Schulich
MEDICINE & DENTISTRY

Western

Minutes
Program Administrators
Executive Committee
Thursday, May 14, 2015
Victoria Hospital, Jamieson Room
0830-0930

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

1.0 **Minutes of April 9, 2015 :**

- Minutes approved by consensus

2.0 **OLD BUSINESS:**

2.1 **Western PGME Meeting: Lori Dengler**

CPSO Renewal Requirements:

- CPSO wants remediation for professionalism or behavioral issues report
- The new process of disclosure shouldn't hold up the issuance of licenses, but they could request further information

Training Positions:

- MOH announced 25 fewer CMG positions for 2016 CaRMS match
- Reduction of 4 spots for Western
- Probably another 25 spots in 2017

Review of Policies:

- Selection policy created outlines general approach to resident selection, doesn't limit program's approach

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**

- Chapters that were originally submitted are missing from the manual, review and include those chapters
- Some chapters still need writing
- Kim Nitz will do student elective
- Christine Ward will do call schedules, general information for residents
- 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: Kim Nitz**

- Corey Hilliard has taken on the role of treasurer
- Chequing account will be changed to a community account to avoid fees

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 Position**

- We need to fill two positions on the committee

Action: Kim will send an email out to PA's regarding the opening and names will be brought forward at the next meeting

3.2 **Membership List:**

- It was agreed that anyone whose role is primarily in the area of education should be included in the P.A. distribution list. This may include education managers, coordinators, and assistants

3.3 **PGME/PA Yearly Meeting:**

- Suggested that rather than have individual meetings to incorporate some important matters into the PA annual retreat day
- PGME and PA Executive will work together to bring important matters to the attention of other PA's
- Major issues can be done on a ad-hoc basis

3.4 **Meeting Attendance:**

- The terms of reference state that members of the committee are to attend 75% of the time
- Members were asked to look at what time they can commit to this committee and if unable to commit to 75% attendance may be asked to withdraw from the committee
- Suggested that meeting dates be sent out a year in advance

Action: Christine Ward will book the rooms & send out a list of dates & locations to committee members

Meeting adjourned at 9:30 am
Next meeting: **June 11, University Hospital, Duff Conference Rm C8-125**
Respectfully submitted: Christine Ward