



**2014-15 INFORMATION SESSIONS FOR PGME PROGRAM  
AND HOSPITAL ADMINISTRATORS**  
(updated March 2, 2015)

Name	Description	Presenter	Date	Time
<b>1 ICRE</b>	Getting ready for ICRE Note: Restricted to those registered for the ICRE Administrators Track	Education & Research	Wed Oct 8	11:30 am - 1:30 pm
<b>2 CARMS Basics</b>	CARMS application process; program description; Quota allocation; file organization; interview scheduling; communications	CARMS, Policy & Analysis	Thurs Oct 30	11:30 am - 1:30 pm
<b>3 CPSO</b>	Applications and credentialing; different kinds of licenses; purpose of goals and objectives for fellows; Physiciansapply.ca	Natalie Novak, Manager, Applications & Credentials, CPSO	Wed Nov 12	9:00-11:00 am
<b>4 Registration Re-appointments for 2015-16</b>	How to re-appoint trainees to 2015-16; Common Errors; Checklist; Re-appointing Visa Trainees; Registration Committee ( <b>Restricted to staff currently responsible for POWER re-appointments</b> )	Operations	Thurs Nov 27	11:30 am - 1:30 pm
<b>5 Pre-entry Assessments and Assessment Verification Period</b>	PEAPs and AVPs are assessment periods for international medical graduates. This session will explain the purpose of the assessment period and a practical guide to problem-free completion and submission of PEAP and AVP forms for new trainees.	Operations	Tues Dec 16	11:30 am - 1:30 pm
<b>6 Adobe Pro Training</b>	Adobe Professional training to prepare internal review documentation <ul style="list-style-type: none"> <li>• Exporting text and PDFs to Word and Excel</li> <li>• Creating PDFs from compressed file formats</li> <li>• Editing and adding text &amp; images</li> <li>• Editing text from a scanned document</li> <li>• Adding source files</li> <li>• creating indexes enabling enhanced search</li> <li>• Creating and customizing a portfolio</li> </ul>	Education & Research	Tues Jan 13	11:30 am - 1:30 pm
<b>7 Internal Reviews</b>	Purpose of the IRC; membership; review teams; documentation preparation; content of PSQ, appendices	Education & Research	Thurs Jan 29	11:30 am - 1:30 pm
<b>8 The POWER System</b>	Overview of components; registration, types of evaluation; summary reports; rotations, access, settings, help desk : Annual Reports to PDs and hospitals	Policy & Analysis	Tues Feb 10	11:30 am - 1:30 pm

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<b>9 PGME Office Overview</b>	This two-hour session explains PGME's office structure and activities, registration of clinical fellows and residents at PGME from appointment by departments, Electives, payroll, information to trainees, and registration; funding	Operations	Thurs Feb 19	11:30 am - 1:30 pm
<b>10 PGCorEd</b>	What is PGCorEd; module content; purpose of mandatory completion; record of completion	Education & Research	Thurs Mar 26	11:30 am - 1:30 pm
<b>11 TBA</b>	TBA	TBA	Tues Apr 7	1:30 – 3:30 pm
<b>12 PARO-CAHO contract</b>	Rights and Responsibilities; Duty Hours; Stipends, Vacation, Benefits, Leave	PARO	Thurs Apr 16	11:30 am - 1:30 pm
<b>13 Board of Examiners</b>	Purpose of the BOE; membership; when resident cases are presented; Guidelines for Evaluation; remediation plans.	Education & Research	Tues May 5	11:30 am - 1:30 pm
<b>14 Visas + Regn of International Trainees</b>	Overview of the Work Permit Process; Letters of Eligibility, Types of degrees and Credentials, PEAP	Operations	Tues May 12	11:30 am - 1:30 pm
<b>15 Wellness</b>	Office of Resident Wellness overview; services offered; what administrators can do for residents requiring help	Office of Resident Wellness	Tues May 26	11:30 am - 1:30 pm
<b>16 Year End Appreciation Day at 89 Chestnut</b>	What's new; Presentations from Program Administrators - Best Practices; Networking; Wellness	ALL	Wed June 17	12:00-3:30 pm
<b>17 OSCEs, Standardized Patient Program &amp; Prep Exam</b>	Resources for preparing your program's mock/internal exams; Dos and Don'ts of organizing and scheduling exams, STACERS	Education & Research	Thurs July 23	11:30 am - 1:30 pm
<b>18 PGME Office Overview</b>	PGME Office structure and activities; registration of clinical fellows and residents at PGME from appointment by departments, Electives, payroll, information to trainees, and registration; funding	Operations	Thurs Aug 20	11:30 am - 1:30 pm