

## PGME COMMITTEE MEETING MINUTES

	Date: Wednesday, March 4, 2020	Time: 07:00 – 08:00	Location: HSA H101
<b>MEETING CALLED BY</b>	L. Champion, Associate Dean Postgraduate Medical Education		
<b>ATTENDEES</b>	C. Akincioglu, P. Basharat, S. Elsayed, A. Florendo-Cumbermack, H. Ganjavi, S. Gryn, A. Haig, R. Hammond, H. Iyer, SL. Kane, K. MacDougall, D. Morrison, ML. Myers, C. Newnham, S. Northcott, M. Ott, A. Power, K. Qumosani, W. Sischek, G. Tithecott, T. Van Hooren, J. Vergel de Dios, A. Vilos, M. Weir, C. Yamashita <b>Hospital Rep:</b> S. Fahner; <b>PARO Rep:</b> B. Chuong; <b>P.A. Exec Rep:</b> L. Dengler; <b>Guests:</b> J. Binnendyk, J. Fidler, T. Janzen, S. Giberson-Kirby, P. Morris, M. Olanski		
<b>REGRETS</b>	A. Proulx, J. Rosenfield, J. Ross, J. Wickett		
<b>NOTE TAKER</b>	K. O'Donnell; kate.odonnell@schulich.uwo.ca		

### CALL TO ORDER & APPROVAL OF AGENDA/MINUTES

L. CHAMPION

**DISCUSSION**      Agenda and Minutes - APPROVED

### ACCREDITATION UPDATE

L. CHAMPION

- DISCUSSION**
- Narrative reports have been received.
  - Program Directors are expected to review the report with their RPC to identify any areas of factual error.
  - Completed form due March 10<sup>th</sup>.
  - Four program reports remain pending.

**ACTION ITEM:  
COMPLETED – PROGRAM RESPONSES FORWARDED TO RCpsc. FOUR ADDITIONAL PROGRAM NARRATIVES RECEIVED MARCH 9TH**

### CBME PROGRESS REPORT

J. VERGEL DE DIOS

- DISCUSSION**
- CBME Steering Committee proposed setting a 14-day expiry for EPA completion, with email reminders of expiry date.
  - Faculty metrics and data will be collected, including number of EPAs completed, average time to complete and submit, number of EPAs triggered by faculty. PDs will have access to these metrics.
  - Survey has been sent out to implementers; PDs, PAs, CBME Leads of programs who have launched CBME. Feedback allows Committee to advocate for identified program needs. Survey results will be shared.

<b>ONECHART</b>		<b>M. OLANSKI, J. FIDLER, T. JANZEN</b>	
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>OneChart is the move toward an electronic and digitized health record, with the aim of maintaining legible, standardized and accessible data available at all times. Though paper will not be eliminated, aim is to significantly reduce usage.</li> <li>For patients, demonstrated benefits include decreased mortality linked to cardiac events through device integration, fewer medication errors associated with the impact of the anesthesia drugs, lower incidence of sepsis with the decision support tools, enhanced patient and family engagement through sharing of components of the record with patients and families, increased information to support Patient Portals.</li> <li>For clinical team, demonstrated benefits include less time managing chart sign off and searching for information; more time for front line patient care, improved communication across and throughout the continuum of care through one single source of information, capture concise, history-rich notes, and assist in clinical decision making, and allow for accurate and timely communication amongst all team members.</li> <li>Phase One implementation is occurring from Fall 2019 to Winter 2021 with limited roll out, and plan for full roll out to be in 2022 and later.</li> <li>Recognition that not enough engagement with postgraduate and undergraduate trainees regarding functionality, goal is to increase engagement with residents and students, including compensation for involvement.</li> </ul>		
<b>INSTITUTIONAL ACCREDITATION SURVEY POLICIES &amp; POLICY COMMITTEE</b>		<b>L. CHAMPION</b>	
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Accreditation review of institution identified areas of improvement including policies and terms of reference. Suggestion to update the terms of reference for the PGME Committee and various subcommittees, as well as update certain policies.</li> <li>ToR has been drafted for PGME Committee, based on institutional standards. Draft will be circulated to group for review and feedback for discussion and acceptance at April meeting.</li> <li>Additional policies required related to pandemics, mass casualty, and fatigue risk management.</li> <li>Request made for volunteers to participate in Policy Committee, and Internal Review Committee.</li> </ul>		
<b>5.1 ACTION ITEM: CIRCULATE DRAFT TOR FOR PGME COMMITTEE</b>	<b>5.1 PERSON RESPONSIBLE: L. CHAMPION</b>	<b>4.1 DEADLINE: PRIOR TO APRIL MEETING</b>	
<b>RESIDENT TRAVEL AND COVID-19</b>		<b>L. CHAMPION</b>	
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Email was sent to PDs; Western has asked to notified of any sanctioned travel for education purposes. For personal travel, recommend to review Government of Canada website regarding travel advisories.</li> </ul>		

- Residents may be required to complete 14-day quarantine on return from travel to certain areas. Residents required to quarantine would be placed on leave with pay.
- Routine N95 mask fit testing suspended. Four medical schools have cancelled international visiting electives. Residents aren't required to disclose personal travel, but as health professionals aware of public health, travel is a calculated risk and professionalism issues could be drawn upon if residents travel to areas of known risk. Increase in patients under investigation.

**CPSO GUIDELINE – PROFESSIONAL RESPONSIBILITIES IN POSTGRADUATE EDUCATION** **L. CHAMPION**

**DISCUSSION**

- Document detailing requirements for supervision is up for renewal, the CPSO has requested feedback.
- Feedback discussed and will be provided to the CPSO.

**ACTION ITEM:**

**PROVIDE DISCUSSED FEEDBACK TO THE CPSO**

**6.1 PERSON RESPONSIBLE:**  
**L. CHAMPION**

**6.1 DEADLINE:**  
**MARCH 20<sup>TH</sup>**

**ADJOURNMENT AND NEXT MEETING**

**DATE AND TIME**

**Wednesday, April 15, 2020 7:00am – 8:00am in HSA H101**  
***INTERIM MEETING SCHEDULED: FRIDAY MARCH 20<sup>TH</sup> 7:00AM – 8:00AM, TELECONFERENCE ONLY***