

# Program Administrator Information Session Schedule 2017/2018

Date	Title	Status	Time	Location	Speaker	Course Description
Thursday, October 12, 2017	ABC's of PGME Information Series Kick-off	Annual	10:00am-12:30pm	Terrace Room, Chestnut Conference Centre	Maureen Morris Associate Director, Operations Alison Pattern, Project Manager, Learner Systems Integration Melissa Hynes, Lead, Learner Education Support	This session will provide an overview of the PGME office and the main touch points between PGME, the trainees and our medical education administrators. We will also outline all of the sessions we will be offering this year as well as some exciting new initiatives that are in the works. This session has been ADAPTED from last year's "PGME Overview and Information Series Kick-Off" and is targeted to ALL medical education administrators. Lunch will be provided.
Thursday, October 12, 2017	ICRE Prep Session	Annual	1:00pm-2:30pm	Lombard Suite, Chestnut Conference Centre	Laura Leigh Murgaski, Kim O'Hearn	Following the ABC's of PGME session, this workshop is designed help you make the most out of your ICRE experience this year. Our presenter will outline the sessions that will provide the most insight and context to your roles supporting the trainees outside of the ICRE PA Pre Conference. There will also be an opportunity for questions and a review of the conference session schedules. This session is NEW and is targeted to those attending the Program Administrator's Conference at ICRE2017
Wednesday, November 1st, 2017	CaRMS Basics for PGY1 Entry Programs	Annual	10:00am-12:00pm	St. George Campus (Downtown), University of Toronto	Caroline Abrahams, Maureen Morris; Paula Nixon	This session will provide an overview of CaRMS application process; program description; Quota allocation; file organization; interview scheduling; communications. This session will be a REPEAT from last year's presentation and is targeted to PGY1-Entry Program Administrators. If you weren't in attendance at last year's session, we strongly encourage you to attend this year's.
Thursday, November 9, 2017	Speaking Out Loud - Effective Communications Techniques to become an assertive communicator	NEW DEV	12:00pm-2:00pm	St. George Campus (Downtown), University of Toronto		TBA

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Wednesday, November 15th, 2017	Managing Me - Planning & Prioritizing	NEW	12:00pm-3:00pm	St. George Campus (Downtown), University of Toronto	Doug Heidebrecht ( <a href="http://www.managingme.com/speaking-2/">www.managingme.com/speaking-2/</a> )	You want to carve out more time for your highest impact priorities yet you're facing an endless stream of email, meeting requests and fires to fight. You could spend 24/7 on these immediate demands without ever getting to the longer term, strategic priorities that will most help you grow and succeed. This workshop shares practical, real-world strategies that high performers are using to plan and prioritize in a world of constant change and pressure to do more with less. Key content areas include: Learning how to use Priority Mapping techniques to get clear, focused and be confident that you're on the same page as your Leader. Learn smart practices for pro-actively carving out time to work on your priorities. How to increase our ability to focus by reducing distractions and creating windows of "decontaminated", email-free time. Managing expectations. Identifying how to diplomatically reduce lower priority requests and meeting time by asking good questions and not defaulting to "yes".
Thursday, January 11, 2018	BOE Remediation and Resident Wellness	Annual	11:00am-1:00pm	St. George Campus (Downtown), University of Toronto	Melissa Hynes, Julie Maggi	The first half of this two-hour session will cover Board of Examiners (BOE) processes, remediation plans, documentation, and pointers on how to complete BOE tasks. The second half will provide an overview of the Office of Resident Wellness, services offered and what administrators can do for residents requiring help or who are in remediation.
Wednesday, February 14, 2018	College of Physicians and Surgeons of Ontario	Annual	8:30am-10:30am	St. George Campus (Downtown), University of Toronto	Melissa Collimore Fiona Teape Valerie Udris	Please join us for an information session with representatives from The College of Physicians and Surgeons of Ontario.  Session Highlights: - Applications and credentialling - Different kinds of licenses - Purpose of goals & objectives for fellows - <a href="http://Physiciansapply.ca">Physiciansapply.ca</a>
Tuesday, February 27, 2018	Navigating Difficult Conversations	NEW	12:00pm-3:00pm	St. George Campus (Downtown), University of Toronto	Shannon Thompson	Whether sharing bad news with a client, providing corrective action or talking with a colleague about an uncomfortable issue, difficult conversations often take a large mental and emotional toll on all participants. In fact, having difficult conversations can be one of the most stressful and uncomfortable aspects of our lives and work. Yet the ability to handle difficult conversations respectfully and professionally is also an essential workplace skill. This workshop will review the key elements of preparing for, conducting and concluding difficult conversations.

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Tuesday, March 20, 2018	PARO-CAHO Contract (combined PA & PD session)	Annual	11:00am-1:00pm	St. George Campus (Downtown), University of Toronto	Dr. Bruce Fage (PARO President) and Dr. Robert Conn (PARO CEO)	This session will cover: Rights & responsibilities; Duty Hours; Stipends, Vacation, Benefits, Leave  This session is targeted to ALL medical education administrators.
Wednesday, April 11, 2018	PGCorEd (combined PD & PA session)	Annual	10:00am-12:00pm	St. George Campus (Downtown), University of Toronto	Laura Lyseki, Laura Leigh Murgaski	This session will review the new PGCorEd system, trainee requirements and give a tutorial on the PGCorEd Reports site. By the end of the session you will be able to navigate the new system and review your trainee's scores in the Reports site. <b>This session is targeted only to PGY1-Entry Program Administrators and Program Directors</b>
Tuesday, April 24, 2018	Royal College: Credentials	Annual	11:30am - 1:30pm	St. George Campus (Downtown), University of Toronto	Chantal Benoit, Manager, Credentials Unit, Office of Specialty Education, Royal College of Physicians and Surgeons of Canada	This session will cover credentialing, examinations, forms and important dates. This session has been UPDATED from last year's "Royal College 101" and is targeted to ALL medical education administrators.
Thursday, April 26, 2017	PA Appreciation Event *by invite only	Annual	12:00-3:00	St. George Campus (Downtown), University of Toronto		
Tuesday, May 29, 2018	New Accreditation Program Standards (combined PA & PD session)	<b>NEW</b>	10:00am - 12:00pm	St. George Campus (Downtown), University of Toronto	Laura Leigh Murgaski, Lynda Probyn, Kim O'Hearn, Jessica Montgomery	This session will review the new accreditation program standards. New standards will be highlighted and discussion will centre around providing evidence to show that your program is meeting the new standards. Updates on the new accreditation management system will also be discussed.  This session is meant for Program Directors and Program Administrators of residency programs accredited by the Royal College of Physicians and Surgeons of Canada.