Schulich
MEDICINE & DENTISTRY

Western

Minutes
Program Administrators
Executive Committee
Thursday, March 12, 2015
University Hospital, Duff Conference Rm C8-125
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 Storey
Telecom: Christine Ward, Rodger Moran, Deb Lewis
Regrets: Charlotte Sikatori

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

- Minutes approved by consensus

2.0 **Welcome New Members: Kim Nitz**

- Cheryl Campbell, Undergraduate & Postgraduate Administrator, Pathology & Laboratory Medicine. In role with UGME for 20-years, now taking on PGME role
- Kate Hayes, Fellowship Administrator, Nephrology. In the role for the past 3-years.
- Sharon Story, Post-graduate Coordinator, Student Relations & Scheduling. In the role for the past 15-years

3.0 **Old Business:**

3.1 **Western PGME Meeting: Kim Nitz**

HUGO update:

- LHSC will be providing funding for learner support, order sets & refresher training

CPSO Renewal:

- The portal for renewal will open on April 30th
- There are going to be many new questions that resident will have to answer one of which will be whether you have tested positive or not for Hepatitis or HIV.
- It will mean that residents will have to be tested and disclose to CPSO their status. Medical Affairs working with Occupational Health to see if they will do the testing
- Consider getting testing at Student Health Services
- There are many unanswered questions regarding this new policy.
- PGME will be sending out the majority LOA's in mid to late March

Visiting Electives:

- Six universities have withdrawn from using the AFMC National Elective Portal

- Many issues with the system
- Western electives office will continue to use the system
- Manpower issues in UGME office, portal was closed for May 1- August 31 elective requests
- If you want to accept an elective student during the summer months, or you don't have a limitation on the number of elective students your program will accept, send an email to Matt Wannan at matt.wannan@schulich.uwo.ca or Becky Bannerman at becky.bannerman@schulich.uwo.ca
- PGME minutes are available to all PA's on the PGME website http://www.schulich.uwo.ca/medicine/postgraduate/

CaRMS Results:

- 217 vacancies of which 100 are family medicine
- Reports are available on the CaRMS website dating back to 1972 http://www.carms.ca/en/data-and-reports/r-1/
- Allocations for next year aren't yet available

3.2 **Website: Rodger Moran**

- Initial website has been launched
- Content needs to be passed to the committee
- PA's can access the website through the PGME website under Academic Resources http://www.schulich.uwo.ca/medicine/postgraduate/index.html
- Notice has been sent out to PA's regarding the website

3.3 **Treasurer Report: Rodger Moran**

- February closing balance approximately $1140
- Suggested sending a request letter to new PA's and PD's requesting funding support
- Committee will have to discuss future funding after the retreat

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

3.4 **ICRE Update: Rodger Moran**

- Those who submitted a talk will be notified soon of the committees decision whether there submission was accepted or not
- There are more a variety of Universities presenting this year
- Twitter account will be hosted by Rodger

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.

3.5 **Retreat: Kim Nitz**

- 1st annual PA retreat will be held on Friday, May 8th
- Dr. Chris Watling & Wendy Arnott have confirmed they can speak
- 37 people have registered to date

- Kim Nitz has secured an outside sponsor for financial support & a door prize
- Christine Ward has secured a gift basket from Johnson & Johnson
- Event to be held at the Family Medicine Western Centre for Public Health & Family Medicine
- Evaluations will be provided at the conference, along with a certificate of attendance

Action: Sharon Story will look into the layout of the room, although it is a fairly large room, with audio visual equipment

3.6 **Program Administrator Manual: Kim Nitz**

- Deadline to have draft correspondence for review by the committee is April 1st
- Formatting will be done by editors Loris Dengler & Rodger Moran

4.0 **New Business**

4.1 **SAS: Scott Rumas**

- Training lines have moved over to SAS
- Training information is on left-side of page, highlight and click on
- PGE database will be closing & PA's will be notified when this happens
- Questions and concerns should be directed to Scott Rumas

Action: If you require access send a request to Scott Rumas

4.2 **Immigration Canada: Scott Rumas**

- Changes have occurred regarding the paperwork involved for ISR & non- Canadian fellow applicants
- Potential delays in processing these applicants (enclosed info)

Citizenship and Immigration Canada.(

Meeting adjourned at 9:50 am

Next meeting: **April 9, 2015, Western Centre for Public Health & Family Medicine, Room 1103**

LHSC staff can use the LHSC parking garage and walk to the building or there is Park 'n Pay outside the building.

A link to a map of area is attached for your reference:
http://www.schulich.uwo.ca/familymedicine/postgraduate/docs/Parking_and_Map_for_WCPHFM.pdf

Respectfully submitted: Christine Ward