

PGME COMMITTEE MEETING

Minutes Date: February 12th, 2020 Time: 7:00-8:00am Location: HSA 101

Meeting called by	Dr. Lois Champion, Associate Dean Postgraduate Medical Education
Attendees	C. Akincioglu, P. Basharat, G. Bellingham, R. Butler, S. Dave, S. Elsayed, A. Florendo-Cumbermack, A. Grant, S. Gryn, J. Howard, H. Iyer, SL. Kane, A. Lum, S. Macaluso, D. Morrison, C. Newnham, S. Northcott, M. Ott, M. Prefontaine, A. Proulx, M. Qiabi, K. Qumosani, J. Rosenfield, T. Van Hooren, J. Van Koughnett, M. Weir, J. Wickett, C. Yamashita Hospital Rep: S. Fahner; PARO Rep: B. Chuong; P.A. Exec Rep: L. Dengler; Guests: J. Binnendyk, S. Giberson-Kirby, K. Lancey, P. Morris, K. Trudgeon Regrets: H. Ganjavi, J. Ross, B. Rotenberg, J. Vergel de Dios
Note taker	Kate O'Donnell; kate.odonnell@schulich.uwo.ca

Agenda Topics

1. ACCREDITATION UPDATE		Dr. L. Champion
Discussion	<ul style="list-style-type: none"> . Narrative reports not yet received, expected by end of February. Once received, will be sent on to Program Director and Department Chair. At discretion of program how widely their report will be distributed. Programs are encouraged to be transparent with residents about the issues identified in the report, and the plan to address standards that have not been met. . If any programs are contacted by the London Free Press regarding program accreditation status, pass on all inquiries to Jennifer Parraga, Director of Communications and Marketing at Schulich. 	
2. CBME PROGRESS REPORT		P. Morris
Discussion	<ul style="list-style-type: none"> . Reports portal in Elentra has been launched; provides EPA assessment reports for faculty and residents. . Proposed resolution for Elentra not working on Internet Explorer as provided by LHSC Help Desk: through the Department Applications shortcut on the desktop of every Thin Client across LHSC and St. Joseph's, users can login using corporate hospital ID and launch their Desktop which is a complete working environment that includes Chrome. Residents have been informed of this. . <i>Update:</i> This option was discussed at the PGME CBME Steering Committee and thought to be unsatisfactory as there still exists a barrier to completing multiple daily in-the-moment assessments in Elentra given the extra clicks and multiple logins. The migration from IE to Edge, which supports Elentra, is also not imminently occurring. Dr. Champion and Dr. Vergel de Dios are engaging further with Medical Affairs about this. 	

	<ul style="list-style-type: none"> . Procedure logging; logbook is functional as-is, not likely to need developmental but still being reviewed. Will be available by summer 2020.
3. PGME OFFICE RELOCATION Dr. C. Newnham	
Discussion	<ul style="list-style-type: none"> . On February 11th, the PGME office permanently moved from the Medical Sciences Building to the Health Sciences Addition, rooms H124 to H131, located on the same floor as H101.
4. NOVEL CORONAVIRUS UPDATE Dr. L. Champion	
Discussion	<ul style="list-style-type: none"> . Precautions include enhanced protection with N95 mask, full face shield, gloves, and level 2 gown. . Discovered that approx. 300 residents are not up to date with their N95 fit testing, a reminder has been sent out to make an appointment for testing. Lists are being updated to ensure they accurately capture who has been tested. There was an issue with testing being done on masks that are no longer in use, and testing has to be repeated. Proposal to have fit testing completed continuously at various sites, rather than by appointment, as is done with flu shots. . Medical students will not be involved in care, including patients under investigation. . Residents and fellows will be involved in care of patients to the level of their ability. . Limit number of individuals involved in care, delegate most experienced individual for procedures.
5. LEARNER MISTREATMENT POLICY Dr. S. Northcott	
Discussion	<ul style="list-style-type: none"> . Reminder of services available in the Learner, Equity and Wellness (LEW) office; short-term and crisis counselling, referrals to campus and community professionals, case management of academic accommodations due to disability or other health issues, career guidance and academic support, support and resources related to equity, intimidation and harassment concerns within educational, work, and research activities. . Regarding accommodations and return-to-work plans, reminder that accommodations must be medically based, and that if the accommodation will cause undue hardship to program or put patient safety at risk, programs aren't obligated to accommodate. The role of the LEW office is to liaise between the program and the trainee's care provider to manage implementing or not implementing accommodation requests. . Western and Schulich have clear policies on discrimination and harassment, but it is less clear what learner mistreatment is, and even less clear how to report. Work is being done on a learner mistreatment policy and procedure which will clearly define learner mistreatment, the pathway to report mistreatment and the process by which it is investigated and communicated to complainants. . Plan to have this policy and reporting process in place in coming months.
6. OFF-CYCLE RESIDENTS K. Lancey	
Discussion	<ul style="list-style-type: none"> . Off-cycle residents are residents who started training on a date other than July 1st, or have had their training interrupted (e.g. by a leave, transfer or remediation). A start date other than July 1st means that the training end date is not June 30th. . The number of off-cycle residents has increased over past years, and the amount of MOH funding has decreased.

	<ul style="list-style-type: none"> . Due to fiscal restraints and implications with exam eligibility as it relates to reporting training end date to the Royal College, it is important that programs and residents are aware that off-cycle residents can't remain in the program and continue to be paid beyond their training end date. . Funding is guaranteed for the entire length of the residency training program regardless of whether a leave is taken or a remediation is required, these issues arise only with off-cycle residents requesting to remain in their training program beyond their training end date, generally for the purpose of entering a subspecialty residency program on-cycle, or to continue to receive pay while preparing for exams. . If the interruption of training changes the training end date or training level within the academic year, a Letter of Appointment is issued. This serves as notice to the resident of their new training end date. . Because of the increase in off-cycle residents, the PGME office is putting measures in place to send a communication to off-cycle residents, as well as their PD and PA, specifically to make them aware of the implications of off-cycle training. In core programs, an off-cycle end date has implications for the starting date in a subspecialty residency, as residents are required to disclose in their CaRMS application whether they are able to start a subspecialty residency on July 1st. . Per PARO guidelines, programs have the option to decide whether the resident has to make up training time for leaves of absence of less than one block. The PGME office contacts programs to make this request once the resident has returned from leave.
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7. RANK ORDER LIST DUE DATE	Dr. L. Champion
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Discussion	. Due February 12, 2020 at 2pm.
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8. VISIT FROM SAUDI ARABIA CULTURAL BUREAU	Dr. L. Champion
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Discussion	<ul style="list-style-type: none"> . Bureau delegates are visiting on March 12th. . PGME may contact PDs with large numbers of Saudi-sponsored trainees to request participation in visit, but agenda has not yet been set.
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ADJOURNMENT AND NEXT MEETING

Date and time	The meeting was adjourned at 7:57 am. Agenda items not covered will be moved to following meeting, scheduled for Wednesday, March 4th, 2020, 7:00-8:00am HSA101
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