PA EXECUTIVE COMMITTEE

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

MINUTES

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

1.0 Approval of September Minutes
The minutes of the October 8th meeting were approved.

2.0 Old Business:

2.1 PGME Meeting November 2, 2016

Minutes attached.

2.2 Treasurer's Report

- Corey distributed the current treasurers' report with a corrected balance of $1728.51; there had been a minor miscalculation on the previous report. Following the Fall retreat, we will need to top up funds. A request for donations from programs has been sent out and several donations of $100 and $200 are pending.

3.0 New Business:

3.1 **Welcome, Kimberly Trudgeon**

- The group welcomed Kimberly to the Committee. Kimberly works in UGE in Oncology and is joining the Committee as a member-at-large.

3.2 **Continuing Lists/Continuing LOA Process 2016-2017**

- Scott explained that PGME will no longer be sending us a spreadsheet for us to use to indicate whether or not a trainee is continuing into the coming academic year. They will now rollover the residents' records per the information in the database and then adjust for any off-cycle residents. PGME will then direct programs to go to SAS to verify the information that is there. P.A.s will be given a deadline to notify PGME of any changes. PGME will do a screen shot to show the new process with instructions.

- PGME will no longer be emailing the LOA to continuing trainee. The LOA will be imbedded in Single Sign On and residents will be asked to verify the LOA information. They can print the LOA off if necessaryl

- New trainees will continue to receive the LOA via email.

- Lisa inquired as to whether residents' home addresses will be available in SAS in future. Scott reported that Schulich IT is working on a report containing this information that P.A.s could run.

3.3 **Faculty Evaluations (One45)**

- Sylvia has discovered that a number of programs have set up their workflow so that their residents are evaluating other programs' faculty when on off-service rotations. A best practice for one45 is that the home program should be having the off-service residents evaluate their faculty, rather than the off-service

Kinresidents' program. It is the home program that needs to know how their faculty are being rated as teachers, therefore reporting needs to include the evaluations of them as teachers by off-service residents as well.

- Programs can still have their residents evaluation the rotation when off-service, just not the faculty.
- It was agreed that the recommended set-up should be included in our website P.A. manual. Sylvia continues to contact programs to discuss how they have set up evaluations of faculty.

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

- All arrangements have been made for the Retreat Thursday. Mindy offered to pick up salads, cookies, and beverages.
- Christine will have the certificates ready and Kim will do the evaluation.
- We will request that speakers send us their slides in advance so these can be printed for handouts.
- PA Exec members are asked to arrive at 11:30 to set up. Kim wil ensure the doors are open.
- IT will be on hand to help us connect the livestream for DEN PAs who wish to tune in.

3.5 **PA Exec Manual & Website**

- Kim had previously sent out the information to the Committee to review the manual on the website and indicate any changes they think should be made. It was agreed that, to make the manual less cumbersome, any hyperlinks to information located on other websites, e.g. PARO, should be included in the manual rather than copying the information from other sites into our manual.
- Scott will give Sylvia access to the P.A. Exec website so she can code the handbook in HTML.
- Committee members are asked to have any edits/suggestions in by Thursday, October 27th.

4.0 Announcements/Other Business:

4.1 **Chair/Vice Chair Positions**

- Kim reminded the group that the Chair and Vice Chair positions will be vacant as of January. She asked that any Committee members who are interested in either of these roles let her know prior to the December meeting.
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Meeting adjourned at 9:30 a.m.

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