

PGME COMMITTEE MEETING MINUTES

	Date: Wednesday, September 10, 2025	Time: 07:00 – 08:00 AM	Location: Virtual
MEETING CALLED BY	T. Van Hooren, Associate Dean, Postgraduate Medical Education		
ATTENDEES	S. Bains, P. Basharat, M. Bhaduri, J. Bjazevic, S. Blissett, L. Bondy, P. Cameron, A. Cheng, M. Chin, M. Chiu, T. DeLyzer, L. Diachun, D. Driman, S. Elsayed, A. Ens, C. Fayowski, A. Florendo-Cumbermack, D. Fortin, D. Grushka, A. Gunz, H. Iyer, L. Jacobs, T. Jevremovic, T. Khan, R. Khanna, J. Landau, Y. Leong, E. Liu, K. Lotfy, J. Manlucu, B. McCauley, P. Morris, V. Ng, M. Ngo, T. Nguyen, M. Nicholson, P. Phillips, M. Qiabi, A. Ranger, R. Reardon, J. Ross, T. Sharon, M. Shimizu, R. Stein, P. Stewart, J. Thain, L. Valdis, J. Van Koughnett, J. Walsh, P. Wang, M. Wilejto, Q. Zhang, Hospital Rep: A. Dukelow, M. Kahng, A. Pistan PARO Reps: A. Alobaid, Z. Mansoor, M. Yousif Guests: F. Arsalan, A. Clemens, D. Hudson, S. Jones, K. Lancey, D. Lewis, R. Liston, E. McInnis, D. McLaughlin, D. McVeeney, S. Taylor		
REGRETS	C. Newnham, P. Rasoulinejad, R. Zhu		
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 MEMBERS		
	<ul style="list-style-type: none">▪ Program Directors<ul style="list-style-type: none">○ Endocrinology - Dr. Tayyab Khan○ Internal Medicine - Dr. Marko Mrkobrada○ Orthopedic Surgery - Dr. Ryan Degen○ Otolaryngology - Dr. Tim Phillips○ Physical Medicine & Rehabilitation - Dr. Rachel Reardon○ POCUS AFC - Dr. Adam Slomer & Dr. Kristin Lythgoe○ Sleep Disorder Medicine AFC - Dr. William Reisman○ Urology - Dr. Jennifer Bjazevic▪ PARO Representatives<ul style="list-style-type: none">○ Dr. Zainab Mansoor (Site Chair), Dr. Saleh Alobaid, and Dr. Maisoon Yousif▪ Associate Dean, UME<ul style="list-style-type: none">○ Dr. Peter Wang▪ Windsor Hospital Representatives<ul style="list-style-type: none">○ Maureen Curtis (HDGH) & Alyssa Pistan (WRH)▪ Director, Accreditation and Quality Improvement<ul style="list-style-type: none">○ Dr. Dalilah Fortin○ This is a new PGME leadership role created as we look towards the external review in 2027 and beyond; PGME has a very busy and ongoing internal and external review process that does not begin or end with the RCPSC and CFPC coming to visit for a site review, this role is part of an ongoing process of quality improvement for all our programs and the PGME office.		

