Minutes
Program Administrators
Executive Committee
Thursday, December 11, 2014
Victoria Hospital, Room E2-128
0830-0930

Present: Kim Nitz, Christine Ward, Lori Dengler, Mindy Minka, Lisa Baker-Spiller, Marnie Bensette, Rodger Moran, Scott Rumas, Corey Hillard, Deb Lewis

Regrets: Fred Ross, Charlotte Sikatori, Sue Smyth

1.0 **Minutes of November 6, 2014 :**

- Minutes approved by consensus

2.0 **Old Business:**

PGME Meeting December 10, 2014: Kim Nitz

- New PARO contract
- Recommendation that PGY1 residents not be placed on call 2-weeks after starting residency (guidelines only, PGME working on this matter0
- Resident should be given objectives for medical students
- New central portal for visiting students
- Master's of Public Health being offered at Western – 1-year program
- Schulich & CSTAR now in collaborative relationship
- PGME will be responsible for developing shared curriculums

CBD rollout.pdf

- PGME minutes are available to all PA's on the PGME website https://www.schulich.uwo.ca/medicine/postgraduate/menus/mainlinks3

Vacation System: Lisa Baker-Spiller

- Copy of vacation survey report circulated
- Goal is to post on the PGME website as a reference document

Vacation Requests Spreadsheet.pdf

Website Update: Scott Rumas

- PGME in process of switching over to Cascade
- Nancy Fedyck is contact person
- Plan to create site for PA's within the PGME site
- PGME office will be able to update PA portion of website
- Tara Coletti will be the go to person

Action: group to bring back ideas to the content for PA website

Treasurer Report: Rodger Moran

- Money is coming in from division
- Currently approximately $600 has been received
- Reminder to send in cheques or requisitions

3.0 **New Business:**

Lunch & Learn: Lori Dengler

- Ottawa, PA Committee hosts many lunch & learns
- PD's & PGME very supportive of this
- After much discussion it was felt by our committee that lunch & learn not really something that would work at the current time

Retreat:

- April 3 was initially the date for our 1st annual PA retreat, however the venue is booked
- Chris Watling has agreed to come & speak on Competency
- Maureen McPherson agreed to an interactive session geared towards PA's "crucial conversations"
- Attendees complete a survey at the time to qualify for draw prize
- Have a good overall door prize to encourage attendance

Program Administrator Manual: Kim Nitz

- Committee should work together with the PGME office to produce a PA manual
- Review the section topics

Action: executive members are to let Kim know if there is a section they would be interested in expanding on

Coordinators Manual.pdf Programcoordintorlisting.pdf

Meeting adjourned at 9:40 am
Next meeting: **Thursday, January 15, 2015**
University Hospital, Duff Conference Room C8-125
Respectfully submitted: Christine Ward