

## PGME COMMITTEE MEETING MINUTES

	<b>Date:</b> Wednesday, October 14, 2020	<b>Time:</b> 07:00 – 08:00	<b>Location:</b> Teleconference
<b>MEETING CALLED BY</b>	L. Champion, Associate Dean, Postgraduate Medical Education		
<b>ATTENDEES</b>	<p>P. Basharat, V. Beletsky, P. Bere, R. Butler, G. Eastabrook, A. Florendo-Cumbermack, K. Fung, A. Grant, S. Gryn, A. Haig, C. Hsia, N. Huda, Y. Iordanous, H. Iyer, J. Laba, D. Laidley, P. Leong-Sit, E. Lovett, A. Lum, S. Macaluso, K. MacDougall, B. Moote, D. Morrison, C. Newnham, M. Ngo, S. Northcott, M. Ott, T. Paul, S. Pritchett, M. Qiabi, K. Qumosani, V. Schulz, J. Thain, G. Tithecott, L. Van Bussel, T. Van Hooren, J. VanKoughnett, J. Vergel de Dios, P. Wang, J. Wickett, C. Yamashita</p> <p><b>Hospital Rep:</b> S. Fahner <b>P.A. Exec Rep:</b> C. Sikatori <b>Guests:</b> J. Binnendyk, S. Giberson-Kirby, P. Morris, A. Zaki, K. Trudgeon</p>		
<b>REGRETS</b>	M. Weir		
<b>NOTE TAKER</b>	Andrea Good, andrea.good@schulich.uwo.ca		

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

**DISCUSSION** Agenda, Minutes – APPROVED

### ANNOUNCEMENTS

#### COFM/AFMC CALENDAR

L. CHAMPION

- DISCUSSION**
- A reminder to use the AFMC/COFM resource for events and opportunities for our PGY1 applicants: <https://afmc.ca/en/learners/r1-match>
  - A calendar shows all events taking place across institutions so programs can schedule items at days/times to avoid conflict.

#### LEARNER EXPERIENCE

S. NORTHCOTT

- DISCUSSION**
- The Learner Equity & Wellness” Office is now “Learner Experience” (or LEO as the undergraduates have already labelled it.
  - Thank you to Dr. Terri Paul for acting as Assistant Dean, Learner Experience. Dr. Michelle Marlborough (Psychiatry) will be taking over as Assistant Dean, Learner Experience, as of November 1, 2020.
  - The Learner Mistreatment Guideline has passed Joint Council and ECSC and information is available online on the Learner Experience Office.

