

PGME COMMITTEE MEETING MINUTES

	Date: April 8, 2026	Time: 07:00 – 08:00 AM	Location: Virtual
MEETING CALLED BY	T. Van Hooren, Associate Dean, Postgraduate Medical Education		
NOTE TAKER	J. Goetz		
1.0 CALL TO ORDER (7:00 AM) & APPROVAL OF AGENDA, MINUTES			
DISCUSSION	Minutes and agenda approved.		
2.0 ANNOUNCEMENTS			T. VAN HOOREN
DISCUSSION	2.1 JOHN D. BROWN AWARD – T. VAN HOOREN Six nominations were received for the John D. Brown Award and are currently under review, recipient will be announced at a future meeting.		
	2.2 RESIDENT TRAVEL REIMBURSEMENT – T. VAN HOOREN - Applications are open for the Resident Travel Reimbursement fund to support travel or conference costs; only residents who have presented within the past 12 months are eligible, not for conference attendance only; residents planning to present in the next six months should apply in the next cycle. - The application deadline is April 30, with funds distributed based on the number of applications; a brief Program Director recommendation form is required to confirm the presentation and need for support.		
	2.3 RESIDENT PROFILE SERIES – T. VAN HOOREN Communications has relaunched its resident profile series which celebrates diverse resident journeys; a recent profile highlights Dr. Alexandra McDonald and her unique pathway into medicine through mathematics.		
	2.4 PROGRAM DIRECTOR RETREAT – T. VAN HOOREN Reminder that a Program Director retreat is scheduled on May 15 from 8:00 a.m. to 4:00 p.m.; 21 registrations to date; Program Directors are asked to confirm attendance or send regrets within the next day or two to assist with finalizing the agenda.		
3.0 FOLLOW UP TO PREVIOUS ACTION ITEMS			
DISCUSSION	3.1 PROGRAM DIRECTOR 360 SURVEY – T. VAN HOOREN - A centralized Program Director 360 survey was distributed with the meeting material for review and approval; it was developed by PGME to meet accreditation standards. - The survey will be sent to programs for distribution to their Program Committee members and Department/Division Chairs; distribution to additional program members is permitted at the Program Director’s discretion. - Survey will be conducted in Qualtrics; results are formative, anonymized, and non-punitive; no demographic data will be included in the report; results will be shared with the Program Director and their Department/Division Chair. - Overlap with hospital-led 360 reviews was discussed, with agreement that Program Directors be excluded from this hospital cycle to avoid survey fatigue; alignment between PGME and hospitals will be explored for future survey cycles. - Motion to approve survey: approved by virtual vote.		

4.0 REPORTS

DISCUSSION

4.1 PARO UPDATES – Z. MANSOOR

- The PARO Western team will reconvene later this month to focus on transition planning, including finalizing plans to welcome incoming PGY1 Residents and recruiting volunteers for PARO's new resident welcome program.
- Representatives will participate in the Touchstone Institute orientation for incoming IMG residents to answer questions about training at Western and support incoming colleagues.
- An upcoming site leads meeting will address automatic RCPSC registration.
- **Action Item:** PARO representatives to provide an update on automatic registration at the next meeting.

4.2 MEDICAL AFFAIRS – J. CLACK

- Updated compliance gaps were provided for several mandatory resident trainings; Program Director follow-up has significantly improved completion rates.
- Future Workplace Violence Training will transition to a mandatory six-hour in-person session.
- Transition away from pagers to the BEEP system is moving forward, with personal devices encouraged and alternate options being developed; Wi-Fi and cellular gap data collection is underway and can be reported to ITS Helpdesk; charging solutions are being explored.
- Plans to implement the NIRV credentialing system for residents beginning July 2027 were shared.
- New *Management of Credentialed Professional Staff Professionalism* guidelines were announced, includes principles of procedural fairness, progressive discussions, and actions applicable to residents; collaboration between Schulich and hospitals to clarify process for managing allegations against residents is ongoing.
- Other updates include the ongoing evaluation of the Safe Ride Program reimbursement process, launch of MyCare Portal, and the launch of a call room bed utilization study.

4.3 POSTGRADUATE MEDICAL EDUCATION – T. VAN HOOREN

- The Ontario government has rescinded the requirement for two years of Ontario high school education for IMG's; as a result, related litigation involving AFMC and PARO will not proceed, and no further court updates are expected.
- Royal College updates were shared regarding the new CanMEDS framework and addendum, which introduce increased emphasis on health disparities, social considerations, and environmental health; rollout is planned beginning December 2026; programs will incorporate new CanMEDS elements gradually during their scheduled six-year specialty standards review cycle, coordinated nationally by the Royal College rather than at the individual program level.

4.4 ACCREDITATION– T. VAN HOOREN

- A brief PD/PA survey will be distributed after the meeting to assess current protected time and support for these roles; results will be shared with Clinical Chairs; the survey is intended as a quick status check to inform ongoing advocacy and should take only a few minutes to complete; timely responses are appreciated.

