Schulich
MEDICINE & DENTISTRY

Western

Minutes
Program Administrators
Executive Committee
Thursday, June 11, 2015
University Hospital, Duff Conference Rm C8-125
0830-0930

Present: Kim Nitz, Lori Dengler, Corey Hillard, Scott Rumas (PGME rep), Marnie Bensette, Lisa Baker-Spiller, Kate Hayes, Mindy Minka, Fred Ross, Christine Ward
Absent: Cheryl Campbell
Regrets: Charlotte Sikatori, Deb Lewis, Sharon Story

1.0 **Minutes of May 14, 2015 :**

- Minutes approved by consensus

2.0 **OLD BUSINESS:**

2.1 **Western PGME Meeting: Lori Dengler**

Director CBME:

- PGME looking for someone to be director of CBME implementation at Schulich
- Open to Program Directors or any faculty interested in postgraduate education who may be interested. The job posting is available on the PGME website

CBME Integration:

Key messages from the RCPSC:

- Made clear that the implementation of competency based education cannot be exclusive of a time element
- Programs will be asked to develop stage specific EPAs
- Must be a national effort with all PDs and RC staff
- Faculty and resident development required
- The RCPSC will mandate a competency promotion committee which is different from the RTC
- Probably mandate programs to assign educational advisors to residents – each faculty member will have x number of residents that they are responsible for reviewing the e-portfolio

Up-to-date:

- License will expire in September 2015, the university will not be renewing
- PGME office working with the hospital to provide other available tools

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

2.2 **Manual Update: Lori Dengler**

- PGY1 scheduling chapter – Marnie Bensette
- Abbreviations, acronyms and appendix to e done
- Any other suggestions for manual content are welcome

Action: manual will be reviewed again before publishing on website

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: Corey Hillard**

- Changed account at bank, received 50 free cheques
- Received more sponsorship
- Balance now $2000
- Bank requires 3rd signature – Kate Hayes volunteered

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

2.4 **Retreat Day: Kim Nitz**

- Retreat day was a great success, received very positive feedback (see attached)
- One of the suggestions was to have a one45 super user
- Suggested to have next retreat in the Fall 2015

3.0 **NEW BUSINESS**

3.1 **PA Executive Membership(list attached)**

- Ana Malbrecht will replace Marnie Bensette on the committee
- Family medicine will rotate members; Fred Ross, Sharon Storey and Lin Hill
- New members; Susanne Deakin, OB/GYN, and Suzy Mendes, Psychiatry

Action: Kim will notify the new members.

3.2 **AFMC Student Elective Portal:**

- Urology has noticed that elective applications are down since the portal was implemented
- No other divisions have noticed a difference

Action: if you are having issues with elective scheduling contact Matt Wannan, Manager UME

3.3 **Vice Chair and Chair Role:**

- Suggested that in order to keep the momentum going the term for the chair and vice-chair should be 3 years

Action: committee voted unanimously to change to a 3-year term. Terms of Reference revised.

3.4 **Fall Retreat: Kim Nitz**

- Fall retreat to be held in November
- Keep the retreat at ½ day
- Could have 4 speakers, each give a 15 min best practice
- Excellent way to have audience participation

Action: retreat to be held in November at the Family Medicine building. If you want to present a best practice contact Kim Nitz

3.5 Commissioner of Oath

- Dawn MacDonald, UGME and Sue Smyth, PGME are commissioners of oath and can notarize education related documents

Action: call before going to see either Dawn #86200 or Sue #86020

Meeting adjourned at 9:30 am
Next meeting: **Sept 10, 8:30 am, Victoria Hospital, McLachlin Rm E2-128**
Respectfully submitted: Christine Ward