

PGME COMMITTEE MEETING MINUTES

	Date: March 11, 2026	Time: 07:00 – 08:00 AM	Location: Virtual
MEETING CALLED BY	T. Van Hooren, Associate Dean, Postgraduate Medical Education		
NOTE TAKER	J. Goetz		

1.0 CALL TO ORDER (7:00 AM) & APPROVAL OF AGENDA, MINUTES

DISCUSSION	One agenda topic has been added since originally distributed. Minutes and agenda approved.
-------------------	--

2.0 ANNOUNCEMENTS

T. VAN HOOREN

DISCUSSION	<p>2.1 WELCOME TO OUR NEW MEMBERS – T. VAN HOOREN</p> <ul style="list-style-type: none"> ▪ Program Administrator Representatives <ul style="list-style-type: none"> ▪ Bela Franze (Psychiatry). ▪ Brittany Telford (Obstetrics and Gynecology). <p>2.2 PROGRAM DIRECTOR CAME AWARDS – T. VAN HOOREN</p> <ul style="list-style-type: none"> ▪ Recognition and celebration given to Dr. Paul Cameron, Dr. Joe Megasi and Dr. Amrit Kerpalani, for receiving CAME Certificate of Merit Awards this year. <p>2.3 PARO AWARDS RECIPIENTS & NOMINEES – T. VAN HOOREN</p> <ul style="list-style-type: none"> ▪ Congratulations to Dr. Emily Wildman (PGY3 Internal Medicine) for the Resident Teaching Award. ▪ Congratulations to Dr. Jennifer Parr (Family Medicine) for the Excellence in Clinical Teaching Award. ▪ Congratulations to the following PARO Awards Resident Nominees: Dr. Keshi Kirubalingam (Otolaryngology – Head and Neck Surgery), Dr. Sydney Knight (Physical Medicine and Rehabilitation), Dr. Enxhi Kotri (Radiation Oncology), Dr. Chloe Lau, (Obstetrics and Gynecology), Dr. Crystal Leung (Respirology), Dr. Daniel McCarthy (Diagnostic Radiology), Dr. Zameen Qamar (Family Medicine), Dr. Vincent Roy (Orthopedic Surgery). <p>2.4 JOHN D. BROWN AWARD – T. VAN HOOREN</p> <ul style="list-style-type: none"> ▪ This trainee award emphasizes exceptional patient care, with applications strengthened by patient letters or clinical/hospital recognition; applications are due March 23 (after March break). ▪ A call for additional reviewers was made due to a small current review group; Program Directors with availability in late March – early April were asked to volunteer via chat or by emailing Julia. <p>2.5 PROGRAM DIRECTOR RETREAT – T. VAN HOOREN</p> <ul style="list-style-type: none"> ▪ The Program Director Retreat was moved from May 8 to May 15 due to a Department of Medicine event; May 15 is now the confirmed date. ▪ Program Directors were asked to complete registration, as only ~15 responses have been received so far; an agenda has not been released pending confirmation of sufficient attendance.
-------------------	--

3.0 FOLLOW UP TO PREVIOUS ACTION ITEMS

DISCUSSION	<p>3.1 PROGRAM DIRECTOR COMMUNICATION AND INFORMATION SHARING – T. VAN HOOREN</p> <ul style="list-style-type: none"> ▪ A follow-up item requiring a poll was discussed regarding improving communication and resource sharing among Program Directors, with proposals to use WhatsApp for quick communication and Microsoft Teams/SharePoint for file sharing. ▪ The initiative aims to support easier access to one-off resources while broader updates are ongoing, with thanks noted to Dr. Allison McConnell for leading this effort. ▪ Members were asked to opt in, opt out, or indicate indecision via the poll.
-------------------	---

3.2 TRANSITION TO IN PERSON RESIDENT ORIENTATION– T. VAN HOOREN

- PGY1 Orientation will be held in person on June 29, as a morning event (7:45am to lunch), featuring on-site introductions, information booths (ID cards, mask fitting, etc.); this is a joint initiative with Medical Affairs; residents will transition to home programs in the afternoon.
- A RCPSC survey from the National Advisory Committee on Wellbeing on life after the RCPSC and the TTP curriculum is now open to all residents and fellows; the link will be shared via chat and email for distribution by Program Directors. (Member topics follow up)

4.0 REPORTS

DISCUSSION

4.1 PARO – Z. MANSOOR

- The PARO Resident Enhancement Fund supports projects benefiting current and future residents; three new Western applications were submitted by the March 1 deadline, bringing the total to seven this year, exceeding last year’s submissions.
- PARO Council updates included recent President-elect and Treasurer-elect, planning for the PGY1 welcome event, and ongoing follow-up regarding pager transitions under the PARO-OTH Collective Agreement with further updates to come.

