MINUTES of MEETING
Program Administrators Executive Committee

Thursday, December 10th, 2015 at 8:30 a.m.
University Hospital, Room C8-125

Present: L. Baker-Spiller, S. Deakin, L. Dengler (Vice-Chair), K. Hayes, C. Hilliard (Treasurer), M. Minka, K. Nitz (Chair), M. Peterson, S. Rumas (PGME Rep), S. Story

Guest: D. Brooks

Regrets: S. Mendes, S. Mioduszewski, C. Ward

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1. **Approval of Minutes of November 5, 2015:**
   Minutes of the previous meeting were accepted as circulated.

2. **Old Business**:

   2.1. **PGME Meeting: December 9, 2015**

   CaRMS and Resident Selection
   The PGME would like to provide guidance for selection criteria with hopes to see uniformity across all Programs while continuing to encourage transparency. There was some discussion regarding the predictability of interview questions and issues with receiving unrehearsed answers from candidates. UBC incorporates mini OSCE's into their interview process with positive results.

   CBME Progress Report
   University policies are currently geared to the way education is currently; everything will need to be revamped to reflect CBME. It is expected that the Royal College will favour two parallel systems operating simultaneously as opposed to residents switching to a competency based model mid-stream. Competency committees, separate from the current RTC's, will have to be formed for resident evaluation.

   Schulich Medicine Education Conference
   A conference is scheduled for April 1st at Spencer hall. Workshops are being developed for Program and Education Coordinators, to be held separately on March 31st.

   National Transfer Policy
   An updated policy is in place for residents who wish to change programs. They should contact their home university PGME office to initiate.

   CPSO Annual Renewal
   The hospital is no longer able to accommodate blood tests for residents.

International Residents and Fellows
Since no new CaRMS positions are being added, programs are being encouraged to consider internationally sponsored residents (ISR's) as a possibility. ISR's come with their own funding and there may also be a financial benefit available. With the MOH reducing residency positions each year, ISR's may be a good solution.

2.2. **Treasurer Update**
The account balance is currently at $2,093.08 following the last retreat and is expected to be just over $2,300 before the next retreat takes place in the spring. Costs for the November retreat totaled just over $800. Corey will send "thank you" notes to the programs who have recently contributed.

3. **New Business:**

3.1. **Accumulated Vacation During Maternity/Paternity Leaves**
Residents accrue vacation time during maternity/paternity leaves; up to 20 days for a 12-month leave. Family Medicine has experienced issues with the extra vacation time due to their shorter residency period.

3.2. **Membership**
Kim asked members of this committee who have been in the same position for two years to think about their current roles, and to consider moving into a new position.

3.3. **Photo/Summaries and Tips & Tricks for Website**
Photos of each committee member will be added to the website, everyone was asked to submit a headshot along with their contact/location information, department/division name and size, length of time in role and strengths within role. This will enable other PA's to connect with the most appropriate committee member for help.

A "Tips & Tricks" section will also soon be added to the website. Each member of this committee should provide at least one or two tips to begin with. It was noted that it would be beneficial to have a general email address for the committee but someone would have to monitor and maintain it regularly.
<u>Action</u>: Everyone to submit the requested information to Kim Nitz before January's meeting.

3.4. **Future Funding/Spending**
We need to come up with ideas on how to keep costs down for retreats as funds are limited and we want to be careful with spending.

3.5. **Retreat Follow-Up**
The overall feedback from the last retreat was positive. Kim offered to post the PowerPoint slides from sessions on the website. All agreed that the next retreat should be held on a Friday again with possible breakout sessions offering various topics. PARO has expressed interest in presenting, it was suggested to have them provide the opening plenary with a coffee break and breakout sessions following. Kim will send an email to all PA's outlining the top three suggestions from the surveys as potential topics for the next retreat and request feedback. It was also mentioned that the PGME staff would be a good resource for potential workshop topics as they are the main point of contact for questions from PA's.

Various dates in May were considered for the next retreat with May 13th agreed upon. Scott will contact the PARO representative to confirm whether they are available to commit for that date. Sharon will check room availability for the Family Medicine building.
Action: Kim Nitz to send an email to all PA's, Scott Rumas to contact PARO, and Sharon Story to look into room availability for next retreat.

Note: After the meeting, the date of the retreat was changed and confirmed for **Friday, May 6th, 2016.**

There being no further business, the meeting was adjourned at 9:43 a.m. with the next Executive Committee meeting scheduled for **Thursday, January 14th, 2016 at Victoria Hospital.**

Respectfully submitted,
Mindy Minka