

PGME COMMITTEE MEETING MINUTES

	Date: Wednesday, May 8, 2024	Time: 07:00 – 08:00 AM	Location: Virtual
MEETING CALLED BY	L. Champion, Associate Dean, Postgraduate Medical Education		
ATTENDEES	<p>N. Adunuri, S. Bains, H. Banner, A. Barghi, P. Basharat, S. Blissett, L. Bondy, P. Cameron, A. Cheng, M. Chin, T. DeLyzer, L. Diachun, D. Driman, S. Elsayed, A. Ens, A. Florendo-Cumbermack, S. Gryn, F. Harnos, L. Jacobs, J. Jang, M. Kahng, T. Khan, J. Laba, J. Landau, R. Leeper, K. Lotfy, A. Lum, S. Macaluso, K. MacDougall, I. Makar, W. McCauley, P. Morris, D. Morrison, C. Newnham, M. Ngo, M. Nicholson, M. Phung, M. Qiabi, K. Qumosani, M. Rajarathinam, P. Rasoulinejad, F. Rehman, J. Ross, B. Rotenberg, M. Shimizu, J. Thain, J. Van Koughnett, S. Venance, J. Walsh, P. Wang, Q. Zhang, R. Zhu</p> <p>Hospital Rep: R. Caraman, G. Dresser, A. Dukelow, D. McVeeneey PARO Reps: S. Scott Guests: P. Bere, A. Clemens, L. Curtis, K. Lancey, S. MacGregor, S. Taylor</p>		
REGRETS	H. Iyer, ML. Myers		
NOTE TAKER	Lindsay Curtis		
1.0 CALL TO ORDER (7:00 AM) & APPROVAL OF AGENDA, MINUTES			
DISCUSSION	<ul style="list-style-type: none"> ▪ Minutes and agenda approved. 		
2.0 ANNOUNCEMENTS			
DISCUSSION	<p>2.1 2024 AWARDS OF EXCELLENCE – L. CHAMPION</p> <ul style="list-style-type: none"> ▪ Congratulations to the following recipients: <ul style="list-style-type: none"> ○ Faculty in Community/Distributed Sites - Dr. Larry Jacobs ○ Continuing Medical Education Award - Dr. Sabe De ○ Excellence in Education Awards (Graduate/PG) <ul style="list-style-type: none"> ▪ Dr. Hari Iyer ▪ Dr. Anita Florendo-Cumbermack ○ Educator Award - Dr. Steve Macaluso <p>2.2 HEAL 2024: HEALTHCARE ENHANCED BY AI AND LEARNING – W. MCCAULEY</p> <ul style="list-style-type: none"> ▪ CPD is hosting an AI & Healthcare Conference on Wednesday June 19 at Brescia University College; format includes speakers, workshops and Q&A panel; registration available here. 		
3.0 UPDATES			
DISCUSSION	<p>3.1 PARO UPDATE – S. SCOTT</p> <ul style="list-style-type: none"> ▪ Recently hosted a painting and pottery night; currently planning several social events, including a mini golf event in June. ▪ Working on transition to residency for the incoming PGY1s, which includes distributing call kits and a PGY1 orientation social to allow residents to connect when they arrive in London. <p>3.2 PGME EDUCATION UPDATE – S. MACGREGOR</p> <ul style="list-style-type: none"> ▪ Certificate in Leadership 2024: final session Thursday June 6, topic is physician wellness; cohort of 45 learners, evaluations have been 6.2+ on 7-point Likert scale. 		

- Resident Orientation 2024: live one hour virtual event hosted by Medical Affairs on Friday June 28; learner access to OWL goes live Monday June 3, will host resources from Medical Affairs, education modules, links to Transition to Residency 2024, and a new Q&A forum; link will be sent to learners today; PDs/PAs who would like access can contact [Scott](#) directly.
- Transition to Residency (T2R) 2024: virtual sessions will occur every Wednesday afternoon from July 3 to September 4; time on September 11 will be dedicated to either completing required modules or a program-specific session; links and resources will be hosted in OWL and will go live one week prior to session; Save the Date and schedule has been sent to PAs.
- Fatigue Risk Management (FRM) Modules: modules were redesigned based on learner feedback; modules are based on the FRM Toolkit from the FRM Taskforce; FRM is an accreditation requirement for both the RCPSC and CFPC; one module for learners and one for programs, module is required for all PGY1s but is available to all learners; links to modules will be distributed by Friday May 10.

3.3 PROGRAM ORIENTATION – L. CHAMPION

- Each program is responsible for orientation; document available in the PD/PA handbook outlining what should be available to learners; ensure that all learners have a space to access this information; can create a handbook or a shared site that provides residents with what they need to know update it throughout the year; include topics such as:
 - Who's who
 - Rotations and plans for the years (blocks/electives etc.)
 - Assessments - who, how, when, how many, where and expectations
 - Policies and processes
 - Their role and expectations
 - Research – who, how, and what?

3.4 ICAM UPDATES – L. CHAMPION

- CanMEDS Project: Call for feedback in December 2023 generated over 7500 responses; required external support to review and collate data; in Fall 2024 information will be provided to working groups and work on roles and competencies will begin again; draft expected in 2025.
- Standards of Accreditation: for Residency Programs, approved but final version not yet posted; for Institutions, language still under review and timeline uncertain.
- CBD 2.0: on May 2 a final version was sent for approval by RCPSC Committee, hoping it will be available for review at the June PGME Committee meeting.
- RCPSC has put a pause on the recognition of new AFC disciplines; to be discussed at November Committee of Specialities meeting; there is also discussion of a possible simpler AFC accreditation format in future.

