Minutes
Program Administrators
Executive Committee
Thursday, September 11
Victoria Hospital
0830-0930

Present: Kim Nitz, Christine Ward, Lori Dengler, Mindy Minka, Lisa Baker-Spiller, Charlotte Sikatori, Fred Ross, Sue Smyth, Marnie Bensette, Rodger Moran, Deb Lewis

Regrets: Scott Rumas

Absent: Corey Hilliard, Jennifer Whytock

1.0 **Minutes of June 3, 2014 :**

- Minutes approved by consensus

2.0 **Business Arising:**

- PGME Meeting September 10, 2014 – Kim Nitz

HUGO

- committee established to work with HUGO about resident & faculty concerns
- providing more devices in clinical areas
- allow medical students more involvement
- resident aren't able to print HUGO orders from office to floor

Resident Orientation

- orientation for incoming residents to be held on July 2nd
- PGY1 residents shouldn't be placed on call July 1st
- Medical Affairs saying pGY1's can't work July 1st due to PARO contract

UGE Accreditation Standards

- UGE accreditation being held April 2015
- ensure that rotation objectives are available to faculty & students
- accreditors will be looking at how we measure professionalism, etc. for students

Royal College, ICRE

- Associate Dean encouraging PD's to allow PA's to attend the ICRE meeting Oct 23-25, 2014 in Toronto
- PGME office will provide $300 support

Registration Flow Chart: Sue Smyth

- handouts of the registration process were provided to the group
- discussion around SAS functionality not all have the same capabilities or selection for reports etc.
- can we get access to full demographics in both PGE & UGE modules

Action: review handout & send comments and suggestions to Sue Smyth. If you want SAS access at the UGE level contact Matt Wannan. Sue will look into the SAS issue & report back to the committee.

Website: Lori Dengler

- Kate O'Donnell working with IT group to establish website
- PGME office will host website for PA Executive, but we will have control of content, etc.

3.0 Business Arising:

Survey Review: Kim Nitz

- survey was distributed to all PA's and those supporting a program
- 72% return rate
- those who are medical secretaries & supporting a PD didn't complete the survey
- work towards a retreat day
- review previous survey topic results, pick top 5 topics & work towards a program
- discuss a mentorship program

Action: Christine will contact CAMEO to find out about their mentorship program

Visiting Electives: Kim Nitz

- current process for electives is very difficult
- UGE office could perhaps consider input from division PA's
- country wide AMC student portal opening on October 2014
  https://www.afmc.ca/student-portal-e.php
- Every division should push for consistency

Action: Christine will invite Matt Wannan, Manager of UGE to a meeting for further discussion

Addendum: Matt has agreed to come to the October 9th meeting

Fundraising: Rodger Moran

- radiology agreed to provide financial support in the range of $100-$200
- retreat should be free to PA's

- it would be most beneficial if we could hold the retreat in a location free of charge
- approach PD's to see if programs will support a PA retreat

Action: Fred Ross will look into facilities at the medical school. Ask PD's if your program is will to provide financial support in the range of $100-$200 towards a retreat.

Social Media: Marnie Bensette

- Internal medicine uses Facebook as group to post important messages, etc.
- Kim polled urology programs across country & they are not using social media
- Family medicine residents don't want to use Facebook & twitter
- Twitter great for sending messages as you can lock them

Meeting adjourned at 9:40 am
Next meeting: **Thursday, October 9, 2014**
University Hospital, Duff Conference Room C8-125

Respectfully submitted: Christine Ward