Schulich
MEDICINE & DENTISTRY

Western

Minutes
Program Administrators
Executive Committee
Thursday, September 10, 2015
Victoria Hospital, McLachlin Rm E2-128
0830-0930

Present: Kim Nitz, Lori Dengler, Scott Rumas (PGME rep), Ana Malbrecht, Lin Hill, Charlotte Sikatori, Susanne Deakin, Kate Hayes, Mindy Minka, Suzena Mendes
Skype: Christine Ward
Telecom: Cheryl Campbell
Absent: Lisa Baker-Spiller
Regrets: Corey Hillard

1.0 **Minutes of June 11, 2015 :**

- Minutes approved by consensus

2.0 **OLD BUSINESS:**

2.1 **Western PGME Meeting: Kim Nitz**

Up-to-date:

- Western will not be renewing the license when it expires on September 30
- PARO representatives voiced concerns regarding end of subscription
- Alternative resources available including DynaMed

Residency Allocation:

- MOH is decreasing the number of resident positions by 4 CMG for 2016-17
- 1 each from family medicine, internal medicine, emergency medicine and neuropathology
- Discussion continue with PGE COFM
- May still be more cuts down the road

CBME Faculty:

- Dr. Shannon Venance appointed new Director of CBME effective September 1, 2015

PSI Resident Research Grants:

- PSI grants in areas of education and health research
- Up to maximum $20,000 per applicant available
- Applications can be submitted anytime – no deadline

Internal Review:

- PD's are expected to either serve as Chair or Faculty Representative for two reviews

Resident Bootcamp:

- PGME offering 2-day program for resident with interest in teaching
- Each program nominate 1 junior and 1 senior resident to attend
- Program running November 3rd and 4th

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

2.2 **Manual Update: Lori Dengler**

- Still some chapters to be completed
- Draft manual is posted on website
- Any suggestions contact Lori

PA's can access the website through the PGME website under Academic Resources http://www.schulich.uwo.ca/medicine/postgraduate/index.html

2.3 **Treasurer Report: Corey Hillard**

- Balance now $2000
- Bank requires 3rd signature – Kate Hayes volunteered

Action: Please send donations in way of cheques or transfer to Corey Hilliard

3.0 **NEW BUSINESS**

3.1 **Welcome New Members:**

- Susanne Deakin, OB/GYN and Suzena Mendes, Psychiatry

3.2 **Request from Schulich Dean's Office:**

- Former PA Executive member Rodger Moran has inquired whether it would be acceptable for him to sit on this committee
- Not really a requirement for this committee

Action: Committee voted not to have a representative from the Schulich Dean's Office. Kim Nitz will notify Rodger

3.3 **Website:**

- Committee members were encouraged to review the website
- Suggestions as to the content can be sent to Kim
- Need a volunteer to maintain the website

3.4 **Fall Retreat: Kim Nitz**

- Fall retreat to be held in November 20, 2015
- Keep the retreat at ½ day
- Topics to include; Technology in PA Role, Standard Operating Procedures, Resident Leaves, Branding Guidelines, and Updates from ICRE

Action: retreat to be held in November at the Family Medicine building.

3.5 **Vacation Tracker:**

- Some divisions are looking at various vacation tracking software
- Should look at doing a needs assessment see what people are looking for
- Don't want to have too many systems, would be could to integrate into one

Meeting adjourned at 9:30 am
Next meeting: **Thurs, Oct 8th, University Hospital, Duff Room C8-125**
Respectfully submitted: Christine Ward