### UPDATES

#### PARO UPDATE

M. COOKSON

DISCUSSION	<ul style="list-style-type: none"> <li>No updates</li> </ul>
<b>INTERNAL REVIEW SUBCOMMITTEE UPDATE</b> <span style="float: right;"><b>L. CHAMPION</b></span>	
DISCUSSION	<ul style="list-style-type: none"> <li>All internal reviews for the fall of 2021 have been scheduled and all programs have been notified. They have been sent emails with a variety of resources to assist them in planning for the internal review.</li> <li>Thank you to those who have signed up to act as reviewers.</li> <li>New webpages have been developed for both internal reviews and for APOR programs. Please review these sites and provide us with any feedback. <ul style="list-style-type: none"> <li><a href="#">Internal Reviews</a></li> <li><a href="#">APORs</a></li> </ul> </li> </ul>
<b>MEDICAL COUNCIL OF CANADA (MCC) UPDATE</b> <span style="float: right;"><b>L. CHAMPION</b></span>	
DISCUSSION	<ul style="list-style-type: none"> <li>Part II exam schedule in London on October 24 and 25 with distancing, masking, etc.</li> <li>The MLHU has been contacted for advice.</li> <li>October exams are currently cancelled at Queens, McMaster, and in Montreal.</li> <li>Concerns include: Safety (in particular, travel for candidates); capacity of on-site exams for a number of candidates, risk of delayed licensure; postponement of exams due to inadequate number of sites/capacities resulting in candidates writing later in residency programs.</li> <li>Larger institutions requiring written and oral components need to adapt in the given circumstances to allow for more flexibility. There will be a phone meeting later this week to discuss this further. If there are any updates, Dr. Champion will share them in the form of a newsletter.</li> </ul>
<b>CBME AND ELENTRA UPDATE</b> <span style="float: right;"><b>J. VERGEL DE DIOS, A. ZAKI, P. MORRIS, A. GOOD</b></span>	
DISCUSSION	<ul style="list-style-type: none"> <li>A CBME newsletter was recently circulated to 2017-2021 programs. Highlights include the “100 Club” which is a list of faculty who have completed 100% of all EPAs (who use Elentra). Kudos to Rob Leeper, Daryl Gray, Michael Ott, Nilesh Change, Allison Meiwald and Brad Moffat. Top Department/Division: Gastroenterology.</li> <li>Nicole Filson, CBME Administrative Assistant, has left PGME. We are in the process of hiring someone new for that role.</li> <li>The Royal College technical guides on EPA observation forms, applying dual streams, and competence committees, are considered “must reads” (i.e. treat them as policies) as they will be used for accreditation purposes, etc. in the future. More technical guides will be released over the coming year.</li> <li>FMRQ (Quebec PARO equivalent) has released their third report on CBD. The report is titled “Negative Impact Still Outweighs Theoretical Benefits” which is indicative of the content. Please read this report as there is some useful information.</li> <li>Resident Advisory Committee (RAC-CBME) Update – Ahmed Zaki (Resident Co-Chair): <ul style="list-style-type: none"> <li>A portion of the RAC-CBME is resident-only. During this portion, information was discussed about the culture of requesting and completing EPAs.</li> <li>It would be helpful to have an Elentra shortcut on hospital computers so that EPAs can be filled out in the moment.</li> <li>General barriers to completing EPAs are still largely around culture, which takes time to change. Some residents feel that EPAs are perceived as burdensome (by both faculty and residents). There is a focus on completing as many EPAs as possible instead of receiving feedback from the EPAs. There should be more education around entrustment scales as right now people are only triggering EPAs when they are likely going to receive a 4 or a 5. There should be room for a 1, 2 or 3 to be used as a feedback opportunity and not a failure.</li> </ul> </li> </ul>

- The residents often pre-fill the narrative feedback section for attending physicians so it ends up being a self-reflection rather than feedback. However, attendings may sometimes provide in-the-moment verbal feedback; therefore, a button in Elentra that says “verbal feedback provided” may be helpful.
- Elentra update: Patricia Morris
  - The Elentra program dashboard is in development. It will provide a variety of program metrics in one interface (CCs, PDs, PAs)
  - The first phase of the dashboard has been reviewed by the Steering Committee and changes are being made right now based on feedback. A new version will be distributed for review and feedback early next week. The dashboard should be ready to launch to use in the new year.
  - Resident dashboards will then begin development.
  - IS is working on an Elentra update to fix bugs and add enhancements. Testing will take place in the new year to ensure any issues with the upgrade are repaired.
  - Jenny Krista has been hired as an Elentra Support Specialist (PGME/UME) and will be available to provide frontline support for any Elentra issues. She is also working on an Elentra User Guide and updates to the Elentra website.
- Elentra 30-Day EPA Auto-Expiry: Andrea Good
  - In May 2020, all EPAs not completed within 30 days were set to auto-expire. PGME is analyzing Elentra data and conducting surveys of faculty and residents to determine whether the auto-expiry should be changed.
  - Between July 1-September 30, 2020, 84.16% of EPAs across all programs were completed within 14 days. There is variation amongst programs; most programs fall within this window but there are some outliers. Program Directors will receive a report shortly that provides more information specific to their program. Faculty Assessor reports should also be reviewed for this information regularly.
- Meaningful feedback should be given in the moment. This favours a shorter turnaround time on EPAs.
- Elentra is available on mobile devices. Instructions on how to add Elentra to your mobile device will be circulated.
- Programs transitioning to CBD in 2021 is a current focus. We are currently working with them to get them used to the CBD process.

