Minutes
Program Administrators
Executive Committee
Thursday, February 12, 2015
Victoria Hospital, Rm E2-128
0830-0930

Present: Kim Nitz, Christine Ward, Lori Dengler, Mindy Minka, Corey Hillard, Deb Lewis, Rodger Moran, Charlotte Sikatori, Courtney Newnham (PGME rep)

Regrets: Marnie Bensette, Fred Ross, Lisa Baker-Spiller

1.0 **Minutes of January 15, 2015 :**

- Minutes approved by consensus

2.0 **Old Business:**

Western PGME Meeting: Kim Nitz

- Resident selection should be transparent, CaRMS looking to update scoring system so people can take advantage of scoring the candidates on-line, guidelines would be welcome but programs should able to make adjustments to the final ROL
- Remediation working policy will need to be revised to meet the competency based learning
- CanMEDS 2015 is now on the RC website http://www.royalcollege.ca/portal/page/portal/rc/canmeds
- Dr. Watling gave a presentation on "The Learner in Difficulty" (attached)

  January 14th, 2015PGME Slides.ppt

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

Website: Courtney Newnham

- PGME new website is now up and running
- PA portion will be linked to the PGME site under "academic resources"
- The committee will be able to edit the site
- Training will be provided to the site representatives

Action: Rodger Moran & Lori Dengler will be web representatives. Courtney will notify them when training is arrange

SAS Update: Courtney Newnham

- Training lines have been imported to SAS
- Live last week, but there have been some technical issues
- Old database will close & PA's will be notified when this occurs

Treasurer Report: Rodger Moran

- January closing balance approximately $1200

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

Retreat: Kim Nitz

- 1st annual PA retreat will be held on Friday, May 8th
- Dr. Chris Watling & Wendy Arnott have confirmed they can speak
- PGME staff will be attending
- Kim Nitz has secured an outside sponsor for financial support & a door prize
- Christine Ward seeking out sponsor for door prize

Action: Kim will design a "save the date" flyer for distribution to PA's and PD's. Christine will advertise on the UH electronic bulletin board, Kim on the St. Joseph's site.

Program Administrator Manual: Kim Nitz

- Deadline to have draft correspondence for review by the committee is April 1st

Other topics of discussion:

- Marnie Bensette is going on maternity leave & discussion as to whether a replacement on the committee should be considered
- ISR and/or IMG funding; if you need assistance regarding ISR and/or IMG funding payments you can contact Tara Coletti in the PGME office and/or Tricia Toderick, Financial Assistant in the Department of Surgery

Addendum:

- Two PA's have contacted Kim regarding possible involvement on the committee, Kate Kayes, Nephrology & Cheryl Campbell, Pathology & Laboratory Medicine
- It was a unanimous vote to accept these individuals
- Sharon Story, Family Medicine, will be replacing Fred Ross on the committee

Meeting adjourned at 9:40 am
Next meeting: **March 12, 2015**
University Hospital, Duff Conference, Rm C8-125
Respectfully submitted: Christine Ward