Minutes
Program Administrators
Executive Committee
Thursday, January 15, 2015
University Hospital, Rm C8-125
0830-0930

Present: Kim Nitz, Christine Ward, Lori Dengler, Mindy Minka, Lisa Baker-Spiller, Scott Rumas, Corey Hillard

Regrets: Marnie Bensette, Deb Lewis, Fred Ross, Rodger Moran, Sue Smyth

1.0 **Minutes of December 14, 2014 :**

- Minutes approved by consensus

2.0 **Old Business:**

Western PGME Meeting: Kim Nitz

- New PARO contract, retroactive to one year
- Recommendation that PGY1 residents not be on call for 1-month
- CPSO will be implementing new registration guidelines for residents
- CPSO can't start resident process until LOA received but renewal process portal won't be open until April
- PGME minutes are available to all PA's on the PGME website https://www.schulich.uwo.ca/medicine/postgraduate/menus/mainlinks3

Website: Scott Rumas

- PGME new website scheduled to open on Jan 20
- Requesting a portion for the PA Executive
- Provide Scott with a list of the content we would like on the website
- Uniformity is very important
- Western communications has to approve how site looks

Action: check with communications (Nancy Fedyck) to see if PA Executive can have control of the website if linked to the PGME home page.

Treasurer Report: Kim Nitz for Rodger Moran

- January closing balance approximately $1200
- Kim Nitz has a potential outside sponsor for financial support & a door prize

Retreat:

- 1st annual PA retreat will be held on Friday, April 10th
- Recommend only hosting for ½ day for the first meeting
- Meeting will follow lunch
- Chris Watling has agreed to come & speak on Competency
- Waiting for a response from Medical Affairs regarding a speaker for crucial conversations

Action: Kim will design a "save the date" flyer for distribution to PA's and PD's

Program Administrator Manual: Kim Nitz

- Members picked sections of the manual they would be willing to write about
    - CaRMS: Kim Nitz
    - New Innovations: Christine Ward
    - A year in the life of a residency program: Christine Ward
    - PGME: Scott Rumas
    - Visiting resident & visiting students: Lisa Baker-Spiller
    - Observerships: Mindy Minka
    - Internal review/accreditation: PGME
    - External review/accreditation: PGME
    - Distributed Education Network: Charlotte Sikatori
    - Editing: Lori Dengler & Rodger Moran

Meeting adjourned at 9:40 am
Next meeting: **Thursday, February 12, 2015**
Victoria Hospital, McLachlin Room E2-128
Respectfully submitted: Christine Ward