

PROGRAM ADMINISTRATORS NATIONAL ADVISORY COMMITTEE
TELECONFERENCE #1 – JUNE 29, 2016
1000-1130 (OTTAWA TIME)

Co-chairs: Cynthia Abbott, Royal College; Charlene Wainwright, University of Toronto

Attendees: Leah Arsenault, Ottawa U; Bernice Baumgart, Toronto; Sharon Cameron, McMaster; Jennifer Collins, Memorial; Tara de Castro, Manitoba; Stacey Dickinson, Calgary; Jeanine Dice, Saskatchewan; Karen Fedato, Calgary; Naomie Gauthier; Julie Ghatalia, Ottawa; Carrie Grape, McMaster, Assistant Manager PG Office; Daniel Johnston, Toronto; Scott Lewis, BC; Micheline McDonald, Queen's; Jeanine MacRow, Queen's; Cyndy MacKenzie, NOSM, Sue Murray, McMaster, Kim Nicholas, Alberta, Kimberly Nitz, Western; Paula Nixon, Toronto; Jen Railer, Queen's; Nady Robidas, Sherbrooke; Krystyna Schornagel, Saskatchewan; Jeanne Sheldon, Calgary; Ginette Snook, Ottawa; Cathy Torchia, McGill

Regrets: Carol Dow, McMaster; Melissa Franzmann, Manitoba; Margaret Garnier, Dalhousie; Julie Lane, McGill; Ana Malbrecht, Western; Sheila Reid, Dalhousie; Luiza Shamkulova, BC; Sara Wilson, NOSM

ACTION ITEMS

- Marvel to circulate a list of cohort roll out dates
 - Marvel to send an email asking members permission to share their email addresses
 - A survey asking for best time, and best day to hold future calls will be circulated
 - Poll committee member for future teleconference dates
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1. **Welcome and Introductions**

Participants were asked to give a brief introduction starting with universities from East to West.

Charlene introduced herself and mentioned that her program (Medical Oncology) is part of cohort one.

Cynthia also introduced herself and noted that she is the Manager of CanMEDS & Faculty Development, that she also sits on the Royal College (RC) Competence By Design Committee and that she is the CBD liaison for the Program Administrators Steering Committee.

2. **Rationale and Terms of Reference**

Cynthia explained that there has been much discussion at the RC about the implications and impacts that the upcoming CBD changes will have across the system. The College wants to understand how we can best facilitate the change and PAs were identified as key stakeholders. This committee was created as a mechanism to bring forward your concerns and suggestions to help the RC account for these things in our planning. The terms of reference are marked as draft so that we can get input from this committee. The composition of the committee was designed so that there would be representation from all schools, with a variety of specialties from surgical, medical, lab, family medicine and varied program sizes. The PG Managers were asked to nominate PAs from their schools, these nominations were reviewed and members were invited to join. PG managers and CBD coordinators were also invited to participate as they have an important connection with the PA's and the RC wants to ensure that we support good communication system between the PGME office and PAs. Cynthia asked if we should

pursue any other representation, one suggestion was to consider having another representative from head and neck as one of the early cohorts because they may have insight.

A question was asked regarding College of Family Physicians, are they represented on this committee? CFPC is not implementing CBD as we are. They currently are being treated as separate their triple C program is different from our CBD program. We do have a number of people from family medicine on this committee.

Another question was raised regarding revising the terms of reference. Cynthia responded that we can definitely revise them. There is an opportunity to clarify anything that is unclear or add something that is missing. The suggestion was to add a paragraph to give a better understanding of the overall role of the PA including the extent of what they actually do and how they will be affected by the changes.

3. *Expectations of Members*

The expectation for this committee is that members will set the agenda and share the information from these calls, including handouts or suggestions, with your colleagues. We will invite guest speakers to discuss topics that are of interest and give committee members an opportunity to ask questions.

