Schulich
MEDICINE & DENTISTRY

Western

Minutes
Program Administrators
Executive Committee
Thursday, October 8, 2015
University Hospital, Duff Conference Rm C8-125
0830-0930

Present: Kim Nitz, Lori Dengler, Scott Rumas (PGME rep), Ana Malbrecht, Lin Hill, Susanne Deakin, Lisa Baker-Spiller, Corey Hillard, Suzena Mendes
Telecom: Christine Ward
Regrets: Mindy Mink, Kate Hayes, Scott Rumas – delegate Courtney Newnham

1.0 **Minutes of September 10, 2015 :**

- Minutes approved by consensus

2.0 **OLD BUSINESS:**

2.1 **Western PGME Meeting: Kim Nitz**

Up-to-date:

- Medical Affairs continuing to look into the enterprise license for LHSC & SJHC
- Cost to hospital would be $590K
- Very expensive given fact resident subscription is approximately $100 and faculty $350 per year
- Would prefer to have it accessible via Cerner for LHSC & SJHC only, currently all hospitals have access via Cerner

Residency Allocation:

- 2015-2016 PGME proposed 5 resident reductions (FM,IM, emerge, neuropath & OB/GYN), not yet finalized
- 2016-2017 previously discussed the reduction were to be all IMG spots (25 across country), not yet finalized

MCCQE Part II:

- Effective 2016 PGY1's can challenge the exam in May of the 1st year of residency
- Limited capacity will restrict the number of spots available for PGY-1 candidates in Spring
- PGY-1 registration will take place in January 2016 after all other candidates have applied

Bootcamp for Residents:

- 2 day program being held at Sunningdale Golf & Country Club, November 3 & 4
- Goal is to have residents leave with tangible skills they can take back to their programs

- Each program is asked to submit a senior resident to attend. Larger programs are welcome to send 2 residents

Resident Program Transfers:

- Deadline for program transfers is November 30th

ISR Deadline:

- Taking an ISR is an option to fill spots due to the MOH reduction in resident allocation
- Notify PGME know by the middle of November if you're interested in taking an ISR at the PGY1 or PGY4+ level for July 1st, 2016
- Process can take at least 6 months to obtain a work permit
- NOTA's for fellows to start in July 2017 should be sent in early for processing

ICRE 2015/16:

- ICRE 2015, Vancouver, BC from October 22-24th
- ICRE 2016, Niagara Falls from September 29th-October 1st

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

2.3 **Treasurer Report: Corey Hillard**

- Nothing new to report

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

2.4 **Vacation Module: Susanne Deakin**

- Most systems aren't able to integrate with hospital on call system
- System in medicine is old needs revamping

Action: Continue to look for software program that would be adaptable across Schulich

3.0 **NEW BUSINESS**

3.1 **New Accreditation & Appeals Coordinator: Courtney Newnham**

- Megan Baxter who will join the Postgraduate Education Office in the role of Accreditation & Appeals Program Coordinator, commencing Monday, October 26, 2015 to cover Courtney Newnham's maternity leave.
- Communications to Megan at megan.baxter@schulich.uwo.ca

3.2 **CAMEO/Mentorship: Kim Nitz**

- Recent newsletter stated mentorship program available at Western
- PA's at Western not aware of this program
- Christine contacted CAMEO for more details, call not returned
- Establish mentorship program

- Mentor matched with mentee
- Reach out to PA's what their particular skill set may be, match to more junior level PA to provide assistance as necessary

3.3 **PA Executive Membership:**

- Cheryl Campbell resigned form committee as other responsibilities conflict with PA Executive meetings
- Charlotte Sikatori no longer working in DEN
- DEN inquired if they could send a replacement
- After much discussion committee agreed that not necessary to have a designate position on PA Executive, but a representative is welcome to attend

Action: Kim Nitz will inform Brenda Hennessey of the committee's decision

3.4 **Fall Retreat: November 20th Kim Nitz**

- Retreat agenda reviewed and approved
- Responsibilities:
  - Christine Ward – catering
  - Kate Hayes – name tags & certificates
  - Suzy Mendes & Lisa Baker-Spiller – registration table
- Needed:
  - Whiteboard or flip chart for question & discussion
  - Color stickers for table assignments
- Donations:
  - 3 gift baskets
- IT Support:
  - Fred will not be available for IT support, need to contact IT to see if there will be anyone available on site
- Question & Discussion:
  - Decided to include questions 3,4,6 & 7 for discussion over the lunch break
  - Questions will be sent to attendees in advance

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

Meeting adjourned at 9:30 am
Next meeting: **Thurs, Nov 5, Victoria Hospital, McLachlin Rm E2-128**
Respectfully submitted: Christine Ward