	<p>2.2 CSCI/CIHR RESIDENT RESEARCH AWARD</p> <ul style="list-style-type: none"> ▪ Congratulations to our 2025 recipient: <ul style="list-style-type: none"> ○ Dr. James Armstrong (Ophthalmology) <p>2.3 SPRING 2026 APPLIED EXAMS</p> <ul style="list-style-type: none"> ▪ The RCPSC memo regarding the Spring 2026 applied exams was distributed with the meeting material; reminder that exams are transitioning back to in-person and will be held in either Toronto or Ottawa.
3.0 UPDATES	
DISCUSSION	<p>3.1 PARO UPDATE – Z. MANSOOR</p> <ul style="list-style-type: none"> ▪ There was a high turnout for the Western general elections, with nearly 38 nominations for 15 general council seats which reflects strong engagement and enthusiasm amongst Western residents. ▪ The first site meeting identified priorities for the year, which include continuing the non-urgent paging project, building upon resident support networks, increasing reimbursement funds, and planning social events. <p>3.2 EDUCATION UPDATE – T. VAN HOOREN</p> <ul style="list-style-type: none"> ▪ Western PGME 2025-2026 Snapshot <ul style="list-style-type: none"> ○ 50 Accredited Training Programs and 9 AFCs; 900 Residents, 121 at distributed sites (43 Windsor); Family Medicine has a new training site in Kincardine, thank you Dr. Grushka for making that happen. ○ There are 322 clinical fellows, 142 of them are internationally sponsored; there is one research fellow; many program directors will be asked to sign off on applications for clinical fellowships to ensure they are not detracting from the residency program and training opportunities; please reach out if you have questions about how clinical fellows work within your department or program structure. ▪ PGME Program Leadership Professional Development <ul style="list-style-type: none"> ○ PGME PD Retreat will be held on Thursday November 27, 2025, at Sunningdale Golf & Country Club; will be an in-person all day retreat; topics include learner in difficulty, accreditation, and more. ○ CC Chair Breakfast Forum will be held on-campus on Tuesday December 2; topics include highlights from the new RCPSC guidelines and ICRE CC Chairs meeting; please share the date with your CC Chair and encourage them to attend. ○ The RCPSC is visiting medical schools across Canada; our visit has been rescheduled for Monday January 26, 2026; will likely be a 90-120 minute program director meeting; focus is relationship building and not accreditation. ▪ PGME Resident Education <ul style="list-style-type: none"> ○ Certificate in Leadership will start in November; program consists of two 3-hour Zoom sessions and a full-day in-person session in May. ○ Serious Illness Conversation Retreat will be held on February 5, 2026; to make it easier for residents to attend, the program has been reduced from two days to one day. ○ Resident as Teacher Bootcamp will be held in February or March and will take place over 2 consecutive days. <p>3.3 ONE45 EVALUATIONS – T. VAN HOOREN</p> <ul style="list-style-type: none"> ▪ Maintaining programs administrative access through 2027 will be top priority to allow easy access to historical data; phased approach to reduction of access; starting in 2028/29 access limited to PGME and IS; PGME will provide clear guidance for downloading and storing historical one45 data well ahead of any access changes; historical data will NOT be deleted; a copy of all data will be stored securely by Schulich IS. ▪ New users accounts cannot be added; please reach out to PGME if you have a program administrator change and no longer have access to historical data.

- Some programs have experienced challenges with the transition from One45 to Elentra; program directors had the opportunity to stay on the call after the meeting ends for a drop-in session to discuss challenges with K. Lancey; alternatively, programs can contact PGME with the specific concerns.
- **Action Item:** *topic will be brought back to PGME Committee once the new contract with One45 has been finalized.*

3.4 MEDICAL AFFAIRS UPDATE - M. KAHNG

- PEAP/AVP Signing Orders
 - All residents and clinical fellows undergoing a PEAP or AVP assessment at LHSC and St. Joseph's must have all orders co-signed during their first two weeks; this period serves to assess whether the trainee is functioning at the appropriate PGY or Fellowship level; after two weeks the Program Director/Fellowship Supervisor submits a confirmation form to Medical Affairs and once approved the trainee may begin writing orders independently.
 - An environmental scan showed that some institutions, including Hamilton Health Sciences, St. Joseph's Hamilton, and UHN, do not require co-signing of orders during PEAP/AVP assessments.
 - This requirement has been in place since roughly 2008; Medical Affairs is seeking feedback from program directors to see if they should modernize processes to align with other organizations.
 - **Action Item:** *topic will be brought back to PGME Committee once a final decision has been made.*
- LHSC Workplace Violence Training (WPV) & Other eLearning Modules
 - Deadline for PGY2+ residents extended from May 31st to July 31st; 390 PGY2+ residents still incomplete, approximately 252 have not completed the advanced in-person training.
 - Of the new PGY1s, 116 have completed training/registered for training; approximately 67 remain incomplete.
 - As of August 1st, the 3-hour in-person session was replaced with a 4-hour in-person (advanced level) training class for all new affiliates; anyone who did not complete the in-person class before July 31, 2025, was reassigned to the 4-hour class.
 - Medical Affairs requests support to ensure all learners complete the training; training is mandated by the Ministry of Labour with potential fines for non-compliance.
 - Discussions are underway to restructure the WPV training to be more practical to meet Ministry requirements while being reasonable for hospital staff and learners; input is being sought from hospital staff, payroll, and program directors to help develop a revised training module.
 - **Action Item:** *topic will be brought back to PGME Committee once a new training program is available.*
 - For Other eLearning Modules, systems access will be suspended by Oct 31 for those that remain non-compliant.

