



Postgraduate Medical Education Advisory Committee (PGMEAC)

Friday, February 23, 2018

12:30 – 2:30 pm

500 University Avenue; PG Boardroom A

MINUTES

Attending: B. Abankwah (PAAC), A. Atkinson (Core Peds), L. Bahrey (Anesthesia), G. Bandiera (AD PGME), S. Bernstein (UG Clerkship – via TC), P. Campisi (Otolaryngology), M. Fefergrad (Psychiatry – via TC), H. Flett, PG Wellness), A. Freeland (VP Education THP/AD Med Ed Regional – via TC), H. Hussein (PARO), M. Hynes (PGME), K. Iglar (Dir. PGME, SMH), J. James (VP Educ Sinai Health System), R. Levine (Surgery), A. Matlow (PGME), M. Morris (PGME), S. Murdoch (DFCM), L. Muharuma (PGME), L. Murgaski (PGME), L. Probyn (PGME), S. Spencer (PGME), C. Sturge (PGME), C. Whyte Ulysse (PARO), E. Yu (Med Sub-Spec)

Regrets: E. Bartlett (Diag Rad), A. Beznak (Rad Onc), M. Bell (CPSO), R. Chen (CIP), J. Goguen (Int Med), L. Erlick (Dir. UG & PGME, TSH), M. Farugia (ObGyn), P. Houston (UG Vice Dean), J. Lloyd (Ophthalmology), B. Pakes (PHPM), S. Sade (Anatomical Path), R. Schneider (Peds Sub-Spec)

AGENDA/MINUTES

- a) The agenda was approved.
- b) Minutes of Friday, January 26, 2018 meeting were approved as circulated.

G. Bandiera welcomed committee members to the meeting, and provided a brief roll-call of representatives at today's meeting, including those joining via teleconference.

MATTERS ARISING/REGULAR UPDATES & FOLLOW-UP

2. Follow-up from previous meetings
No updates.

3. Resident Report

C. Whyte Ulysse shared that call rooms are still an issue. There is no update since the last meeting, and it will be brought to HUEC in March. Dr. Bernstein, Director of UG Clerkship is working on a plan that will be shared at HUEC as well.

4. Postgraduate Administrators Advisory Committee (PAAC) Report

B. Abankwah shared that the Program Administrators Appreciation Event will be moved to June to accommodate scheduling conflicts that arose for the April date. The PAAC Award nomination forms will be sent out in the coming weeks.

5. Updates from COFM, HUEC

COFM

AFMC – The AFMC released its report on the unmatched medical students and it included both a call for increased spots and an endorsement of the Toronto-derived BPAS report.

Transfer Funding Agreements – it was reported that any changes that could add to the burden of call stipends would need to be reported to PGME.

CBME Funds – Model of CBME costing was discussed. It was estimated that PGME will need 3.5 faculty FTE for Program-related work. IT/Admin support is a factor that will also need to be considered based on program size.

Quota Allocation Process – G. Bandiera reported that the Ministry of Health continues to be interested and would like more involvement in this process. COFM feels their level of involvement is sufficient at this time. It will be considered at future meetings.

Unmatched Students – PG is continuing work with the MOHLTC to explore ways to a resolution. Definitive answers will be shared once available.

HUEC

No update as there hasn't been a meeting since the last PGMEAC.

6. Internal Review Committee

No update as there hasn't been a meeting since the last PGMEAC.

7. CBME and BPEA

BPEA

G. Bandiera shared an ITAR sample in follow up to the documents discussed at the previous meeting.

Competence Committee Minimum Standards – this new BPEA document was shared with the committee with the request for input to adpgme@utoronto.ca by **March 8/18**. (see attached)

Appropriate Disclosure of Learners Needs – this new BPEA document was shared with the committee as well. Members were asked to review the document and send comments to adpgme@utoronto.ca by **March 8/18**. (see attached)

CBME

No updates.

8. Policies/Guidelines

L. Muharuma stated the review of the Transfer Guidelines was part of the 5-year policy review cycle and were last revised and approved by PGMEAC and HUEC in 2011. Members were asked to review and send their comments/suggested edits to Charlene by **March 9/18**. Comments will be compiled and summarized and presented for discussion and approval at the **March 23, 2018 PGMEAC meeting**. A notice will be sent out to all Program Directors asking for input also.

NEW BUSINESS

9. Registration Update

M. Morris presented an update on the registration process at PGME. The main points were:

- **Important Dates** for submission of documents or transfers were shared, and can be found on the attached slides
- **CMPA Retreat Dates: 2018** Tuesday, November 6th – Specialties
Wednesday, November 7th – FM Confirmed
Thursday, November 8th – Specialties
2019 Tuesday, March 5th – Specialties
Wednesday, March 6th - Specialties

10. MCCEE-NAC-OSCE Changes

L. Muharuma provided a brief summary of the changes to the MCCEE process. The most up-to-date information can be found at <http://www.mccevolution.ca/resources/news/?panel=0&article=0>

11. Portal/Blackboard Changes

The University will be phasing out the current portal and replacing it with Quercus. The following link provides more information on the new management system:

<http://toolboxrenewal.utoronto.ca/2018/01/19/new-academic-toolbox-quercus-now-live/>

12. UG Accreditation Standards

G. Bandiera reminded the committee that the *Residents as Teachers* Module 1 in the PGCorEd suite of e-learning must be completed by September of their first year. He also reminded members that the Goals and Objectives of the rotations need to be shared with medical students who are being taught by residents, which is done by site (not program).

13. MSF for Program Directors

A. Matlow shared that the new accreditation guidelines for PGME include a requirement for Multi Source Feedback (MSF) assessment of Program Directors. In 2012, PGME piloted an MSF tool derived from a leadership competency inventory developed by Dr. Susan Loeff and others including PGME staff. The pilot involved 17 PD volunteers and was successful. With some refinement, the plan is to launch the tool this Spring for a formative assessment of PDs who have been in their role 12-24 months. The process will involve soliciting feedback from up to 20 individuals within a 360 degree relation with the PD, collate the results and debrief the results with the PD. The plan is to do this annually to those that meet the inclusion criteria. Note that this process is eligible for Category MOC credits. There was some discussion as to whether this could be a voluntary process for any PD. Members were asked to contact Anne Matlow for more information.

14. Academy of Resident Teachers (ART) Program

G. Bandiera shared a proposal from the Academy of Resident Teachers (ART) Program. This program is designed to create a community of dedicated resident teachers. The residents will be provided with extra education and resources to allow them to be better teacher and be invited to session for resident educators. They will be expected to teach at least four formal sessions per year. Members are asked to review and provide feedback to adpgme@utoronto.ca by **March 14/18**.

The meeting adjourned at 2:30 p.m.

Next Meeting: Friday, March 23, 2018; 12:30 – 2:30 p.m.