

PGME COMMITTEE MEETING MINUTES

	Date: Wednesday, Dec. 14, 2022	Time: 07:00 – 08:00	Location: Virtual
MEETING CALLED BY	L. Champion, Associate Dean, Postgraduate Medical Education		
ATTENDEES	C. Anderson, P. Basharat, P. Bere, P. Cameron, A. Cheng, M. Chin, J. Copeland, G. Eastabrook, S. Elsayed, A. Florendo-Cumbermack, K. Fung, S. Gryn, A. Huitema, H. Iyer, S. Jeimy, T. Khan, D. Laidley, J. Landau, J. Laba, S. Macaluso, K. MacDougall, M. Marlborough, B. McCauley, A. McConnell, D. Morrison, M.L. Myers, C. Newnham, M. Ngo, S. Northcott, M. Qiabi, J. Ross, B. Rotenberg, H. Salim, P. Stewart, P. Teefy, J. Thain, L. Van Bussel, J. Van Koughnett, S. Venance, J. Vergel de Dios, J. Walsh, C. Yamashita, Q. Zhang Hospital Rep: S. Taylor, PARO Reps: R. Barnfield, V. Turnbull, R. Woodhouse, Guests: S. Dave, B. Ferreira, P. Morris		
REGRETS	P. Rasoulinejad		
NOTE TAKER	Andrea Good, andrea.good@schulich.uwo.ca		

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

DISCUSSION	<ul style="list-style-type: none"> ▪ Approval of the minutes: J. Walsh, seconded by J. Landau ▪ “Physician Health Program” has been added as an announcement on the agenda, and the “Program Administrator Appreciation Day” has changed to “Program Administrator Retreat”.
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ANNOUNCEMENTS (AGENDA ADDITION)

L. CHAMPION

DISCUSSION	<ul style="list-style-type: none"> ▪ Thank You to Dr. Courtney Newnham <ul style="list-style-type: none"> ▪ Thank you to Dr. Courtney Newnham, outgoing PGME Manager. Dr. Newnham has been an exemplary leader at PGME and has now taken on the role of Associate Director, UME. L. Champion stated that she took the role of Associate Dean, PGME, a few years ago knowing that C. Newnham was the Manager, with all of her expertise and experience. C. Newnham has been a mentor, colleague, friend, and provided guidance to L. Champion and the entire PGME team through what has been a very challenging few years. Thank you to Dr. Newnham from the bottom of our hearts for all the work that she has done. ▪ Many Committee members echoed their thanks to C. Newnham in the chat box. ▪ Physician Health Program <ul style="list-style-type: none"> ▪ The Physician Health Program has notified PGME that they will no longer be reimbursing learners for drug screenings. ▪ This is about \$5000 per year and impacts a very small number of learners (or none). ▪ PGME and Learner Experience do not have the funds to cover this so the expenses moving forward will be borne by the learner. ▪ CaRMS Letters of Reference and Rubric <ul style="list-style-type: none"> ▪ The current policy from FMC is that a reference letter from Western is not be used for criteria ▪ There is no requirement for discipline-specific letters of reference ▪ Students will not have had elective opportunities and should not have had any ‘pseudo-electives’.
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- **Hospital Reminder – Communication Orders**
 - A briefing note was circulated in advance of this meeting about LHSC communication orders.
 - Lots of orders get “lost” in the background. The orders add up to lots of contradictory information.
 - A reminder that when you are checking powerchart and trainees are using communication orders to pass the briefing note information along. You could also post it in your program bulletin or meeting agendas.

