

PGME COMMITTEE MEETING

Minutes Date: February 12th, 2014 Time: 07:00am – 08:00am Location: H101, Western

Meeting called by	Dr. Chris Watling, Postgraduate Medical Education Associate Dean
Attendees	G. Cooper, S. Rumas, C. Akincioglu, J. Granton, V. Hocke, J. Howard, M. Jenkins, W. Moote, I. Ross, M. Sen, K. Sequeira, J. Wickett, T. Sexton, D. Steven; PARO Rep: C. Cookson; Hospital Reps: R. Walker; Guests: P. Bere
Note taker	Courtney Newnham, courtney.newnham@schulich.uwo.ca

Agenda Topics

1. CALL TO ORDER AND GREETINGS		Dr. C. Watling
Discussion	The meeting was called to order at 07:05am. The Agenda was approved as circulated. The minutes of the previous PGME meeting had been circulated previously and were in order.	
2. MEETING FOLLOW-UP		DR. C. WATLING/ S. RUMAS
Discussion	<p>2.1 MCC update</p> <ul style="list-style-type: none"> . Residents receive a total score on the MCC exam; additional feedback on resident scores is not provided . As of 2013, the pass/fail decision is based on a total score (which is a sum of all stations scores); therefore, it is possible to fail individual stations . Associate Deans receive results because of a confidentiality agreement candidates sign prior to writing the exam. PGME will be including a consent within residents' orientation packages to allow their information to be shared with Program Directors <p>2.2 Program Director Survey</p> <ul style="list-style-type: none"> . Preferred meeting day – Wednesday 67% . Preferred time of meeting – 7-8:30am, 58%; 8:30-10:30am, 39%; 3:30-5pm, 28% - Second survey will be sent shortly to narrow down a time for Wednesdays . Meeting length changed to 1 hour starting today . Suggested changes moving forward: <ul style="list-style-type: none"> . Increase professional development - Include a standing item for PD's to share challenging resident experiences. PGME will contact PD's a week prior to the monthly 	

meeting to determine interest in sharing with the group (PD's are encouraged to contact PGME if they have an experience to share)

- . Less standing reports of information that can be shared by email
- . If time and date set several months in advance, it is not unreasonable to delay the start to a clinic. Associate PD's can attend if PD is unavailable
- . Major changes will not take place until September 2014

2.3 Residency Allocation Committee Update

- . First meeting held on February 6th, 2014
- . RAC to make recommendations to PGE committee regarding allocation of PGY-1 and subspecialty residency positions
- . Agreed on Terms of Reference
- . Next steps: decide on process for determining the number of residency positions/program & gather requests from programs.
- . Program Directors to think about current program and future capacity. Asked to share request for increase as well as willingness to reduce program size (*be modest with requests to increase as it is projected programs will only fluctuate by one or two spots if at all)
- . Requests will be for the upcoming year only.

2.4 PGME Updates:

- . CaRMS R1 – ROL deadline to PGME Feb. 12th, 2014 by 4:00pm
- . Program Administrator Executive Committee – Presented at ICRE in Calgary from the University of Ottawa. The aim of the committee is to provide support to one another and increase interaction with PGME. PG Manager asking for approval to have Chair sit on the PGME committee. Support was unanimous from attending PD's. Program Directors asked to facilitate PA's to attend future Executive committee meetings.
- . Please forward any credentialing requests you receive to PGME
- . Please alert Kate O'Donnell in PGME if your Clinical Fellow is continuing past his/her finish date to prevent a break in training
- . Career night – March 24th, 2014, 6:30-8:30pm. The LEW has heard from 11 programs. Please consider attending. Registration forms have been sent to PD's and PA's
- . Please open any emails with the subject heading "CaRMS" as soon as possible

3. CPSO DRAFT RENEWAL FORM

Dr. C. Watling

Discussion

Historically, residents have not been required to complete the same process of renewal as practicing physicians. However, the CPSO has drafted an "Application Form for Renewal for Certificates of Registration authorizing Postgraduate Education". The College asked for comments on the following: Is the draft application form clear?; Is the terminology/language consistent with terms used in postgraduate education at Western?; and are there any suggestions on wording of the question to improve clarity? The draft was circulated a week prior to today's meeting to allow PD's time to review. Suggestions were provided and will be

sent to CPSO by March 24 th , 2014.		
3.1 Action item	Person responsible	Deadline
Synthesize feedback and send to CPSO	Courtney Newnham & Dr. Chris Watling	March 24 th , 2014
4. CaRMS REVERSION		
Dr. C. Watling		
Discussion	<ul style="list-style-type: none"> . Should your program not fill all positions in the 1st iteration, unfilled quota may be reverted (or donated) to another program . The PGME communicates with CaRMS regarding where donated positions will go . Programs may choose to donate unfilled positions for the following reasons: <ul style="list-style-type: none"> . Low number of high-quality candidates . No interest in going through the 2nd iteration . No need to fill all positions . If interested in receiving a reversion or donating, please contact the PGME office 	
4.1 Action item	Person responsible	Deadline
5. ACADEMIC HALF DAY		
Dr. C Watling		
Discussion	<ul style="list-style-type: none"> . Academic half days are geared for all PGY levels . The schedule is set a year in advance. Please coordinate with your program's AHD to ensure residents can attend . Future schedule will highlight CanMEDS roles that will be addressed in each session . If you want to include in your program's curriculum, need to allow residents to participate . Going forward, PGME will share with Program Director's which residents attend Upcoming AHD: Practice Management, March 12th, 8:30-5:00pm, MSB146 - Western	
5.1 Action item	Person responsible	Deadline
6. AJOURNMENT AND NEXT MEETING		
DATE and time	There being no further business the meeting was adjourned at 8:05am. Next meeting scheduled for Wednesday, March 5th, 2014 in HSA101.	