PA EXECUTIVE COMMITTEE

Thursday, October 13, 2016
C8-125, LHSC-UH
8:30 am

MINUTES

Attendance: K. Nitz (Chair), L. Baker-Spiller, S. Deakin, L. Dengler, K. Klages, M. Minka, S. Mioduszewski, C. Sikatori

Regrets: C. Hilliard, C. Ward

1.0 Approval of September Minutes
The minutes of the September 8, 2016 meeting were approved.

2.0 Old Business:

2.1 PGME Meeting October 5, 2016

2.1.1. Competency Based Medical Education
Dr. Watling encouraged Program Directors or a faculty delegate to attend the November 4 CMBE retreat, which will focus on assessment.

PGME recently revised the Terms of Reference for Competency Committees. Programs are encouraged to start these Committees as soon as possible. The PGME office is seeking input from PARO regarding whether or not CC Committees should have a resident member.

2.1.2. Resident Selection Policy
The policy is being re-reviewed.

2.1.3. Residents as Teachers
The UME office is mandating that residents are trained to teach medical students. Residents will need to receive and know the objectives of student rotations and will be required to complete on-line teaching modules at the beginning of their PGY1 year, prior to being allowed to teach medical students.

2.2 Treasurer's Report
In Corey's absence, Kim reported no change to the treasurer's report since last meeting. Letters of request for funding will be sent to the Program Directors in the near future.

3.0 New Business:

3.1 **Welcome Kelsey Klages**
The group welcomed Kelsey to the Committee. Kelsey is representing Family Medicine (in the position vacated by Fred Ross).

3.2 **ICRE Debrief**

- Scott asked if anyone had questions following ICRE, as there was some misinformation given at a plenary with respect to funding of residency positions should a trainee or trainees complete a program early
- Scott, along with Dr. Venance, hope to address any questions about CMBE and provide guidance and direction.

- PA Executive members who attended ICRE felt it was quite good and most felt they learned something new and useful

3.3 **PA Exec Emails/Decision-making**

- Kim stated that, as most meetings have a full agenda, she occasionally will send email queries in between meetings regarding items that require a quick decision or input from the Committee. It was agreed that, if decisions are made via email in future, these decisions will be recorded in the next minutes as "agreed via email". Potential issues may arise when all members do not/are unable to provide input/vote on items decided via email, so these items will be deferred to the next meeting for discussion. It was unanimously agreed that major changes to policy or membership should be discussed in person. We will gauge this issue as we go forward.

3.4 **PA NAC Website**

- Kim, along with Ana Malbrecht, sit on the Royal College P.A. National Advisory Committee (PA NAC). The Royal College has requested that each PA NAC member find a way to disseminate the minutes to their individual schools. Kim will notify the PA's of her membership on this committee at the next retreat and convey the progress/discussion that take place on this Committee to Schulich P.A.s. and will send an email to all P.A.s. Updates/minutes of the PA NAC will be posted on our website.

- Cynthia Abbott, from the Royal College, sits on the NAC and takes the feedback from the NAC back to the RC regarding CBME.

3.5 **New Membership – K. Trudgeon**

- Kimberly Trudgeon is an undergraduate PA and learned of our Committee through a colleague. She was very keen to join our Committee and we discussed her interest at the September meeting.
- A survey was done and there are only 10 administrators who do strictly UGE as many P.A.s do both PGE and UGE.
- Our Retreats are not strictly focused on PGE; there is a considerable amount of overlap.
- The Committee voted unanimously to have Kimberly join the Committee as a Member-at-Large beginning November 2016
- It was agreed, via email discussion, to invite all Undergraduate P.A.'s in the November retreat, and all educational events in the future

3.6 **Fall Retreat (Thursday, November 17, 2016)**

- The Committee voted to have the PA's in the DEN area invited to the Retreat. Kelsey offered to set up a Schulich livestream on the website for those who might be located too far away to travel into London. It was agreed that we will not offer that option to local Schulich P.A.s since we want to continue to have strong in-person attendance at these retreats
- The group discussed archiving the video but it was felt there would be no need to do so
- Food for the retreat was discussed. We agreed the quiche was a hit and is a good option for fall. We will go with sandwiches at the spring retreat. Coffee and hot water will be delivered with the quiche and Kim will pick up beverages, salads, and desserts from Costco. It was agreed we need more salad than last time and fewer cookies. We will bring paper towels and wipes for prep and clean-up.
- Mindy will put together a sample gift with Epicure products that can be used as a door price with a limit of $40-$50.

3.7 **PA Exec Manual & Website**

- Deferred to next meeting

Meeting adjourned at 9:35 a.m.

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