Cynthia as the RC liaison will convey the concerns of this committee to the RC and Charlene as co-chair of this committee will bring the perspective of a PA and will help to inform Cynthia, this will help to advocate for a process that brings clearer understanding to both the RC and the university of the extent of how the upcoming changes will impact your role. Increasing dialogue amongst your colleagues and your program directors, getting a clearer picture of what is expected so that the change is manageable and on target. It is a big undertaking and we want to make sure it is done efficiently and effectively.

4. *Proposed Frequency and Format of Meetings*

We are anticipating bi-monthly calls (~6 calls per year) of 90 minutes. As a group we will set the agenda for future calls. The Chairs want to know what elements of CBD you would like to hear about. As a group we can choose to bring in a guest speaker to discuss/explain various topics. We hope to share best practices and ways of implementing CBD that make life easier.

It is expected that the guest speaker will take up ~ 30 minutes of the call with the remainder of the time used for sharing information and discussion. When possible we will plan to distribute materials beforehand. Inviting guest speakers will not only give us the benefit of their presentation but will also offer the members an opportunity to ask questions.

5. *Information sharing and dissemination*

One important aspect of this committee is to create a two way dialogue. It is important for PAs to know that they have a forum to discuss things that are of concern to them. Being an advocate for PA's and relaying information to your colleagues, and your program directors is essential.

A question was raised on whether we could share each other's email addresses along with the distribution list. Marvel will send an email asking committee members if they are willing to share their email addresses.

One member suggested that everyone should work with their PGME office and develop a program administrator's advisory committee at your own university. Western University holds annual retreats and the resources and amount of information that is shared and the learning is incredible.

6. Future Meetings

We will have a group brainstorm at the end of each call to plan for future agendas. If required we will invite guest speakers to offer a presentation based on the most popular topics from the calls. We will keep a running list and as a group identify the top issues that we will schedule for future calls.

Suggested topics from today's call:

CBD 101 presentation – Everyone is at different knowledge levels it would be great to hear the plan and vision for CBD. This would get everyone on the same level. There was general agreement on having this as the first topic for discussion. We will invite a guest speaker from the RC to provide a presentation on CBD and show some relevant documents.

ePortfolios - The University of Manitoba has an online curriculum and management in place and it has been a huge undertaking; one concern is how to implement the eportfolio into our current system. PAs are the people who use the system more than anyone else and have very little say in how it will be implemented. We could have a customized presentation that would be relevant to PA's. The webinar offered by Dr. Frank was very informative, it lessened anxiety there were some questions about the university decision and whether they choose the portfolio or another program and how it interacts with the program. There are some things that the eportfolio doesn't do that we need it to do and having a presentation where we could ask questions would be great. Universities presently use a variety of programs – Power, One45, Ventis and there is some concern about integrating the different systems with the eportfolios. This is still under discussion with the universities.

Field tests and assessment forms - many committee members have not had the opportunity to see the forms or understand what field tests are. Everyone is at a different level of understanding of CBD and it would be nice to have further information on general topics.

Once a topic is chosen we could circulate some pre-reading and then have a GoToMtg call where everyone would see the same documents and have an opportunity to review them together. The early cohorts are experiencing the system and we will certainly have information available from their experience.

Q&A's

Roll out of programs - The delay for cohort one specialties will not affect the launch of the other programs. Cohort one and two will roll out at the same time. The schedule of roll out dates for programs will be circulated. The start date for the roll out shows when the program starts the process, there is about a two year incubation period before residents start using it.

7. Next Steps

The next call will focus on CBD 101; after that presentation we will brainstorm about future topics for our calls. Committee members are encouraged to email topic suggestions or agenda items to Marvel (msampson@royalcollege.ca) for future calls.

A doodle poll will be distributed to see what time of day and which day of the week is best for the majority of committee members. Once this is determined then another poll will be sent out to set up future teleconferences.

We plan to have a call in September, a poll will be distributed; then they will occur every two months after that.

The call concluded at 1130 EST.