

PAAC Inaugural Meeting

Tuesday, April 25th, 2017

NOTES – Meeting Summary

Attendees: Bryan Abankwah, Bernice Baumgart, Pavi Chandrasegaram , Michael Figueiredo, Robert Gardin, Janine Hubbard, Sherry Joy, Dragana Markovic, Taryn McGregor-Van Hooren, Chris Meledes, Lyn Michisor, Jennifer Morris, Paula Nixon, Lela Sarjoo, Caroline Sutherland, Tess Weber, Catherine Wong, Loreta Muharuma (PGME), Maureen Morris (PGME), Caroline Abrahams (PGME), Laura Leigh Lysecki (PGME), Nadine McHorgh (PGME)

Regrets: Angela McGerrigle

Introductions, Overview & Establishment of the PAAC

- L. Muharuma reviewed the Gullane Report and explained how the PAAC initiative began.
- Please see attached documents (Appendix 1)

Review and Approval of PAAC Governing Documents

Terms of Reference

- M. Morris reviewed the executive composition and encouraged broad representation for the committee.
- Emphasized that this committee is for program administrators and will be run by program administrators. She explained that the committee is meant to be collaborative and helpful.
- Quorum 50% +1
- Terms to serve on the committee are 2 years. Terms are renewable once for a total of 4 years of service
- Chair will be a part of PGMEAC and will have to attend the meetings.
- It was suggested that perhaps the committee could add a site coordinator to the composition.
- The committee will be mainly concerned with fellowship and residency issues and initiatives.

ACTION: C Sutherland requested that the committee structure – reporting structure into PGMEAC (Org chart) be provided to the group.

ACTION: C Sutherland requested consistent naming, numbering of items in governing documents.

Roles & Responsibilities

- M. Morris reviewed all the roles outlined in the document.
- Members at large to bring items forward to the committee and disseminate information from the PAAC to their sites/programs.

Recruitment Process

- M. Morris explained that the document outlines the process for recruitment that will be necessary 2 years from now, once the committee membership needs to be renewed.
- Request endorsement from the PD for the office
- Could the PAAC engage the Med Ed offices from hospitals? It was agreed by M. Morris that this would be something to consider.
- It was explained that Chris Meledes will act as the Business Manager representative for the committee.

ACTION: B Abankwah: What about the site coordinator representation? Would the committee be able to add admin site coordinators? Is there any overlap in the membership?

ACTION: C Sutherland: Request to add position title to the name and the complete department for all members.

ACTION: C Abrahams: document storage – will agendas and minutes will be publicly accessible? How will the committee access working documents? Perhaps use blackboard?

VOTE FOR APPROVAL

All documents below have been approved unanimously by the members of PAAC with the following modifications to the governing documents:

Terms of Reference

- Be consistent in terminology
- Number the items
- Covers program administrators & site administrators
- All members voted yes to approval of the ToR

Roles & Responsibilities

- Grammatical change in Chair's responsibilities
- All members voted yes to approval of the Roles & Responsibilities

Recruitment Process

- Add Hospital Med Ed & Site Coordinators
- All members voted yes to approval of the Recruitment Process

Survey & Recognition

End of Year Survey

- The group was asked by M. Morris if there was any additional information they thought may be useful or questions that they would like asked which could be added to the survey?
- Some members felt that there are times of the year which are not good for PA s, and scheduling information sessions during these busy times made it difficult for them to attend, even though they would have otherwise liked to.
- It was suggested by some members that it would be a good idea to run sessions through the summer and not have sessions in December/January/May.
- Some members enjoyed the go-to meeting option (web meeting access).

ACTION: How do we access the individuals who are not attending information sessions? This would be something for the PAAC to discuss and review in the 2017/2018 year.

Recognition Event

- The group was asked what type of recognition they would find most rewarding. The following ideas were suggested:
 - Length of time (5, 10, 15)
 - Monetary recognition/gift cards, etc.
 - Letter/Certificate
 - Formal Award (will this conflict with the staff impact award?)
- Members felt that if a specific nomination award was established, then there would be more meaning to the award/certificate.
- It was suggested that program directors nominate to the PAAC, then selection made by the PAAC, maybe feeding into the Staff Impact Award.

ACTION: Add question to the survey – what kind of recognition is meaningful to you.

Appreciation Event

- PMGE asked for input as to what program administrators would like to see at the appreciation event.
- M. Morris revealed that PGME is considering a wellness theme to the event this year and requested feedback from the group.
- There was a general consensus by the group that the wellness theme would be welcome and responded positively. There was also a request to add a resilience piece to the wellness aspect.
- There was a suggestion by various members of the group that tips and tricks to mitigate stress would be welcome information.

Nomination Ballot Process

- MM asked for any additional questions or comments. The committee did not have any.
- MM proceeded to outline the executive and committee self-nomination process and the filling out of the ballots (see Appendix 2).
- The group received ballots, filled them out and returned them back to Nadine McHorgh for confidential review.
- MM informed the group that PGME staff (LM, MM, NM) would review the self-nominations, select the inaugural executive group and report back to the members of the group who agreed to accept membership to the committee.
- The meeting was adjourned.