Schulich
MEDICINE & DENTISTRY

Western

Minutes
Program Administrators
Executive Committee
Tuesday, March 25 2014
Victoria Hospital
0830-0930

Present: Kim Nitz, Christine Ward, Lori Dengler, Corey Hilliard, Mindy Minka, Deb Lewis, Marnie Bensette, Scott Rumas, Jennifer Whytock (via teleconference)

Regrets: Lisa Baker-Spiller, Charlotte Sikatori, Jamie Allaer, Rodger Moran, Fred Ross

1. **Minutes of February 6, 2014 :**
   - it was noted that Fred Ross is the Medicine AO and he would like to be kept in the loop regarding this committee. Minutes approved.

1. **Terms of Reference:**
   - *draft* TOF as emailed to the committee were approved as written.

2. **PGME Update:**
   Kim Nitz attended her first PGME Committee meeting on Mar 5, 2014 and provided the group with an overview as follows:
   - PGME committee has added a segment "PD survival stories" in hopes to prompt more discussion among other PD's and committee members
   - PD's can share challenging resident experiences
   - PGME office is considering moving the resident orientation to July 2
   - PARO resident relations seriously looking at this issue
   - PGME is looking at live-stream & videoconferencing for the Windsor program
   - the question was raised as to whether it is really necessary to have a full day for resident orientation?
   - some programs host a program specific orientation for residents

   Further discussion revolved around the PGME resident academic ½ day:
   - would it be possible to have the list of topics sent out further in advance
   - should cross reference with the different departments to ensure that any given topic isn't being duplicated
   - PGME could host a resident focus group to see what topics they would like covered by the PGME office or send out a survey for feedback

3. **PGME PA Meetings:**
   - Scott Rumas asked the committee whether PA-PGME meetings that are held every 3-4 months would still be of interest or if they would be in conflict with this committee
   - group felt that the PGME meetings were useful, especially for new PA's & should continue
   - PGME will have an opportunity to speak at an upcoming PA retreat day
   - PA's will be provided with access to SAS hopefully by July 1, 2014

4. **Funding Sources:**
   - how can the committee members raise money to help support retreats
   - some suggestions were – charge a registration fee for retreats, try to have guest speakers who don't charge an honorarium

5. **CAMEO:**
   - question was raised as to how the mentorship program worked
   - PA who would like to apply for membership is very disappointed that a response hasn't been received regarding the mentorship program & how it works

     ACTION: Christine Ward will contact Gillian Wood to find out further information regarding the mentorship program offered with CAMEO

Meeting adjourned at 9:35 am
Next meeting: **Tuesday, April 29, 0830 at University Hospital, Rm C8-125**
Future meeting: Tuesday, June 3, 0830 at St. Joseph's Health Care,

Minutes respectfully submitted: Christine Ward