PA EXECUTIVE COMMITTEE

Thursday, May 5, 2016
E2-128 McLachlan Room, LHSC-VH
8:30 am

MINUTES

Attendance: K. Nitz (Chair), S. Deakin, , L. Baker-Spiller, C. Hilliard, M. McPherson (Medical Affairs, Guest) M. Minka, S. Mioduszewski, M. Peterson, S. Rumas (PGME rep), R. Szuch (Guest), C. Ward

Absent: L.Dengler

1.0 Approval of Minutes of April 7, 2016

The minutes were approved.

2.0 Old Business:

2.1 PGME Report

- Kim reported that there are new dates and times proposed for the PGME meetings in an effort to enable more of the PDs to attend. Meetings will continue to be held on Western campus but will be at noon hour on varying days of the week. This is still a proposal at this time.
- There is continued discussion on CMBE at PGME meetings, particular in terms of resources needed for implementation, including human resources and technology.
- Sylvia updated the group re: One45. There is now a mobile app that allows the faculty or resident to complete an evaluation that has already been sent out by the system, but, at this point, the app cannot distribute point-of-contact forms, which will be needed for CMBE.
- Scott reported that the UGE office and LEW request more transparency with respect to CaRMs interview policies that pertain to who will be interviewed by Programs. I.e., if a Program has a policy to interview all who attend an elective, the CaRMS website should state that. It was suggested there should be no “blanket policies” with respect to who will obtain an interview.
- PGME has received a request from FIPA to report on unmatched candidates from the 2015/16 match. Programs are encouraged to keep some documentation as to their interview and ranking processes should they be asked to disclose this information, as that is preferable to indicating that everything has been shredded. Western’s legal counsel states to keep documentation for one year.

2.2 Treasurer Update

- The thank-you letters have now gone out to all Programs who contributed to the P.A. Executive Committee and a slide will be displayed at the retreat.

2.3 ICRE Update

- As one of the new Members-at-Large on the PASC resigned her position and Lisa was next choice on the list of those who had applied, she is now a member of the PASC along with Kim.
- The ICRE P.A. track website is now up and workshops open for registrations.
- Kim learned that there is no budget for speaker honorariums, so those asked to give plenary talks for the P.A.s are already booked as speakers at the conference.
- There is a T-con booked for the PASC next week.

3.0 New Business:

3.1 Resident Orientation

- Maureen Macpherson, from Medical Affairs, reported that attendance at the June 30th orientation cannot be deemed mandatory as residents' contracts are effective July 1st, therefore the wording in the LOAs and on the Medical Affairs website has been changed to indicate attendance is strongly encouraged. Those residents who do attend orientation will be given a lieu day, per the a new provincial standard.
- The PGME office will instruct residents to negotiate the timing of the lieu day with their home program.
- Maureen stated that residents must have signed and returned their hospital LOAs before they can do EPR training or obtain ID cards.
- Incoming residents can obtain scrub cards and dictation codes two weeks prior to orientation day.
- If the resident or fellow is not going to be at orientation to pick up their pager, it can be obtained from Medical Affairs prior to June 30th, or the program admin can pick the pager up from them outside orientation in Auditorium A at UH.
- PGME will be holding Meet and Greets on orientation day with the PD and/or resident from the program. Prior to lunch, residents will have an opportunity to speak with the rep for their block 1 rotation.

3.2 May 6 Retreat

- There are 47 registrants for the May retreat.
- P.A.s in nearby communities will be invited to the P.A. retreats effective the November 18th retreat.
- Kim will announce the available Member-at-Large positions at the retreat, and invite participants to submit Tips and Tricks for inclusion on the website.
- There will be no assigned seating at the retreat, but attendees will be encouraged to introduce themselves to new people during lunch and at the coffee break.

3.3 November 18 Retreat

- Dr. George Kim from the Distributed Education office will speak at the retreat, as well as Jen Foxcroft from the VSE office, a Fanshawe instructor will present on business communication, as well as Schulich HR on Leadership for the PA. This makes for a full day.

Meeting adjourned at 9:35 a.m.

Minutes submitted by:
Lisa Baker-Spiller
Secretary, PA Executive Committee