

PGME Committee Meeting

Wednesday October 9, 2024

Geriatric Medicine Internal Review

Dr. J. Thain

Program Eval Committee

- Started discussions with Andrea Good in Feb 2022
- Addressing Standard 9

STANDARD 9: There is continuous improvement of the educational experiences, to improve the residency program and ensure residents are prepared for independent practice.

- First Meeting May 2022

			2022					2023					2024					2025				
Review Frequency			March RPC Meeting	June RPC Meeting	September RPC Meeting (extended)	December RPC Meeting (extended)	September Annual Retreat	March RPC Meeting	June RPC Meeting	September RPC Meeting (extended)	December RPC Meeting (extended)	September Annual Retreat	March RPC Meeting	June RPC Meeting	September RPC Meeting	December RPC Meeting	September Annual Retreat	March RPC Meeting	June RPC Meeting	September RPC Meeting	December RPC Meeting	September Annual Retreat
Clinical Rotations	GRU	Biennial (every 2 years)	x										x									
	Consultation Liaison	Biennial (every 2 years)	x										x									
	Outreach	Biennial (every 2 years)	x										x									
	Geriatric Psychiatry	Biennial (every 2 years)		x										x								
	Nursing Home	Biennial (every 2 years)		x										x								
	ACE	Biennial (every 2 years)		x										x								
	Research Blocks	Biennial (every 2 years)			x										x							
	Administration Block	Biennial (every 2 years)			x										x							
	Community Resource	Biennial (every 2 years)			x										x							
	Longitudinal Clinic	Biennial (every 2 years)				x										x						
	Mixed Clinic	Biennial (every 2 years)			x										x							
	Community	Biennial (every 2 years)						x										x				
	Palliative Care	Biennial (every 2 years)						x										x				
	PM&R	Biennial (every 2 years)						x										x				
Ac	Academic Half Day Lecture Series	Biennial (every 2 years)							x										x			
	Faculty Evaluation	Biennial (every 2 years)								x										x		
Resource	Research funding	Annual			x					x					x						x	
	General resident space resources	Annual			x					x					x						x	
	PA	Annual			x					x					x						x	
Policies	Safety Policy	Annual			x					x					x						x	
	Wellness Policy	Annual			x					x					x						x	
Etc.																						

Internal Review Timeline

- Internal Review Date: June 24, 2024
- Start preparation October 2023
- Roles: PD – CanAMS, PA – Documents (G drive)
- Bi-weekly meetings PD / PA
- Deadlines:
 - CanAMS instrument & AFI tab to PGME (2 months prior)
 - Document Review Files & Signed Resident Consent Forms (3 weeks prior)



MAKE THINGS
AS SIMPLE AS
POSSIBLE BUT
NO SIMPLER.

