

PGME COMMITTEE MEETING MINUTES

	Date: Wednesday, Jan 11, 2023	Time: 07:00 – 08:00	Location: Virtual
MEETING CALLED BY	L. Champion, Associate Dean, Postgraduate Medical Education		
ATTENDEES	P. Basharat, M. Bhaduri, M. Bhimani, A. Cheng, M. Chin, J. Copeland, G. Eastabrook, S. Elsayed, A. Florendo-Cumbermack, A. Good, S. Gryn, C. Hsia, Y. Iordanous, H. Iyer, A. Kashgari, D. Laidley, J. Laba, L. Leite, Y. Leong, A. Lum, S. Macaluso, J. Manlucu, M. Marlborough, B. McCauley, D. Morrison, M. Ngo, S. Northcott, K. Qumosani, J. Ross, B. Rotenberg, P. Stewart, L. Van Bussel, J. Walsh, P. Wang, M. Weir, C. Yamashita, Q. Zhang Hospital Rep: R. Caraman, S. Taylor, PARO Reps: R. Barnfield, V. Turnbull, R. Woodhouse, Guests: S. Dave, P. Morris		
REGRETS			
NOTE TAKER	Sara Jamieson		

1. CALL TO ORDER (7:00 AM) & APPROVAL OF AGENDA/MINUTES

DISCUSSION ▪ Approval of minutes by L. Champion

2. ANNOUNCEMENTS

L. CHAMPION

- PGME Manager role filled by Andrea Good. L. Champion said she is very excited to work with Andrea and now we are looking for a new Accreditation manager.
- L. Champion received written word from the Ministry of Health that our PGY1 allocations have been approved and there was an approval of the blending of second iteration. L. Champion will send out a newsletter later today with details of the allocations.

POLICY APPROVAL

- Safety Policy, Assessment Data Security Policy were approved by ECSC on January 6th. The Safety and Data Security policies are live on the policy website now. Our guidelines for resident selection with best practices for equity, diversity and inclusion are on our website in the resident selection area. The next policy that has been requested by learner experience is an accommodation policy.

DISCUSSION

2.2 PA RETREAT (CARRIED FORWARD FROM THE DEC/2022 AGENDA)

- The P.A. Executive committee is planning a retreat in the winter/spring of 2023.
- **NOTE FOR PROGRAM DIRECTORS:** Please support your PA's for any time they require for retreat planning initiatives and/or attending the retreat.

2.3 CMPA PATIENT SAFETY PRIMER

- L. Champion will include the links in the newsletter. CMPA Safety Primer provides medical legal essentials for residents.
- Learning Objectives:
 - Recognize the value of trust in the doctor-patient relationship
 - Describe the importance of documentation
 - Identify the elements of informed consent

- Describe strategies to encourage speaking up within your team
- Describe the elements of disclosing a safety incident to a patient
- Registration available for 2023 with 10 dates for English Webinars. They are free so lots of residents should be interested in attending. Links and extra information will be available in the newsletter.

3. UPDATES

3.1 COMMUNICATION ORDERS LHSC (Speaker name: L. Coutts)

- L. Coutts' position: Nursing Professional Practice Consultant for OneChart, LHSC
- According to Cerner; communication orders are being used inappropriately in very high numbers across LHSC which has resulted in patient safety incidents and hindered workflows. Misuse examples include: Orderable sentences that already exist in the catalogue, modifications to existing orders, physician progress/ consultation notes. Patient safety incident examples: Missing discontinuations of IV orders and discontinuations or updates to antibiotic treatment orders.
- Communication Orders should never be used to add, modify or update medication orders or diagnostic/ laboratory orders and for documentation or communication between providers. A Communication order should only be added when there is no existing patient care order in the order catalogue and should never replace the need for verbal communication. Communication orders do not route to ancillary departments and do not create an actionable task.
- Working group formed to discuss Communication order practices and discover root cause of these issues. A new nursing procedure was implemented called "Nursing Management and Discontinuation of Orders" which directs nurses on how to respond to receiving inappropriate communication orders. Looking for a physician champion to engage with.
- Recommendations/Reminders:
 - Ensure searching of order catalogue is done prior to utilizing Communication order
 - Consider other options: documenting in a progress or consult note or verbal communication
 - The information being entered needs to be clear, complete and appropriate
 - Please contact Clinical Informatics Team to request order sentence creation
- For those working at LHSC: Please share this information with your residents.
- V. Turnbull resident feedback: V. Turnbull said when consulting services consult on a patient they are not supposed to just discontinue a medication but there is no way to suggest order that so they have to enter it as a communication order. Her suggestion was adding a way to discontinue a medication instead of only being able to add one. Also, she feels that sometimes people can't find the existing orders to enter in Power Chart so the residents have to enter something that is as close to what they need as possible and then write in the notes what they actually require. These are barriers that the residents face that cause them to use communication orders instead because they can just write what they need.