3.5 WINDSOR CAMPUS UPDATE – L. JACOBS

- Windsor Campus postgraduate training continues to expand; there are 43 full-time residents training in Windsor and several hundred who rotate through various elective rotations.
- Program directors are encouraged to reach out L. Jacobs with questions or concerns related to training in Windsor; want to work together to make it easier for programs.
- There are ongoing efforts to address issues with housing at the Medical Arts building; the technical issues have been improving but they are still working through other issues.
- **Action Item:** *resident housing will be brought back to PGME Committee once improvements complete.*

	3.6 DISTRIBUTED EDUCATION UPDATE – V. NG <ul style="list-style-type: none"> A new clerkship program recently launched in Sarnia; 5 clerks are based in Sarnia and this will expand to 8 next year; plans to increase residency training programs in Sarnia, which is the third largest hospital in the region after London and Windsor (300 bed community hospital). Reach out of V. Ng or the DE team if there is interest in expanding community rotations. Regional Academic Summit will be held October 2 & 3, 2025, at Elmhurst Inn & Spa; program directors are encouraged to attend and engage with distributed faculty; registration is now open.
4.0 NEW BUSINESS	
DISCUSSION	4.1 CHARACTER-BASED LEADERSHIP PROGRAM - W. MCCAULEY <ul style="list-style-type: none"> A unique Character-Based Leadership program is starting in a couple weeks; it was originally offered to residents virtually in 2022; this offering will be in-person and is open to junior faculty and senior residents (PGY2+). The program is based on the Ivey Leader Character Framework which explores 10 specific dimensions of leadership; designed for that who are interested in a leadership position but don't have a lot of experience. Program directors are asked to distribute the poster to residents interested in leadership; registration is now open.
	4.2 UME SURVEY: TRANSITION TO RESIDENCY – P. WANG <ul style="list-style-type: none"> The Final Year Medical Student Transition Program aims to smooth the transition between medical school and residency; it is important to prepare medical students for their residency program; it is not meant to replace program-specific bootcamps or orientations, the focus is on general competencies. UME is completing a needs assessment and asks program directors to provide feedback on what final year medical students need to be successful; the survey is four questions and is quick to complete; program directors are also asked to share the survey link with their PGY1s so they can also provide feedback.
	4.3 WHAT WORKS – Y. LEONG <ul style="list-style-type: none"> The Transparent Resident Support Team (TRST) Committee in Obstetrics and Gynecology acts as an ombudsman for residents; it was created to address concerns about culture, harassment, and bullying, and it has been highlighted as a strength by the RCPSC; the committee consists of two faculty members chosen by the residents, these faculty are seen as people residents could speak freely to, that they feel comfortable with, and would respect confidentiality; they meet with residents twice a year for confidential discussions and provide as needed support, including validating feelings and experiences; it has evolved to provide ad hoc support; The conversations are confidential and meetings are not documented unless the resident allows it; the importance of having trusted faculty members on the committee is emphasized, as it provides a safe space for residents to share their concerns; the committee reports to the RPC but at the discretion of the residents, nothing is brought forward without permission. The discussion highlighted the need for coordination between different support mechanisms for residents, such as the Trust Committee and the Office of Learner Experience. <p>AFMC TRAINEES FROM ABROAD, CMPA PATIENT SAFETY PRIMER, AND RCPSC TECHNICAL GUIDES</p> <ul style="list-style-type: none"> Topics deferred to next meeting.
5.0 QUESTIONS & ADJOURNMENT (8:00 AM) AND NEXT MEETING	
	Next Meeting: Wednesday, October 8, 7:00 – 8:00 AM, Virtual