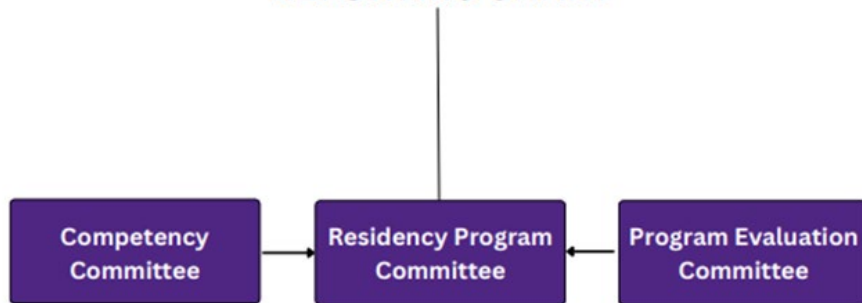
– ALBERT EINSTEIN

Organizational Charts



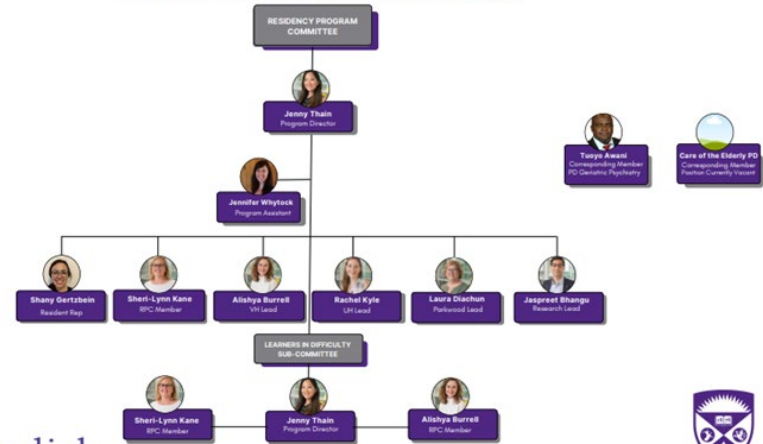
FACULTY MEMBERS
DIVISION OF GERIATRIC
MEDICINE

GERIATRIC MEDICINE COMMITTEES REPORTING CHART



FACULTY MEMBERS
DIVISION OF GERIATRIC
MEDICINE

GERIATRIC MEDICINE RESIDENCY PROGRAM COMMITTEE ORGANIZATION CHART



Document Review

+ ADD ROW		
Residency program committee: Terms of Reference	1.2.1, 1.2.2	2024_May_RPC TOR_FINAL_JT.pdf REMARKS <div></div> <div></div> 2024-05-28 10:55:33 am Download Change Hide Remarks
Residency program committee: Additional Terms of Reference	1.2.1, 1.2.2	2023_july_research lead tor_final_1.pdf REMARKS <div></div> <div></div> 2024-04-12 12:08:37 pm Download Change Hide Remarks
Residency program committee: Additional Terms of Reference	1.2.1, 1.2.2	2024_05_GM Program Director Job Description_final.pdf REMARKS <div></div>



GERIATRIC MEDICINE Residency Program Committee (RPC)

TERMS OF REFERENCE

Approved: May 24, 2024
Date of next scheduled review: June 2026

PREAMBLE

The Residency Program Committee (RPC) is responsible for the overall operations of the Geriatric Medicine residency training program. This includes the overall objective of providing the environment, mentorship, and uniform experience whereby each resident will have access to the educational experience sufficient to successfully complete the program's requirements.

The purpose of the RPC is to assist the Program Director in planning, organizing, evaluating, supervising, and advancing the residency program.

POLICY REFERENCES

- [General Standards of Accreditation for Residency Programs](#)
- [Geriatric Medicine Standards of Accreditation](#)

MEMBERSHIP

- Program Director (Committee Chair) [REDACTED]
- Research Coordinator [REDACTED]
- Evaluation Committee Chair – [REDACTED]
- Site Educational Coordinators: (voting)
 - Parkwood Institute Representative [REDACTED]
 - University Hospital Representative – [REDACTED]
 - Victoria Hospital Representative – [REDACTED]
- Resident Member(s): Chief Resident (voting)
 - RPC resident member responsibilities are conducted by the Chief Resident. Chief Resident should be in good academic standing and entering their PGY-5 year of training. The position will be held for one academic year, from July-June. If there are two PGY-5 residents, the position will be held for six months each (July-Dec and Jan-June). If there are three or more PGY-5 residents, the chief resident role would become an elected position, chosen by their peers, for a duration of six-month terms. If there are no

RPC Agendas

Residency Program Committee Dates and Attendance

Academic Year/Date	Meeting	Attendance	Regrets
July 2023 – June 2024			
11-Jun-2024	Regular Review Meeting		
09-Apr-2024	Regular Review Meeting		
02-Feb-2024	Regular Review Meeting		
16-Nov-2023	Regular Review Meeting		
12-Sep-2023	Regular Review Meeting		
July 2022 – June 2023			
11-Jul-2023	Regular Review Meeting		
11-Apr-2023	Regular Review Meeting		
10-Jan-2023	Regular Review Meeting		
08-Nov-2022	Regular Review Meeting		
13-Sep-2022	Regular Review Meeting		

