PA EXECUTIVE COMMITTEE

Thursday, March 10, 2016
E2-128 McLachlan Room, LHSC-VH
8:30 am

MINUTES

Attendance: K. Nitz (Chair), C. Hilliard, S. Rumas (PGME rep), L. Baker-Spiller, S. Deakin
K. Hayes, S. Mendes, Minka, M, S. Mioduszewski, C.Ward

Regrets: M.Peterson, L.Dengler

1.0 Approval of Minutes of February 11, 2016

The minutes were approved.

2.0 Old Business:

2.1 PGME Meeting March 9, 2016

2.1.1 Competency Based Medical Education

- Resident portfolios are not ready for rollout. PGME is looking at local programs, e.g. one45, that can be used in the meantime.
- Drs. Venance and Watling will be making CBME presentations at Grand Rounds for the various departments, beginning with CNS on March 29th.
- All cohorts have been pushed a year further out.
- PDs and PAs are encouraged to read the addendum to CanMeds 2015 that was recently emailed out.
- All programs not transitioned to CMBE must incorporate CanMeds 2015 in the meantime
- Of note, programs should be looking at how evaluation of the hand-over process can be incorporated into their processes.

2.1.2 PGME Academic Half-days

- Attendance at PGME academic half-days has been very poor and PGME is considering whether or not to continue to arrange these and/or whether they need to be revamped if they are not meeting programs' needs. It was noted that not all programs require their residents to attend and some require only certain PGY level residents to attend.
- PGME cautions programs to not rely on the academic half days when reporting to Royal College at accreditation as the PGME office will be providing attendance information to the Royal College

2.1.3 Internal Review Preparation

- Dr. Watling will begin reviewing a few of the Royal College Standards of Accreditation with the Program Directors at each PGME meeting – specifically the General Standards Applicable to All Residency Programs

2.1.4 Resident Selection Guide

- A new policy/guide to resident selection was voted in by the PDs recently.

2.1.5 Residency Allocation 2017-2018

- IMG spots may be reduced for the 2017-2018 academic year.
- For the time being, there will be no reduction in the number of CMG positions.

2.1.6 CaRMS

- The stats from the 2016 match were provided and discussed.

2.1.7 PGME Retreat

- A retreat has been planned for PDs, Department Chairs, and any faculty members who are particularly involved in their Program and will take place on May 30, 2016 at Bellamere Winery.

2.1.8 VSE Students at Distributed Sites

- A recent situation has prompted discussion around how elective visits are listed on the AFMC portal.
- It is felt that, if the Program prefers to host visiting electives at a particular site to better evaluate their suitability to the Program for CaRMS interview, the preferred site should be listed as "Core Site".
- This will also enable the student applying for the elective to see that an elective in a Distributed site may have merits, but if they plan to apply to the Program via CaRMS, they may be better to attend an elective at the Core site.

2.2 Treasurer Update:

- C. Hilliard reported that the Committee has $2, 285.58 in funds as of February 29.
- There will be no expenses for the Committee until the Spring Retreat.
- It was noted that thank-you letters to those Departments/Programs who contributed to the Committee this year have not yet gone out.
- A deadline of March 31st was set to send out the thank-you letters.

3.0 New Business:

3.1 **Terms of Reference**

- At the February meeting, the ToR were extensively edited, and these changes were sent to all PA Executive Committee on February 17, 2016. No further changes were suggested by PA Executive members.
- Members in attendance voted unanimously to approve the ToR as they now read.
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3.2 Membership

- Four vacancies exist currently on the Committee: Secretary, and three Member-at-Large positions.
- Interested candidates had emailed letters of interest to the Chair prior to this meeting.
- Lisa Baker-Spiller was voted into the role of Secretary.
- Christine Ward was voted in as a Member-of-Large
- Sylvia Mioduszewski was voted in as a Member-of-Large, into the position vacated by Marnie Bensette (Marnie does not wish to return to the Committee)
- Mindy Minka was voted in to continue in her role as Member-at-Large
- It was noted that, when member-at-large positions become available going forward, they will be made available to all PAs.

3.3 One45 Survey Update:

- Sylvia reported that the results of the one45 survey varied greatly, and that it appeared that overall, one45 meets the respondents' needs.
- Sylvia noted that the amount of time users are in one45 also varies greatly.
- It was noted that many users have "work arounds" to make the system do what they need it to do, but Sylvia noted that training would eliminate the need for work arounds.
- The group discussed that a one45 support person at Schulich would assist greatly in optimizing use of one45 for those whose programs use it.
- Scott plans to go to Schulich IT and request that we identify a "super user" that could help us start addressing training gaps.

- It was also felt that an annual or semi-annual visit from one45 to conduct training in person would be helpful.
- It was noted that, with CBME implementation, users will need help with additional evaluations and there may be a need to invest funds in improved IT. PGME plans to with the Dean's office to alert them to an upcoming need for funds to facilitate CMBE.
- Dr. Venance has contacted one45 and Matt Longstaffe, who was previously the go-to one45 person at Schulich, to begin discussions on CMBE implementation and one45.

3.4 <u>ICRE Update</u>

- Kim applied for and obtained a spot on the PA Steering Committee (PASC) for ICRE 2016
- She has had a telephone conference with the Committee and reports that discussion is taking place on the sessions/session content.
- This group felt strongly that the sessions be specific to the PA role and not just information/interesting topics. We are looking for "take-aways."
- Wellness activities were popular with the PASC, who felt that after two years of CBME, it was time for a departure, but Kim felt these should not be the focus and that CMBE should remain the predominate theme, with wellness as a secondary theme/track.

3.5 <u>Retreat May 6, 2016</u>

- Sharon Story has booked break-out rooms for the day.
- Kim reviewed the proposed agenda for the day and asked the group to brainstorm ideas for the breakout sessions. Current ideas include sessions by Learner Equity and Wellness and topics such as time management, Schulich branding, and VSE office processes.

Meeting adjourned at 10:00 a.m.

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