PA EXECUTIVE COMMITTEE

Thursday, November 5, 2015
Room E2-128, McLachlin Room, LHSC-Vic
8:30 am

MINUTES

Attendance: K.Nitz (Chair), L.Dengler (Vice Chair), C.Hilliard (Treasurer), S.Rumas PGME rep), K.Hayes, S.Mied, L.Baker-Spiller, S.Mendes, S.Deakin, M.Minka

Telecom: C.Ward, S.Story

Regrets: M.Peterson

1.0 Approval of Minutes of October 8, 2015

The minutes were approved.

2.0 Old Business:

2.1 PGME Meeting November 4, 2015

2.1.1 UpToDate:
- Half of the Departments (60% of residents) are agreeable to contributing to the cost
- The Department of Medicine has arranged contract directly with UpToDate

2.1.2 Internal Review Update:

Diagnostic Radiology, Family Medicine, Neurosurgery, Pain Med, Rheumatology and Thoracic Surgery have had reviews from September-November of 2015. Assessment is per accreditation guidelines and will include strengths and weakness. PGME office will provide a follow-up plan for each review with suggestions for improvement. A follow-up meeting will take place 6-12 months post review.

2.1.3 Boot Camp for Resident Teachers:

The boot camp was a success. There were 32 residents in attendance representing 24 programs.

2.1.4 PD Survival Stories:

Family Medicine presented a resident in difficulty:
- Remediation should include a self-reflection plan
- Remediation plan might include a written exam
- A learning plan (mirroring a remediation plan) should be instituted at least two blocks prior to remediation

- Suggest that the resident contact PARO to obtain guidance and help (they act as a voice of reason)

2.1.5 Resident Selection:

The University of Toronto has published an article on Best Practices in Application and Selection (article appended to minutes).

2.2 Treasurer Update:

- Funds are slowing coming in from Divisions
- C.Hilliard to draft a thank you letter to those Divisions that contributed

3.0 New Business:

3.1 ICRE:

- The meeting held in October was discussed
- The 2016 meeting will take place in Niagara Falls, Ontario
- Members were reminded that PGME will reimburse registration fees

3.2 PA 101:

- C.Ward contacted the University of Ottawa and "PA101" is offered to new PA's at that University. This includes PA roles and responsibilities, Who's Who in PGME, RCPSC review of CanMeds roles, academic time lines, accreditation, budgets and reports, CaRMs, RTCs, trainee files, rotation schedules, One45, evaluations, electives/selectives & observerships, training verifications/FITERs, orientation for residents, resident handbook, program website, remediation/probation/appeals, conferences and courses for PA professional development, acronyms
- Discussion ensured regarding all of the above - will be added to the PA Exec website or as part of the mentorship program
- A page will be added to website with a photo and a summary of each PA Exec member
- A page for mentorship – those who wish to provide mentorship for potential mentees to view

3.3 Fall Retreat Planning/Details:

- The retreat is scheduled for Friday, November 20, 2015
- Three door prizes available, food ordered and all in place to proceed

Respectfully submitted,

Kimberly Nitz
Chair, PA Executive Committee