RPC Agendas

Residency Program Committee Meeting
Tuesday April 9, 2024
4:00 – 5:30pm
Virtual

Review minutes from February 2024 meeting

Ongoing Business:

1. Review of action items – See Action Item Tracker
2. Evaluation Report
3. CC Summary Report
4. Academic ½ Day Schedule
5. Current/Past Rotations
6. PGME Update
 - a. CaRMS Reference Letters
7. Resident Feedback
8. Manual and Website Review – standing item (Update both prior to new Academic Year)

New Business:

1. Internal Review – June 24, 2024
 - a. Organizational Charts
 - b. Training sites
 - c. Geriatric Psychiatry IIA
2. Chief Resident TOR
3. Funding for Manitoulin Elective
4. Review mandatory Blocks document
5. EPA P2 - Contributing to the improvement of health care delivery for older people in teams, organizations, and systems
6. G&O Review – Outpatient Clinic rotation/Longitudinal Clinic
7. Resident scheduling (faculty only)

Members:



New - Action Item Tracker

RESIDENCY PROGRAM COMMITTEE (RPC) MEETING ACTION ITEM TRACKER					
ACTION ITEMS FROM September 12, 2023			ACTION ITEMS REVIEWED AT RPC MEETING November 16, 2023		
Agenda Item	Sub Item	ACTION ITEM	WHO	STATUS/ END DATE	OUTCOMES
STANDING ITEMS					
Evaluation Report		Will send the individual AHD evals to faculty and guest presenters (except if we are not going to invite back)	█	Yearly in July	All faculty and external presenters receive thank-you for presenting letters at the end of the academic year - standard report with evaluation of their presentation is included
CC Report		send an email to faculty about triggering EPAs and asking people to identify if that is difficult so we can problem solve on a one-to-one basis.	█	Completed 09/20/2023	Email was sent out to all faculty about triggering EPAs and to also focus on the quality of evaluations and feedback - the idea is to identify next steps and what should be done to show growth on next assessment
Academic 1/2 Day		Send will work on filling the spots that have opened after the Eval committee meeting with █	█	Completed	█ resident met to review the current academic schedule to get suggestions on topics to fill the holes etc. Financial Literacy topic was deleted from the schedule as residents did not find it useful
Rotation Update		No Updates			
PGME Update		Nothing to report as no meetings over the summer. 1st meeting next week			
Resident Feedback		Resident unavailable for meeting today █ will be meeting with █ and will find out if there is anything we need to address quickly	█	Completed	Nothing pressing to discuss before next meeting
Manual/Website		continue to update		Ongoing	
NEW BUSINESS					
Chief Resident and Research Lead TOR		Amend documents, send out to committee to review and add to Resident Resources TEAMS page	█	Completed 09/28/2023	Committee approved all changes to the documents i.e. main changes Chief resident will be elected by peers and change the Research Director title to Research Lead. New documents were uploaded to Resident Resources File on TEAMS
GM National Electives Handbook		Initiative through the RGIG to have all the Geriatric Medicine programs in Canada to list 4 Electives that we could offer to Residents for electives	█	Completed 09/20/2023	Western's list of electives sent to █ Ortho/Geriatrics/ Neurodegeneration and Dementia / Geriatric Outreach / Geriatrician Led Acute Care (ACE /CL)
New Costs for Residents		Many educational activities and electives that we ask our residents to attend are asking for financial support i.e. Dementia Bootcamp and GeriMedRisk	█		Discussed at the FMC meeting in January '24 - approved to cover new costs
G&O Review	Geriatric Psychiatry	Review EPAs in the G&O with residents to make sure all are achievable during the Geri Psyc rotation - if not will remove for each rotation	█	Completed 01/29/2024	with the input of residents a couple of EPAs were removed - others were highlighted so the resident can focus on achieving during this rotation
		Update the G&O after discussion and upload to newest version to the Resident Resource File on TEAMS	█	Completed 10/16/2023	New Update of the Geriatric Psychiatry G&Os updated to the Residents Resource File on TEAMS

