Schulich
MEDICINE & DENTISTRY

Western

Minutes
Program Administrators
Executive Committee
Tuesday, June 3, 2014
St. Joseph's Healthcare
0830-0930

Present: Kim Nitz, Christine Ward, Lori Dengler, Mindy Minka, Lisa Baker-Spiller, Charlotte Sikatori, Fred Ross, Scott Rumas, Sue Smyth, Marnie Bensette

Regrets: Deb Lewis, Roger Moran

Absent: Corey Hilliard

1.0 **Minutes of April 29, 2014 :**

- Minutes approved by consensus

2.0 **Business Arising from the Minutes:**

2.1 PGME Meeting May 14,2014 – Kim Nitz

CaRMS

- process questioned, programs are reminded to be transparent, fairness is important
- be sure selection criteria is specific

HUGO

- time it takes & the impact it has on resident education & well-being
- students aren't getting the educational experience
- impact on the accreditation process

SAS (Schulich Administrative System)

- SAS is now available for PA's, if you don't have access please contact Sue Smyth in the PGME office
- PA's can now check outstanding registration issues using SAS
- PGME office runs a monthly report & sends out email reminders to residents
- residents need to be responsible for licensing renewal, & completing all PGME & Medical Affairs documentation

ACTION: Sue Smyth will prepare a flow chart of the current process for distribution

2.2 On-line Forum/PA Executive Website – Lori Dengler

- Contact has been made with Schulich to see about hosting a PA Webster via the PGME office
- Site would be password protected using Western ID

ACTION: Lori will update the committee as information becomes available

2.3 Vacation System – Lisa Baker-Spiller

- Lisa sending out a survey to find out how programs are tracking resident vacation
- Medicine & General Surgery currently have an automated system in place
- Would the PGME office consider seeking access to a system-wide program

ACTION: Scott will contact Lorne Merner & Sue Thomsen to see if the Department of Medicine would share the software

3.0 New Business:

3.1 Learner Equity & Wellness Office – Sue Smyth & Scott Rumas

- The Learner Equity & Wellness Office has a number of services they offer to students & faculty
- Consider inviting personnel from the office to speak at a PA retreat
- Website http://www.schulich.uwo.ca/learner-equity-wellness/services/index.html

3.2 Royal College Affiliate Membership for PA's/Webinars – Christine Ward

- The college has a number of webinars that are available to PA's
- The web portal is designed for medical educators
- PA's can get affiliate membership with the college by contacting Diane Kayibigi dkayibig@royalcollege.ca

3.3 Member Survey – Kim Nitz

- Kim would like to create a survey to find out who the PA's are
- What is it we want to find out about those individuals

ACTION: Kim will design a questionnaire & forward to the executive for input & then send out to all PA's

3.4 PGY1 Schedule – Marnie Bensette

- Some experienced issues when uploading the schedule
- Start the process earlier
- Suggestion that a flow sheet be prepared so PA's know the process

4.0 Other Business:

- Job descriptions handouts were given to the committee to review for further discussion

- PGME office is looking for 3 volunteers to participate in a CaRMS Committee. If interested you should contact Scott Rumas

Meeting adjourned at 9:45 am
Next meeting: **Thursday, September 11, 0830 at Victoria Hospital, Rm E2-128 (McLachlin Conference Room)**

Respectfully submitted: Christine Ward