## PGME EDUCATION UPDATES

K. TRUDGEON

## DISCUSSION

- A [virtual interview resource website](#) has been developed for our Program Directors, Program Administrators, and interviewers. It includes resources like guides, videos, and presentations. It is in the process of being branded by Schulich Communications.
- If there are resources that you would like added to the site, please contact Kimberly Trudgeon ([Kimberly.trudgeon@schulich.uwo.ca](mailto:Kimberly.trudgeon@schulich.uwo.ca)) to have it included.
- Transition to Practice is a two-part series taking place on October 21 and 26; Dr. Mark Soth (\$ Loonie Doctor) will provide financial essentials for physicians and Dr. Kevin Lee will speak about business in medicine.
- PGME has also collaborated with the CMPA to offer a patient-safety webinar on November 30, 6-9pm, for PGY1 students to discuss key themes in patient safety. It incorporates the pandemic context into the webinar.
- A reminder that many PGME programs had accreditation areas for improvement regarding the incorporation patient safety and QI into their program’s curriculum.

## NEW BUSINESS

INTERNAL REVIEW SUBCOMMITTEE (IRC) TERMS OF REFERENCE		L. CHAMPION
DISCUSSION	<ul style="list-style-type: none"> <li>The IRC Terms of Reference were revised to reflect new accreditation standards and outline a standardized review process. One review is required at minimum for all programs, per accreditation cycle. Some programs will require more than one review. The new Terms of Reference also include the identification of common areas of improvement so that the PGME committee is aware of common themes.</li> <li>The revised Terms of Reference have been reviewed and approved by the IRC.</li> <li>Motion to approve new Terms of Reference accepted by: K. Fung, H. Iyer.</li> </ul>	
MOONLIGHTING POLICY		L. CHAMPION
DISCUSSION	<ul style="list-style-type: none"> <li>This is a new PGME policy to provide Schulich-specific guidance on resident moonlighting. The goal is to provide information on moonlighting and practicing with restricted registration.</li> <li>Key policy themes: the process should not be coercive; residents should not moonlight in a place where they are also on rotation; resident wellness must be prioritized.</li> <li>The <a href="#">COFM Restricted Registration Policy</a> is also referenced to provide specific information on hiring, responsibilities, coverage codes, etc.</li> <li>Motion to approve Moonlighting Policy accepted by: M. Ott, N. Huda</li> <li>Next steps: Policy will go to the ECSC for approval. Please review policy and make sure the guidelines are being followed, along with the COFM Restricted Registration Policy.</li> </ul>	
SELECTION POLICY		L. CHAMPION
	<ul style="list-style-type: none"> <li>The previous PGME Resident Selection Policy was outdated. It has been updated to make it compatible with the <i>Best Practices in Applications and Selection</i>, CaRMS, etc.</li> <li>Basic principles outline the responsibilities of individual training programs. This includes items like respecting national dates and deadlines (CaRMS and other dates for internationally-sponsored trainees).</li> <li>Best practices in applications and selection outline program goals, selection criteria and processes, file review, interviews, ranking, conflict of interest, confidentiality, and maintenance of records.</li> <li>Western's legal team has reviewed the maintenance of records section to ensure the process is meeting Western and FIPPA guidelines. Any minor notes taken during interviews can be confidentially disposed of immediately after the interview. If a student is admitted, the records must be kept as part of the student's permanent file. All other applications (including for those not interviewed) must be kept in a secure location for one year, after which it can be confidentially destroyed. If legal action is taking place, the records may be kept up to one year beyond the time the records are no longer required.</li> <li>Zoom is currently okay to use for CaRMS interviews. However, precautions should be taken, including password protection, sending out the meeting link close to the meeting time, etc. The CaRMS working group is currently exploring technology options and may make platform recommendations soon.</li> <li>FYI – Be aware that candidates who have not been matched to any program can request their file and review letters written by faculty. If there is a candidate for which you do not feel you could write a strong letter, it might be better to decline if asked. Small programs could direct candidates to other departments where they may have completed a rotation for their letters.</li> <li>Motion to approve selection policy approved by: A. Florendo-Cumbermack, H. Iyer.</li> </ul>	
ADJOURNMENT (7:55AM) AND NEXT MEETING		
DATE AND TIME	Next Meeting: Wednesday, November 4 <sup>th</sup> , 2020 07:00 – 08:00 by Teleconference	