M. CHOPCIAN

- Currently planning the orientation and social events for the incoming PGY1s.
- Work continues on longer term projects including improving the EMR for efficiency and effectiveness, and the pilot non-urgent paging project.

3.2 INTERNAL REVIEW: SURVEYOR PERSPECTIVE – D. FORTIN AND H. IYER

- During an internal or external accreditation review, the program is evaluated by the survey team against the accreditation standards (General Standards and specialty-specific standards); there is an emphasis on continuous improvement.
- Prior to the review, the survey team will review the CanAMS instrument, AFI response, and supplementary material (meeting minutes, resident files). On the day of the review, they will meet with the program stakeholders identified in the schedule. After the review, they evaluate each requirement and indicator to determine if they have been met and prepare the accreditation review report.
- Some programs may have a number of AFIs; the number does not indicate a particular accreditation status; the accreditation status reflects the impact and nature of the AFIs (e.g. persistence of an AFI, the impact of an AFI on the learning environment, etc.).
- PGME's internal review process is designed to mimic the RCPSC external review process and are required as part of the Institutional accreditation standards; the outcome of internal reviews are not shared with the program's external review surveyor team; they will be shared with the institutional survey team only.
- When preparing your CanAMS responses and documentation, remember appearance does matter; if your program is not organized on paper it is hard to believe it is organized in person; your PA is key; clearly present your program and define roles (e.g. academic advisor, wellness lead, site representative, etc.); choose a background and font and keep it consistent throughout the documentation, add the date of last review to all documents (e.g. TORs, policies, assessment tools); use PGME templates and tools when available.
- Surveyors will look for documents that support what you say in the narrative response and during the in-person meetings; do not include anything in CanAMS that is not being used (e.g. assessment tools not found in resident files).
- Participate in the internal review process as a Chair or Faculty representative; it's a great learning experience and gives insight into your own program.
- Action item: distribute slides after the [meeting](#).

3.3 INTERNAL REVIEW: FREQUENT FEEDBACK – L. CHAMPION

- The top 7 AFI comments from recent internal review reports are:
 1. Lack of documentation (processes not documented)
 2. Missing site representation on RPC membership
 3. Not clear when (and how) policies and TORs are reviewed (no revision dates, not documented in minutes)
 4. Lack of action items in minutes
 5. Lack of a formal CQI process (Standard 9)
 6. Unclear assessment and promotion processes (CC processes)
 7. Lack of protected time for residents to attend AHDs.

3.4 AFFILIATION AGREEMENTS – L. CHAMPION

- Affiliation agreements are in place for hospital placements, but are also required for off-site clinics/facilities where residents perform clinical duties; the agreements clarify responsibilities such as learning safety, PPE, regulations, privacy, scheduling and organizing placements, etc.
- PGME will provide name and address of facility to Western Legal; if no prior agreement in place, Western Legal will reach out to the program and facility with documentation for completion.

	<ul style="list-style-type: none"> ▪ Will be adding a question to the Resident Report template to help identify off-site clinics/facilities. <p>3.5 TOPICS DEFERRED TO NEXT MEETING</p> <ul style="list-style-type: none"> ▪ Program Specific Safety Policy Template ▪ Remediation/Probation Template ▪ Sharing Program Documents
4.0 QUESTIONS & ADJOURNMENT (8:00 AM) AND NEXT MEETING	
	<p>Next Meeting: Wednesday, April 10, 7:00 – 8:00 AM, Virtual</p>