PARO UPDATE	V. TURNBULL
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DISCUSSION	<ul style="list-style-type: none"> ▪ Two successful events were held by PARO recently. A board game night on Nov. 23 at a local café and a pottery paint night. Both were well-received. ▪ PARO is in the process of planning another provincial trivia night, which will hopefully also have food available for those who are in-person. ▪ Next PARO meeting will be in January. ▪ L. Champion: Thank you, V. Turnbull. Please also remind residents that Learner Experience is a resource to report any instances of mistreatment, intimidation or harassment, and that can be done either as a report or anonymously. ▪ S. Northcott: Just a reminder that learners can choose to disclose <i>or</i> report. Disclosure does not mean that they must then go to reporting. Trainees in need can reach out to meet with LE and the goal is to support the learner with whatever their needs are, and that may not include reporting. PGME and PARO will make that distinction very clear.
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ACCREDITATION UPDATE	A. GOOD
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DISCUSSION	<ul style="list-style-type: none"> ▪ External review preliminary decisions have been provided to all programs. These are not going to be confirmed until the spring 2023 Royal College Accreditation Committee meeting, and are subject to change: <ul style="list-style-type: none"> ▪ Regular Review: Anesthesiology, Cardiac Electrophysiology AFC, Emergency Medicine, Neurosurgery, Maternal Fetal Medicine ▪ Action Plan Outcome Report (APOR): Obstetrics and Gynecology ▪ External Review: Psychiatry ▪ In addition, APORs in response to the Nov. 2019 on site survey were submitted to the Royal College/CFPC on November 30. ▪ Lessons Learned: <ul style="list-style-type: none"> ▪ PGME will be creating some new templates to support programs in planning for accreditation (i.e., document checklists, etc.) ▪ Documentation is critical – if there is no documented evidence of a process, etc., then it is considered “not done”, ▪ Notable Practices (recommended Leading Practice Indicators (LPIs) from the reviews): <ul style="list-style-type: none"> ▪ Psychiatry was commended for their monthly ITERs on longitudinal rotations and also the CEPS working group. ▪ Maternal-Fetal Medicine had some really great faculty evaluations that included a peer evaluation. Drs. Eastabrook and/or Banner will present on this initiative at either the February or March 2023 PGME Committee meeting. ▪ Cardiac Electrophysiology AFC was commended for their clear portfolio checklist. ▪ Thank you to all programs for their hard work. ▪ Internal reviews of the regular review programs will begin in January and continue to 2025. Thank you again to all Program Directors who have signed up to act as reviewers. There are still a few more openings for the fall of 2023 so A. Good will be in touch with potential reviewers directly to fill those spaces.
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LEARNER EXPERIENCE UPDATE	M. MARLBOROUGH
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DISCUSSION	<ul style="list-style-type: none"> ▪ This update will focus mainly on the Postgraduate Learner Peer Support Program. The program is modelled after the very successful faculty peer support program that was launched by Bill McCauley, Andrea Lum and Laura Foxcroft.
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- Residents will be able to provide 1:1 support to their peers, as opposed to a group setting, emphasizing empathetic listening and shared experiences. This is not counselling and not a treatment. It is not meant to replace other forms of support; it's meant to add another option for support.
- Reach out vs. reach in model: residents in need of support would reach out to a peer (which can be underutilized), and peer leads will deliberately check in with resident groups.
- Goals of the program:
 - Increase help-seeking behaviours
 - Reduce stigma – still ways to go on reducing stigma but we are on a path to not being as taboo as it once was.
 - Provide non-judgemental confidential and accessible peer support
 - Facilitate direction to additional resources as required.
- M. Marlborough is ideally looking for a peer support lead from every residency program, and a few from larger programs (i.e., Family Medicine). Smaller subspecialty programs may not be able to provide one trainee so the trainees can come from the larger residency program within the department (i.e., Maternal Fetal Medicine has very few trainees so peer supporters within this area may come from ObGyn).
- It will be a volunteer position with an opportunity for a PGME certificate/credit.
- Training will be provided for peer supporters over an asynchronous online platform. Training will include: empathetic listening, simulated discussions, understanding professionalism, recognizing and responding to colleague distress, understanding non-discrimination and harassment, implicit bias and inclusion.
- Monthly meetings will also be provided for support and an opportunity for discussion amongst the peer leads.
- Peers will be selected by PDs, as they likely have the best awareness of who would be the right fit. Some qualities of strong peer supporters will include:
 - Warm, empathetic, nonjudgmental
 - Strong communication and listening skills
 - Self-awareness
- Some potential considerations when selecting (looking for heterogeneity):
 - EDI representation
 - Rural training streams
 - Parents
 - IMGs
 - Junior vs. senior, etc.
- M. Marlborough is asking to receive peer support nominees from programs by end of December 2022 so the program can be launched in the new year. The Learner Experience Office has a draft email that can be used to contact trainees. Reach out to M. Marlborough with questions or to access the draft (michelle.marlborough@sjhc.london.on.ca). M. Marlborough will also circulate this information out to programs.
- Commitment from the peer supporters would be one academic year with the option to extend.
- Residents can choose to reach out to someone in their clinical area, or find others from another clinical area who shares similar life experiences. Each peer supporter will have a brief "bio" online so trainees can connect appropriately.
- There will be an opportunity for the UME, PGME, and Faculty peers to get together 1-2 times per year to learn from each other. Thanks to S. Venance for making the suggestion.