Goals and Objectives

Rotation and Policy Review Dates

Rotation Goals & Objectives	Review Date
Research	January 2025
Palliative Care	November 2024
Community Elective	September 2024
Community Resource	July 2024
Outpatient Clinic	April 2024
Administration	February 2024
Nursing Home	November 2023
Geriatric Psychiatry	September 2023
Physical Medicine & Rehabilitation	July 2023
Acute Care of the Elderly	July 2023
Longitudinal Clinic	April 2023
Outreach	April 2023
Consult Liaison	January 2023
Geriatric Rehabilitation Unit	November 2022

Reviewed: September 2023
Date of Next Scheduled Review: September 2025

While the geriatric resident will have longitudinal exposure to issues in geriatric psychiatry throughout the training program, this rotation provides more intensive exposure to this field. Residents may participate in a variety of practice settings. The resident will have the opportunity to participate in in-patient, outpatient and community visits with a consultant geriatric psychiatrist.

The **GOAL** of the Geriatric Psychiatry rotation is to provide the geriatric resident with the opportunity to develop and expand their skills in the CanMEDS competencies in multiple settings.

Achievable Entrustable Professional Activities

The following EPAs have been identified as being achievable during this experience:

Foundations

- *F3 - Selecting, performing, and interpreting assessments of cognition.*
- *F4: Assessing, diagnosing and managing common neuro-cognitive disorders with typical presentations*
- *F6: Identifying issues with medication use and making suggestions for optimal prescribing*

Core

- *C4: Assessing and managing patients with complex and/or uncommon neuro-cognitive presentations*
- *C5: Assessing and managing behavioural and psychological symptoms of dementia (BPSD)*
- *C7: Assessing and managing older adults with uncomplicated mental health conditions*
- *C10: Running family and team meetings*

Educational Objectives

Although every rotation may expect to touch upon many of the competencies outlined in the Royal College of Physicians and Surgeons of Canada Geriatric Medicine Competencies (2018) document, the following are prioritized during this training experience.

Medical Expert

As *Medical Experts*, physicians integrate all the CanMEDS Roles, applying medical knowledge, clinical skills, and professional attitudes in their provision of patient-centred care. *Medical Expert* is the central physician Role in the CanMEDS framework.

The resident will:

- Assess the capacity of an older person to consent to treatment, make personal care decisions, screen for issues related to financial capacity and recognize the role of the physician in these circumstances.
- Develop comprehensive, problem-oriented treatment plans for older psychiatric patients, with special emphasis on the coexistence of multiple medical issues as well as polypharmacy.

Resident Files

Competency Committee Dates and Attendance

Academic Year/Date	Meeting	Attendance	Regrets
July 2023 – June 2024			
04-Mar-2024	Regular Review Meeting – [REDACTED]	[REDACTED]	
04-Dec-2023	Regular Review Meeting - TM [REDACTED]	[REDACTED]	[REDACTED]
11-Sep-2023	Regular Review Meeting – [REDACTED]	[REDACTED]	
July 2022 – June 2023			
05-Jun-2023	Regular Review Meeting - [REDACTED]	[REDACTED]	
03-Mar-2023	Regular Review Meeting - [REDACTED]	[REDACTED]	
05-Dec-2022	Regular Review Meeting - [REDACTED]	[REDACTED]	
07-Sep-2022	Regular Review Meeting - [REDACTED] PGME Guests Observing meeting - [REDACTED]	[REDACTED]	[REDACTED]

Top Tips

- Start early and get organized
- Frequent communication with PA
- Makes things as clear and simple as possible – combine documents into a single PDF
- Start a program evaluation committee – this is a gamechanger!