4.2 MEDICAL AFFAIRS – M. KHANG

- High completion rates have been achieved for One-Chart, workplace violence, and slips/trips/falls training, but there remain outstanding residents and fellows; Program Directors requested more detailed breakdowns by program, year, and individual lists to support targeted follow-up and decisions on enforcement, especially with One-Chart going live soon.
- The transition away from pagers to BEEP is nearing completion, with infrastructure improvements (Wi-Fi, dual network coverage, dashboards, code phone replacements) and a significant reduction in paper usage; Program Directors raised concerns about phone battery life on long calls, charging access, and backup options if phones die.
- New one-page quick reference guide has been created to clarify health screening and immunization requirements; this is critical, as lack of Occupational Health clearance prevents residents from being onsite, and the guide will be shared widely and added to onboarding to improve compliance and awareness.
- **Action Item:** Medical Affairs to provide Program Directors with a list of residents in their program with outstanding training to allow for individual follow-up.
- **Action Item:** Medical Affairs to take concerns back to ITS for follow-up.

4.3 WINDSOR UPDATE (LEO) – L. JACOBS

- The Learner Experience Office has a full presence in Windsor (staff, physicians, leadership, and counsellor), with increasing utilization over time, plus continued virtual support from the London team.
- Residents can access local faculty leads but are always encouraged to contact the Learner Experience Office directly as the “right door” to quickly connect them with appropriate support for any questions or issues.

4.4 UNDERGRADUATE MEDICAL EDUCATION – P. WANG

- A voluntary mentorship initiative has been developed with the Learner Experience team and will be shared with all programs; residents can opt in by completing the form attached [here](#).
- The form includes voluntary questions about lived experiences to help match residents with students beyond career interests, offering an opportunity to support MET students for those interested.

4.5 POSTGRADUATE MEDICAL EDUCATION – T. VAN HOOREN

- RCPSC In Person Exams Data: About 75% of trainees are satisfied with in-person Royal College exams; examiners report even higher satisfaction due to improved assessment quality and fewer technical issues; written exams remain in person with ongoing annual feedback. Exams are currently split between Toronto and Ottawa, with plans to move to a single Ottawa site since construction is completed in April 2027.
- The Royal College is expanding resident engagement (e.g., Specialty Café podcasts, orientation presence).

- Feedback was requested on automatic final-year resident registration with an opt-out option to ease access to membership and mock credit tracking with IMG considerations noted and further consultation planned.
- **Action Item:** Input will be taken back to PARO with a proposal returning at a future meeting.

4.6 CONTINUING PROFESSIONAL DEVELOPMENT – W. MCCAULEY

- Continuing Professional Development has launched a centralized [Educational Development Services](#) website, bringing all Education Developers into one unit that provides comprehensive educational support.
- The site functions as a ticketing system; programs can submit requests to help with module development, workshop planning, and course design which are then triaged to the appropriate Education Developer.
- Program Directors are encouraged to explore the site, including Medical Education for specific sessions, and to consider sharing these resources with subcommittees and department colleagues.

4.7 ACCREDITATION – T. VAN HOOREN

- Accreditation is overseen by CanRAC (Royal College and CFPC), evaluated through CanERA standards, and documented CanAMS; all programs are on an eight-year accreditation cycle, with the next regular review in Fall 2027 (date pending Royal College confirmation); review will include all active programs and learning sites.
- Program documentation will be requested 6-8 months in advance, with materials finalized by Spring 2027 to allow review and revisions; programs are encouraged to implement any major changes now to ensure they can demonstrate impact and evaluation.

4.8 INTERNAL REVIEW SUBCOMMITTEE REPORT – D. FORTIN

- Program Document Reviews are valuable not only for accreditation but also as a learning opportunity; Program Directors will gain insight into best practices across Western; it is less time-sensitive than a full internal review and faculty participation is essential to make this process feasible; still looking for review team members, sign-up link provided via email and in chat.
- Internal reviews are intentionally rigorous to identify issues early and improve programs before RCPSC site visits; 49 internal reviews were conducted between Winter 2023 and Winter 2026.
- The Internal Review Subcommittee (IRC) reviews all reports and CanAMS documentation prior to determining a likely RCSPC status.
- 24 programs received Regular Review, 9 programs received Action Plan Outcome Report (APOR), 9 programs received External Review, and 6 programs received Notice of Intent to Withdraw Accreditation; one program is awaiting IRC review.
- Common challenges include Program Administrator support, lack of protected time for education, service expectations with impact on learner wellbeing, supervision and safety, space and resources issues, unclear assessments, lack of a faculty evaluation process, documentation gaps, and limited formal CQI (Standard 9).
- Thank you to those that completed the recent Internal Review Feedback survey; most programs found the internal review had value (97.3%) and feel prepared for the 2027 review (69.5%); plan to develop new resources and revise existing ones and leading up to the review there will be regular updates at PGME Committee and PGME PA meetings, several Program Director Retreats, and regular drop-in Zoom sessions starting this fall.
- Programs are encouraged to engage early, sign up for document review, and reach out for targeted support regardless of their internal review outcome.