3.5 CARMS SECOND ITERATION – L. CHAMPION

- After the first iteration, 48 unfilled positions (38 in Family Medicine); after second iteration one unfilled position (Neuropathology); 2024 CaRMS Forum data available [here](#).
- Thank you to all our programs for a successful match.

3.6 RESIDENT ALLOCATION 2025 – L. CHAMPION

- For the 2025 CaRMS match, the number of CMGs will be lower than the number of resident spots, there will be a reliance on IMGs to fill positions; the NRMP Match will follow CaRMS for 2025 which will be helpful.
- Thank you to programs who submitted requests for additional allocation; amazing examples of program excellence were provided.
- Resident Allocation Subcommittee met May 7; plan is tentative and subject to change; will continue the current 2024 allocations of 25 positions; for the additional 13 available positions in 2025, plan is to add 1 additional to Anesthesiology, Internal Medicine (Windsor), Neurology, Otolaryngology - Head & Neck Surgery, Paediatrics; remaining 8 to Family Medicine.

	<p>3.7 NEW GENERAL STANDARDS OF ACCREDITATION FOR RESIDENCY PROGRAMS</p> <ul style="list-style-type: none"> ▪ Revised Standards in effect July 1, 2024; changes very minor, and include: <ul style="list-style-type: none"> ○ New 3.2.2.5: The curriculum plan includes educational programming to develop skills around physician wellness at various stages of the physician life cycle. ○ Modified 3.2.2.6: The curriculum plan includes fatigue risk management, specifically, education addressing the risks posed by fatigue physician impairment to the practice setting, and the individual and team-based strategies organizational supports available to manage the risk. ○ Modified 3.4.1.5: The system of assessment meets the requirements within the specific standards for the discipline including the achievement of competencies in all CanMEDS roles or CFPC evaluation objectives as applicable. ○ New 3.4.3.4: The competence committee, assessment committee, or equivalent body is able to access resident assessment data in a way that supports its recommendations and decision-making about resident progress in alignment with assessment guidelines. ○ New 5.1.2.2: Well-defined, transparent, and effective policies and processes are in place addressing residents' physical safety. ○ New 5.1.2.3: Well-defined, transparent, and effective policies and processes are in place addressing residents' psychological safety. ○ New 5.1.2.4: Well-defined, transparent, and effective policies and processes are in place addressing residents' cultural safety. ○ New 5.1.2.5: Well-defined, transparent, and effective policies and processes are in place addressing residents' professional safety. ○ New 5.1.2.6: Policies and processes regarding resident safety consider discipline, program, resident, and culturally specific contexts. <p>3.8 UPDATES TO INTERNAL REVIEW PROCESS – L. CHAMPION</p> <ul style="list-style-type: none"> ▪ Programs undergoing review in Fall 2024 will be reviewed under the current standards, beginning Winter 2025 programs will be reviewed under new standards. ▪ Errors of fact form has been updated to provide more instructions. ▪ Semi-Annual EPA report will be available for reviewers; programs can use reports for Standard 9 by documenting in the RPC minutes and creating an action plan. ▪ Program Administrators will be able to join as observers; great professional development opportunity and can help PAs prepare for their own review. ▪ Additional resources for programs and reviewers are being developed.
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4.0 NEW BUSINESS	L. CHAMPION
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DISCUSSION	<p>4.1 POLICIES</p> <ul style="list-style-type: none"> ▪ Policy on Policies: approval of policy; updated links. <ul style="list-style-type: none"> ○ Motion to approve revised policy: approved by virtual vote. ▪ Policy on Program Responsibilities in Clinical Fellowship Education: approval of policy; increased minimum salary from \$50,000 to \$65,000, added AFC trainees into definition sections, clarifies assessment expectations, language updates throughout. <ul style="list-style-type: none"> ○ Motion to approve revised policy: approved by virtual vote. ▪ Clinical Fellow Moonlighting Policy: approval of policy; links and terminology updated, new Principles section and added language that the fellow cannot moonlight or be MRP in their own program. <ul style="list-style-type: none"> ○ Motion to approve revised policy: approved by virtual vote. ▪ Pre-Entry Assessment Program (PEAP) Policy for Internationally Sponsored Trainees and IMG Fellows: approval of policy; clarified PEAP exemption and extension sections, updated licensure process to match CPSO process, changed to gender neutral language. <ul style="list-style-type: none"> ○ Motion to approve revised policy: approved by virtual vote.
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	<ul style="list-style-type: none"> ▪ Selection Policy: approval of policy; updated links, added requirement that a standardized rubric must be used for file review, highlighted the penalty for not adhering to national selection dates for international sponsored trainees, and updated language regarding conflict of interest and confidentiality. <ul style="list-style-type: none"> ○ Motion to approve revised policy: approved by virtual vote. ▪ Resident Electives Rotation Policy: approval of policy; updated links and terminology throughout. <ul style="list-style-type: none"> ○ Motion to approve revised policy: approved by virtual vote. <p>4.2 SUBCOMMITTEE TERMS OF REFERENCE</p> <ul style="list-style-type: none"> ▪ AFC Subcommittee: approval of TOR; minor edits throughout document. <ul style="list-style-type: none"> ○ Motion to approve new TOR: approved by virtual vote
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5.0 QUESTIONS & ADJOURNMENT (8:00 AM) AND NEXT MEETING	
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	Next Meeting: Wednesday, June 12, 7:00 – 8:00 AM, Virtual
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