

# PAAC Meeting

Tuesday June 20, 2017

## NOTES – Meeting Summary

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**Attendees:** Bryan Abankwah, Bernice Baumgart, Paula Nixon, Pavi Chandrasegaram, Michael Figueiredo, Robert Gardin, Dragana Markovic, Taryn McGregor-Van Hooren, Chris Meledes, Jennifer Morris, Caroline Sutherland, Tess Weber, Catherine Wong, Savannah Clancey, Ayetheda Walker, Loreta Muharuma (PGME), Maureen Morris (PGME), C Nadine McHorgh (PGME)

**Regrets:**

## Review of Previous Minutes

- Minutes approved as circulated.
- Caroline Sutherland asked to send corrections to Paula Nixon. Paula will then resend to committee.

## Welcome Remarks

- Bernice Baumgart welcomed everyone to the meeting.
- Introductions were made by all attendees.

## Standing Items

- No standing items to discuss.

## New Business

### Review of Membership

- The updated membership list was circulated.

### Meeting Schedule

- The committee agreed to meet every other month on the 3<sup>rd</sup> Tuesday of the month from 12noon to 2pm.
- The next meeting will be on August 15 at 12noon.
- All meetings will be held at the PG Medical Education office at 500 University Ave., Boardroom.

### Feedback Solicitation Process

- The committee discussed methods by which to disseminate information and solicit feedback. The departments with a number of specialties will have a representative:

- Taryn McGregor-Van Hooren for the Department of Medicine
  - Tess Weber for the Department of Surgery
  - Ayetheda Walker for the Department of Medical Imaging
  - Savannah Clancey for the Department of Pediatrics
- Dragana Markovic will create a master list of all hospital education office coordinators.

**ACTION: Dragana Markovic to create a master list of all hospital education office coordinators.**

## 2017/2018 Information Series

- Nadine McHorgh will send out the year end evaluation survey tomorrow and will give a few weeks to gather responses.
- Nadine McHorgh will bring a proposed list/schedule for October 2017 through May 2018 to August's meeting.
- The committee wondered about holding sessions over the summer. Historically, sessions have not been held over the summer due to low attendance. The committee decided to keep to the same schedule (Oct-May).
- Bernice Baumgart suggested that a pre-ICRE session be held approximately 2 weeks prior to the ICRE meeting so that attendees can get to know each other. The committee agreed this would be beneficial.
- The committee wondered if sessions could be recorded and posted for future viewing. Loreta Muharuma and Nadine McHorgh will investigate the feasibility.

**ACTION: Pre-ICRE session to be added to schedule.**

**ACTION: Loreta Muharuma and Nadine McHorgh to investigate feasibility of recording information sessions.**

## Housekeeping Items

### Standing Items

- Bryan Abankwah informed the committee that standing items on the agenda will consist of important, long-term issues or concerns.

### Distribution of Previous Minutes

- The previous minutes will be sent to the committee members via email one week prior to the upcoming meeting.
- All corrections/revisions are to be suggested to Paula Nixon (secretary) via email.
- A section titled "Business Arising from Last Meeting" will be added to the agenda.

## Other Business

### File Retention Guidelines

- Caroline Sutherland asked if the PGME had file retention guidelines to share with individual departments.
  - Loreta Muharuma and Maureen Morris indicated that this is being discussed at the Business Managers' meetings. Guidelines are being drafted.

## DoM Scheduling Best Practice Group

- The committee felt that it would be beneficial to add a "DoM Scheduling Best Practice Group Report" to the agenda as a standing item. This would ensure the committee is kept up to date on that committee's work. Pavi Chandrasegaram offered to provide a report at each meeting.

**ACTION: DoM Scheduling Best Practice Report to be added under "standing items" on the agenda.**

**ACTION: Pavi Chandrasegaram will provide report at each PAAC meeting.**

## Hospital Incoming Resident Lists

- The committee discussed the different requirements of each hospital's medical education office incoming resident list. The committee thought it would be beneficial to determine if a standardized list could be created for all hospitals.
- Bryan Abankwah offered to solicit information from medical education offices regarding their needs.

**ACTION: Bryan Abankwah to contact hospital medical education offices to determine needs of their incoming resident lists. Bryan Abankwah to present findings at next PAAC meeting.**

## GIM Rotation Schedule

- Some committee members expressed frustration in the lateness of the circulation of the GIM schedule. This impacted their ability to create their own schedules. Some wondered if the schedule could be sent out sooner in the future.
- Pavi Chandrasegaram explained to the committee that there was a decrease in staffing in GIM and they had new staff members which lead to a delay in releasing the schedule. She hopes that this will not be the case next year. She explained that the schedule cannot be released sooner than in years past as GIM needs to schedule their own residents first and then schedule in the off-service residents.

## Appreciation Event

- The Appreciation Event will be listed as a standing item on the agenda.

## Canada Day Weekend Hours at PGME

- Maureen Morris reminded the committee that the PGME will be open from July 1-3 in order to process new residents and fellows.

## PEAP and AVP Forms

- Loreta Muharuma indicated that fillable PDF versions of the PEAP and AVP forms will be sent out to programs by the 2<sup>nd</sup> week of July.

The meeting was adjourned at 1:10pm.