PGME EDUCATION UPDATE

B. FERREIRA

DISCUSSION

- Resident as Teacher Bootcamp will be offered on Thursday, Feb. 2-Friday, Feb. 3, 2023. Thank you to everyone who has sent in their resident nominations. PGME will be

	<p>contacting those residents this week to let them know that they have been selected and to block that time off.</p> <ul style="list-style-type: none"> ▪ There will be another <i>Your CPSO</i> session hosted over Zoom on Mar. 29, 2023, from 3:30-4:30pm with Dr. Rob Gratton. This session was well-received last year. ▪ The certificate of death and role of the coroner modules, as well as the resident toolkit for teaching other residents and medical students, were launched and should be completed by PGY1 residents by Dec. 19. B. Ferreira has been tracking progression and these modules are slowly getting completed. Please remind your residents. ▪ L. Champion: This will most likely be B. Ferreira's last meeting. Thank you for all the work in crafting and coordinating all of our education and outreach for residents, as well as helping to put some of these modules together.
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PGME DEANS MEETING UPDATE	L. CHAMPION
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DISCUSSION	<ul style="list-style-type: none"> ▪ PGME Deans met with the Ministry of Health last week and there continues to be no written confirmation of allocations from PGME. ▪ Budget proposals for both UME and PGME were provided to the MOH. There is no information on funding for the additional positions. ▪ The MOH has heard concerns regarding expansion and the risk of unfilled positions (particularly FM): <ul style="list-style-type: none"> ▪ Requirement for funding information in order to move forward ▪ Difficulties with identification of distributed education sites and preceptors ▪ Insufficient funding for resident travel/accommodation during electives, etc. ▪ There are General Standards of Accreditation revisions being published July 2023, to be implemented in July 2024. There are no major changes. Safety policy requirements are changed from a list (i.e., hazardous materials, infection, travel, etc.) to: Effective policies and processes in place to address residents' physical, psychological, cultural and professional safety. These terms are defined in the policy.
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POLICY REVIEW AND APPROVAL	L. CHAMPION
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DISCUSSION	<ul style="list-style-type: none"> ▪ Safety Policy: <ul style="list-style-type: none"> ▪ Updated from a 2018 resident health and safety policy. This version uses standard formatting and identifies responsibilities. It also references the accreditation standards and deleted some extraneous information. ▪ Organized into sections around the accreditation standards (i.e., physical, psychological, cultural and professional safety). Reporting protocols were also added. ▪ Motion to approve: A. McConnell, seconded: B. Rotenberg. Approved. Will go to ECSC for final approval. ▪ Data Security Policy: <ul style="list-style-type: none"> ▪ Also revised from the previous "Elentra Reports Portal Access Policy". It now includes general principles regarding resident assessment, as well as best practices from the Royal College regarding CBD assessment data. It also includes information on one45. ▪ We will be removing specific references to not using Google Drive, based on feedback from the Committee, as it is password protected. ▪ Reference to FIPPA will be added as per recommendations from PARO representatives. ▪ Motion to approve: M. Chin, seconded: J. Van Koughnett. Approved. Will go to ECSC for final approval. ▪ EDID Guidelines in Resident Selection: <ul style="list-style-type: none"> ▪ Discussed at the previous meeting. Guidelines only so not required to go to ECSC for approval after this Committee. ▪ FYI: draft institutional standards (2024) will require implicit bias training for all internal reviewers. Implicit bias training will be provided by the Royal College to
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external surveyors. L. Champion is hoping to leverage their training to build our own.

- The Guidelines were revised from the last meeting based on feedback from stakeholders, PGME and the policy subcommittee. They will be reviewed again in one year as EDID best practices are changing rapidly.
- Additional links to PARO-OTH were added.
- Approved by Committee and will be posted online.

PROGRAM ADMINISTRATOR RETREAT

L. CHAMPION

DISCUSSION

- Tabled for the next meeting.

ADJOURNMENT (8:03 AM) AND NEXT MEETING

Next Meeting: Wednesday, January 11, 2023, 7:00 – 8:00 a.m., Virtual