3.2 PARO UPDATE (Speaker: V. Turnbull)

- First PARO meeting of the new year is on January 12th/ 2023. If you have residents on PARO please let them out by 2PM so that they can attend the 3PM meeting. Meeting agenda includes revisiting goals for the year and focusing on what can be achieved in the next six months.
- Another virtual trivia night is on January 19th and if any residents attend they will receive a grocery card.
- We are starting to put together some events for another appreciation week which will be February 6th - 10th.

DISCUSSION

3.3 CaRMS REMINDERS (Speaker: L. Champion)

- Equity Diversity Inclusion Questionnaire is an opportunity for students to self-identify. There is an option for University/Programs that have attended the CaRMS information session and will be incorporating into the selection process. There are no Western programs for the 2023 Match.
- The PGME Equity Diversity Inclusion Guidelines for Trainee Selection- approved and posted on website with PGME Resident Selection Policy.
- CaRMS Match Violation Policy: The link to this is on our policy website and the CaRMS website. Do not discuss or reference Rank Order Lists with applicants as these are confidential. Please make sure the application information is kept confidential including interview information, etc. Try to be cautious of conflict of interest. Don't request any information that is not in CaRMS such as formulative evaluations, additional Letters of Reference, etc.
- File review: Students must not have had "away" electives. There is no requirement for "Western" reference letter or for a program specific reference letter.
- Timelines:
 - January 10th: File review
 - January 27th: Interview offer status updates entered into CaRMS. These must be completed by end of day January 27th. Do not reach out to applicants re: interviews until inputted into CaRMS
- CaRMS Interviews Feb 6th -26th – Resources available on our PGME website for virtual interviews. All interviews need to be virtual. Go to: *Academic Resources -> Virtual Interview Preparation.*
- CaRMS Rank Order Lists:
 - ROL availability: February 13th
 - Applicant ROL: March 9th
 - Pre-match Day – PGME and LE: March 21st
 - March 22 Match Day: After the NRMP match, so IMGs may be withdrawn from ROL. The timeline is very close for 2023 match.
- CaRMS Second Iteration:
 - March 22: access for unmatched applicants
 - March 23: program selection available to applicants and CaRMS online available for programs and PGME
 - April 2nd: reference letters submitted
 - April 3rd: file review
 - April 14th: rank order list deadline
 - April 27th: Match Day**
- Reminder: Ensure all applicants have the same opportunities, virtual townhalls/ forums, meet the resident /program director virtual meetings. SWAG is (such as chocolate or a Western pen etc.) must to go to everyone getting interviewed if a program chooses to provide small tokens, and it can't have any pharmaceutical or logo support or labelling.

4. NEW BUSINESS

M. BHIMANI

DISCUSSION

4.1 FAIRNESS IN CaRMS PROJECT

- A small group has been working on CaRMS fairness within our program for the last five years and have been gradually been implementing the results of our work. This has led to a more diverse group of residents with qualities our program desires.
- Went through a discussion of definition, discussion and discovery to identify biases using the 3D Approach. Notable biases include: gender, communication, geographical, exposure, language, cultural and social biases.

- A merit-based selection process was developed. This process focuses more on focusing qualities more than experiences.
- The question to ask is what qualities do we want in our residents?
Nine qualities:
 - Critical thinking
 - Ethical decision making
 - Tolerate ambiguity
 - Communication
 - Empathy
 - Resilience
 - Integrity
 - Collaboration
 - Respect
- Merit Based Selection Implementations:
 - 2019: Bias Free Interview with cased based questions, MMI's and observed scenario.
 - 2020: Added Anonymous File Review
 - 2021-2022: Added anonymous applications with standardized questions and external reviewers for LOR's
- A meritorious based CaRMS process is available over several years and can be implemented into each program by asking questions, identifying biases, holding the workshops and implementing some changes.

ADJOURNMENT (8:00 AM) AND NEXT MEETING

Next Meeting: Wednesday, Feb 8, 2023 @ 7:00 – 8:00 a.m., virtual