5.0 NEW BUSINESS

DISCUSSION

5.1 CARMS FIRST ITERATION RESULTS – T. VAN HOOREN

- Western has a highly successful match congratulations to all programs; a small number of positions remain, including a military-only FM spot and a few subspecialty spots reflecting broader national trends of fewer applicants in areas like Pediatrics and Psychiatry.

- Programs participating in second iteration should note upcoming dates, continue celebrating their teams, welcome new trainees, and review CaRMS outcomes at an upcoming RPC meeting to capture feedback and plan improvements while experiences are fresh.

5.2 360 EVALUATIONS: PROGRAM DIRECTOR AND POSTGRAD DEAN – T. VAN HOOREN

- As part of Institutional standards, Dr. Venance will be sending an anonymous evaluation to Program Directors, Clinical Chairs, the Decanal Team, and others to collect constructive feedback on the PGME Associate Dean; responses will be reviewed only in aggregate with group identifiers used solely to understand feedback distribution; this evaluation will become a bi-annual process moving forward.
- A separate 360-degree evaluation of Program Directors will be discussed as a future meeting, please watch for emails flagged as *“Please Review”*.

5.3 RESIDENT SURVEY – T. VAN HOOREN

- An institution wide resident survey (20.7% response rate, predominantly PGY1s and London-based learners) was conducted to assess the overall postgraduate training experience at Western; this was the first iteration and will be repeated annually to guide institutional priorities.
- Most respondents reported strong supervision (90.5%), high-quality clinical training, and positive overall experience (80.5% rated training as good or excellent).
- Service pressures were one of the main concerns; nearly half of respondents reported experiencing racism, discrimination or harassment as least occasionally (47.9%).
- Results reinforce the need to strengthen awareness and transparency around learner mistreatment processes, improve the timeliness of resident evaluations, improve CC resources and templates, and identify opportunities to improve service imbalances.
- Findings will be shared annually with residents and the PGME Committee, and the survey will be repeated in Winter 2026 to track progress.

5.4 ACCREDITATION STEERING COMMITTEE TERMS OF REFERENCE – T. VAN HOOREN

- This new committee focuses on advancing institutional standards, identifying gaps, and moving those priorities forward at an institutional level without placing unnecessary workload on all Program Directors.
- While not all Program Directors will sit on the Committee, expertise may be invited to specific meetings as needed; those with interest in Institutional standards are encouraged to reach out, as this is intended to be a flexible, ongoing Committee.
- Aims to ensure continuity and accountability through 2027 and beyond. Feedback is welcome before proceeding to a vote on the terms of reference.
 - Motion to approve terms of reference: approved by virtual vote.

6.0 QUESTIONS & ADJOURNMENT (8:00 AM) AND NEXT MEETING

Next Meeting: April 8, 2026, 7:00 – 8:00 AM, Virtual

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, Distributed Education (ex-officio): V. Ng

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, M. Bhaduri, S. Blissett, L. Bursztyn, P. Cameron, A. Cheng, M. Chin, M. Chiu, R. Degen, S. Elsayed, A. Ens, A. Florendo-Cumbermack, D. Grushka, A. Gunz, T. Jevremovic, J. Landau, A. McConnell, J. Megyesi, L. Myers, M. Ngo, M. Nicholson, M. Phung, M. Qiabi, K. Qumosani, A. Ranger, J. Ross, J. Stein, P. Stewart, J. Thain, J. Van Koughnett, J. Walsh, M. Wilejto, Q. Zhang, R. Zhu

Program Directors of RCPSC Accredited AFC Programs: K. Lofy, K. Qumosani, A. Slomer, L. Valdis

Program Administrators Representatives: B. Franze, B. Telford

PARO Representatives: S. Alobaid, Z. Mansoor

Non-Voting Members

Vice Dean, Clinical Academic Affairs: G. Bauman

Associate Dean, Undergraduate Medical Education: P. Wang

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

Director, Medical Education: C. Newnham

Director, PGME Curriculum and Assessment: Vacant

Director, PGME Accreditation and Quality Improvement: D. Fortin

Manager, PGME: P. Morris

PGME Staff Member: J. Goetz

Associate and Assistant Program Directors of RCPSC and CFPC Accredited Training Programs: N. Adunuri, H. Franco Lopez, D. Hudson, J. Jang, P. Rasoulinejad, O. Scallan, M. Thomson

Program Director, Oral & Maxillofacial Surgery: M. Shimizu

Community Representative: Vacant