Schulich
MEDICINE & DENTISTRY

Western

Minutes
Program Administrators
Executive Committee
Thursday, April 9, 2015
Family Medicine Facility
0830-0930

Present: Kim Nitz, Lori Dengler, Mindy Minka, Corey Hillard, Scott Rumas (PGME rep), Marnie Bensette, Lisa Baker-Spiller, Cheryl Campbell, Kate Hayes, Sharon Story, Rodger Moran, Christine Ward

Regrets: Charlotte Sikatori

1.0 **Minutes of March 12, 2015 :**

- Minutes approved by consensus
-

2.0 **Old Business:**

2.1 **Western PGME Meeting: Kim Nitz**

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

CPSO Renewal:

- The issue of residents having blood-work done has still not been resolved
- MCCQII exam is at capacity for the fall dates, encourage residents to write in Spring
- Currently there are no fellow guidelines so Chris Watling is recruiting PD's to form a committee to write guidelines

Computer Based Assessment for Sampling Personal Characteristics (CASPer)

- Assessment tool for assessing applicants to program is currently being used at McMaster University. CASPer http://fhs.mcmaster.ca/mdprog/casper.html

2.2 **Website Update: Rodger Moran**

- Updated a few days ago
- Calendar of events coming soon
- 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: Rodger Moran**

- February closing balance approximately $1140

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

2.4 **ICRE Update: Rodger Moran**

- Schedule should be finalized this week
- Offering a tour of the area

Action: PA's are encouraged to attend the ICRE in Vancouver. Register early and remind your PD that the PGME office will reimburse the program $350 towards registration.

Side note: Rodger is being displaced from his position in Nuclear Medicine and therefore has to resign from the ICRE Planning Committee and the PA Executive Committee. The members wished him well and asked that he still attend the PA Retreat. His replacement is Carol Anderson

The PA Committee will require a replacement for his role as treasurer and website manager.

2.5 **Retreat: Kim Nitz**

- Wendy Arnott is no longer able to attend the retreat
- Gillian Kernaghan has been approached to see if she would be willing to step in as Wendy's replacement
- Other suggestions were inviting someone from the Learner, Equity & Wellness office at Western
- Team building interactive sessions
- Committee was in agreement that we not cancel this retreat

Action: Kim will update us as information becomes available

3.0 **New Business**

3.1 **Vacation Software:**

- Ashraf Ghadban from Wavelength gave a demonstration of their software attendance tracker
- The system is something that could be adapted to each departments specifications
- Can track home department resident vacation & leave as well as off-service resident
- Reports can be exported in pdf or excel format
- Can be used on multiple devices including mobile phones
- Company would setup the system to our specifications & provide training
- Currently used by Western Sports & Recreation

Action: Further discussion regarding software within the PA Executive Committee, PGME & other departments.

Meeting adjourned at 9:50 am

Next meeting: **April 23, 2015, Victoria Hospital, McLachlin Rm E2-128**

Respectfully submitted: Christine Ward