

PROGRAM ADMINISTRATORS NATIONAL ADVISORY COMMITTEE
TELECONFERENCE #3 – NOVEMBER 2, 2016
1000-1130 (OTTAWA TIME)

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

Attendees: Leah Arsenault, Ottawa U; Sharon Cameron, McMaster; Jennifer Collins, Memorial; Tara de Castro, Manitoba; Stacey Dickinson, Calgary; Carol Dow, McMaster; Jeanine Dice, Saskatchewan; Marie Galibois, U Montreal; Margaret Garnier, Dalhousie; Julie Ghatalia, Ottawa; Mylene Heroux, U Montreal; Daniel Johnston, Toronto; Julie Lane, McGill; Ana Malbrecht, Western; Scott Lewis, BC; Cyndy MacKenzie, NOSM, Kim Nicholas, Alberta, Kimberly Nitz, Western; Paula Nixon, Toronto; Sheila Reid, Dalhousie; Marvel Sampson, RC; Krystyna Schornagel, Saskatchewan; Jeanne Sheldon, Calgary; Ginette Snook, Ottawa; Cathy Torchia, McGill

Regrets: Bernice Baumgart, Toronto; Karen Fedato, Calgary; Naomie Gauthier, Sherbrooke; Melissa Franzmann, Manitoba; Micheline McDonald, Queen's; Jeanine MacRow, Queen's; Sue Murray, McMaster; Jen Railer, Queen's; Nady Robidas, Sherbrooke; Luiza Shamkulova, BC; Sara Wilson, NOSM

Key Take Home Message

- The RC is working on the CBD webpages to improve the user experience (i.e. make it easier for users to find the info they need and want);
- The Committee wants to improve communication sharing back to our colleagues at our local universities. To do this, we'll develop a series of take home messages, which we can then use various retreats, newsletters, etc.;
- The Committee members committed to raise awareness about this committee by speaking about it at PA retreats, meetings etc.
- Encourage CBD leaders to develop terms of reference for individual competence committee before they roll out

1. **Welcome and Introductions**

Welcome to all participants and introductions. For the benefit of new members Cynthia explained that the purpose of this group is to engage as a community of people who will be involved in CBD, to share experiences, address myths and provide information to take back to your colleagues and to keep you informed of the updates about CBD overall.

2. **Competence by Design (CBD) - Royal College Website**

Cynthia introduced the website topic by requesting input from the group on how the RC's website is serving them as a key target audience for CBD. Feedback we hear is that people don't realize so many resources exist and/or if they have heard about it they don't know where to find it. We are looking for suggestions on how to improve the site so that people can find things more easily. We want the website to be a valuable resource to you.

Some general comments on the site follow:

- Since the redesign it is difficult to find things that used to be found easily. For example, why is information by discipline under examinations? Why is CBD under Professional Development?
- The search function is not overly helpful
- Important information is not obvious – you need to grab our attention right away
- When I look at the cohort roll out schedule there is far too much text. It should have a pop up schedule rather than having to read a lot of text before finding the information I am looking for (too much scrolling).
- Some links were lost or broken when transferred to the new format.

Cynthia asked what kind of activity/resources people are looking for when they come to the RC website:

- Updates and information on EPAs
- Cohort rollout schedule
- Info on ePortfolios
- Slide decks (particularly information on background and rationale for CBD)
- The latest CBD news
- The CBD resources (e.g. Meantime Guide, CBD videos) - which are helpful for the faculty members who are not as engaged as the program directors.
- A list of resources produced by others schools and some way to share info re. what others are doing across Canada.

Cynthia thanked the group for their suggestions and input and mentioned that:

- The RC has a CBD newsletter called "CBD Community touchpoint". Although not everyone is aware of this newsletter you can subscribe. We encourage all of you and your program directors to read it. CBD updates and news are presented in *CBD Community Touchpoint* rather than on the web which has more static content. To receive this newsletter register at: <http://www.royalcollege.ca/rcsite/publications/cbd-community-touchpoint-e>
- A suggestion could be made to have a section of *CBD touchpoint* added saying "Are you looking for" and provide a link. A kudos paragraph from various schools or disciplines to see what others are doing and working on could also be included.