4.5 PGME ADVISORY BOARD – M. JENKINS

- Board's mandate is to review and provide feedback to Program Directors regarding remediation and probation plans.
- Early support for learners in difficulty is available; upon request, can assist in the design of enhanced learning plans, remediation plans, and probation plans.
- An outline of the Advisory Board process was provided, including early consultation during plan development, review timelines (typically before block changes), monthly meetings, and written feedback returned to Program Directors to incorporate into final plan, which needs to be signed and returned to PGME; programs may build plans independently or with support.
- The Advisory Board reviews 13-15 plans annually, most commonly related to Medical Expert (clinical application of knowledge), Professional (attendance issues, interpersonal conflict, rarely unprofessional behaviour), and Communicator (clinical note completion).

	- Feedback is focused on ensuring plans are clear, fair, detailed, well-documented, and defensible in the event of appeal; there must be objective assessment tools and clear benchmarks for achievement. - Program Directors are encouraged to seek a second review for high-stakes or evaluative plans.
5.0 NEW BUSINESS	
DISCUSSION	5.1 CARMS SECOND ITERATION– T. VAN HOOREN - Due to eleven unfilled positions after the first iteration, a second match iteration is underway; Program Directors have adjusted their schedules accordingly; rank order list deadline is April 9, and Tara Coletti will follow-up with Program Directors regarding candidate eligibility, as needed. - We look forward to celebrating a second Match Day on April 21 and extend thanks to Program Directors for their flexibility and continued efforts in supporting the process. 5.2 SEMI-ANNUAL EPA REPORT– T. VAN HOOREN - Program Directors received their most recent Semi-Annual EPA report which highlights completion within fourteen days and expiry rates; trends are largely consistent with prior years, with expiry rates noted as a potential area of concern for the resident experience. - Assessor statistics are available to Program Directors in Elentra and can help identify skewed data and support advocacy for faculty engagement and resources. - The group was asked to provide feedback on the usefulness of the reports and suggestions for improvement. Action Item: Further discussion on the usefulness of the Semi-Annual EPA report will be continued at the next meeting. 5.3 COMMUNITY REPRESENTATIVE ON PGME COMMITTEE– T. VAN HOOREN - The community representative role is currently vacant; members are invited to submit candidate suggestions; the goal is a September 2026 start. Action Item: Suggestions will be reviewed and an update will be provided once the role has been filled.
7.0 QUESTIONS & ADJOURNMENT (8:00 AM) AND NEXT MEETING	
	Next Meeting: June 10, 2026, 7:00 – 8:00 AM, Virtual

ATTENDANCE

Voting Members

Associate Dean, PGME (Chair): T. Van Hooren

Vice Dean, Medical Education: S. Venance

Associate Dean, Windsor: L. Jacobs

Assistant Dean, Postgraduate Learner Experience: L. Diachun

Associate Dean, Equity and Social Accountability: S. Bains

Program Directors of RCPSC and CFPC Accredited Training Programs: F. Accorsi, T. Awani, A. Barghi, P. Basharat, M. Bhaduri, J. Bjazevic, S. Blissett, P. Cameron, A. Cheng, M. Chin, M. Chiu, R. Degen, S. Elsayed, A. Ens, A. Florendo-Cumbermack, D. Grushka, S. Gryn, A. Gunz, T. Jevremovic, V. Juncal, T. Khan, J. Landau, R. Leeper, A. McConnell, J. Megyesi, M. Mrkobrada, L. Myers, M. Ngo, T. Nguyen, M. Nicholson, M. Qiabi, K. Qumosani, M. Rajarathinam, A. Ranger, R. Reardon, J. Ross, J. Stein, P. Stewart, J. Thain, J. Van Koughnett, M. Wilejto, Q. Zhang, R. Zhu

Program Directors of RCPSC Accredited AFC Programs: J. Manlucu, L. Valdis

Program Administrators Representatives: B. Telford

PARO Representatives: Z. Mansoor

Non-Voting Members

Vice Dean, Clinical Academic Affairs: G. Bauman

Associate Dean, Undergraduate Medical Education: P. Wang

Associate Dean, Learner Experience: R. Stein

Two representatives from Medical Affairs, London Hospitals: A. Dukelow, M. Kahng

Two Representatives from Medical Affairs, Windsor Hospitals: M. Curtis

Director, PGME Curriculum and Assessment: Vacant

Director, PGME Accreditation and Quality Improvement: D. Fortin

Manager, PGME: P. Morris

PGME Staff Member: J. Goetz

Associate and Assistant Program Directors of RCPSC and CFPC Accredited Training Programs: D. Hudson, J. Jang, A. Leung, O. Scallan, M. Thomson

Program Director, Oral & Maxillofacial Surgery: M. Shimizu

Community Representative: Vacant

Guests: F. Arsalan, P. Bere, J. Clack, L. Curtis, E. Goebel, M. Jenkins, S. Jones, K. Kilbreath, S. Kreamer, K. Lancey, D. Lewis, D. McLaughlin, S. Pierson, A. Suzuki, S. Taylor