Minutes
Program Administrators
Executive Committee
Tuesday, April 29, 2014
University Hospital
0830-0930

Present: Kim Nitz, Christine Ward, Lori Dengler, Corey Hilliard, Mindy Minka, Lisa Baker-Spillar, Charlotte Sikatori, Rodger Moran (via teleconference)

Regrets: Marnie Bensette, Deb Lewis, Jennifer Whytock, Scott Rumas

Alternate: Sue Smyth

1. **Minutes of March 25, 2014 :**
   - Minutes approved

1. **PGME Update:**
   Kim Nitz attended her first PGME Committee meeting on Mar 5, 2014 and provided the group with an overview as follows:
   - Resident allocation
   - PD survival stories
     - evaluation process & issues with evaluation completion
     - should have a box for comments
     - incomplete evaluations are an issue if you have a resident who is not doing well in the program
     - remediation can be an issue if all evaluations aren't completed accurately

2. **PGME Representative:**
   - Sue Smyth asked the group for topics to be discussed at the upcoming PA – PGME meeting
   - PGME academic ½ days are not well attended by residents
   - Trying to get PA's to suggest topics that might be of interest to residents
   - How can PA's help the PGME office to improve resident attendance at the PGME academic ½ day
   - Suggested that perhaps a survey be sent to resident as to what topics they would like covered & why they aren't attending the academic ½ day
   - PGME website has been updated with pictures of staff & their individual responsibilities
   - Scott Rumas will be on paternity leave form July 1 to November 1, 2014

- Sue Smyth will be taking on the role of Manger in his absence
- Sue's job responsibilities will be shared among the other PGME staff until Scott returns

3. **PA Executive Survey:**
   - One45 training & updates is a constant issue for PA's using the system
   - Perhaps sending 2 persons to attend training session & they then can become super users and be a source for assisting other PA's
   - Ask Schulich IT services where the PA's can get further training on the system
   - PA's should be able to update resident files & change information rather than having to send in a ticket to have things changed & updated
   - The system needs to be PA driven instead of the IT department
   - Who send the incoming PGY1's get a username & password

4. **On-Line Forum:**
   - Lori Dengler has been in touch with Schulich IT to see about having a PA website
   - Need to know what content would be appropriate for the site

5. **Job Description:**
   - The issue of the PA job description has been raised many times
   - Having a generic job description will be a challenge as jobs vary across the board
   - We need a list of who is a medical secretary & in the role of a PA

6. **Vacation System:**
   - It would make sense for there to be system wide vacation module to track resident vacation & education leave
   - Currently each program has their own way of tracking requests

   ACTION: Lisa Baker-Spillar wills end out an email to all programs asking how they currently track resident vacation/education leaves

Meeting adjourned at 9:35 am
Next meeting: **Tuesday, June 3, 0830 at St. Joseph's Health Care, B4-644 (Urology Conference Room)**
Respectfully submitted: Christine Ward