The discussion concluded with Cynthia noting that changes won't happen overnight but that she will look into some quick wins to help PAs in their work. In order to make the site more user friendly we can advocate for less text – bullets could be added to bring up more information on a topic, more visual cues, better searching features, and making CBD more prominent on our home page with drop down menus.

3. Competence Committees Q&A

As a follow up to questions and concerns that were heard at ICRE we are in the process of developing a series of videos. With the agenda for today's call links were sent to two videos offering an overview of Competence Committees:

- **What can one do to help ease the transition to Competency By Design?** <http://www.kaltura.com/tiny/z2w7l>
- **What is a Competence Committee?** <http://www.kaltura.com/tiny/wn9tf>

More information on competence committees including more videos can be found at <http://www.royalcollege.ca/rcsite/cbd/competence-committee-e>.

Questions from committee members

- Many early cohort Program Directors are looking for guidelines for Competence Committees. Will the RC be contacting the specialty committees from early cohorts to let them know the information is available?
 - *Response: Dr. Jolanta Karpinski will send out a notice when they are uploaded, but Cynthia also encouraged the Committee members to let people know that this is on line.*
- Competence Committees are supposed to be independent from the RCP, in smaller programs this would be difficult - are there any guidelines on this?
 - *Response – We recognize that smaller programs may not be able to achieve that separation. There is no requirement to have separate committees, but setting aside dedicated time to focus the conversation on a resident's competence is necessary. You won't be penalized if they are not separate.*
- You have a Mainport prototype where residents upload their information and the competence committee can go in to make their recommendations. If the universities

decide to use their own software will we have to switch the information onto Mainport?

- *Response - In late November the Royal College leadership will meet w/ PG Deans to discuss the type of data required for transfer Mainport. Some information (tbd) will be transferred to the College, so if a school is not using Mainport ePortfolio there will be a mechanism created to facilitate the transfer of data to the College.*

4. Communication Sharing

Charlene began the discussion by asking how committee members are sharing the information that they garner from these meetings with their colleagues.

- One member encouraged sharing newsletters from other schools. Manitoba, Ottawa, Western and Edmonton have newsletters and are happy to share (see attachments).
- A question was raised regarding sharing the notes from these teleconferences with their colleagues. As there is nothing confidential in these notes it is fine to share them.
- It was noted that it would be nice to have highlights from the calls to share; perhaps a speaking point could be identified from each call – a key message or a take home message. At the end of each call allow 10-15 minutes to discuss what the take home message would be. When we create our agenda we will build in time at the end for a recap of what the key message from the call was.
- Another question was raised regarding whether or not people were aware of the existence of this committee and what its purpose is.
- Many schools have PA retreats and members from this committee ask for time on the agenda to inform their colleagues about the issues that are discussed.
- Many schools also have CBD leads, a list was distributed after the last teleconference but it has been revised again and will be redistributed.
- Cynthia asked if the committee members would like to spend some time on each call to hear about new resources that are available. It was agreed that this should also be built into the agenda as a discussion item for each call.

5. Topics for future meetings

- ePortfolio – this will be discussed at a future call once the PG Dean meeting in late November occurs we will have a better idea about the various options for ePortfolio
- Lessons learned from early cohort specialties and family medicine – invite members from Med. Onc, Anesthesia, Otolaryngology/Head and Neck and family members to talk about their experiences
- Presentation on residents who are in the old vs the new system – Julie Ghatali from Ottawa U was suggested to present on this topic
- Sharing Faculty development ideas – what are different schools doing for innovative faculty development
- Sharing assessment ideas, tools that you have had success with
- What to do in the meantime
- What to expect as a program administrator regarding EPAs - the discussion would best be done in tandem with the ePortfolio discussions. Think about how to design a session where we can show something and present it.
- How to change the culture of the physicians, not all docs are interested in medical education

6. Future Call dates for 2017 - all times are Eastern (Ottawa) time.

January 16, 1230-1400; March 6, 1030-1200; May 15, 1030-1200; July 20 – 1030-1200