

# PAAC Meeting

Tuesday August 15, 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, Catherine Wong, Savannah Clancey, Ayetheda Walker, Natalie, Gomes, Loreta Muharuma (PGME), Maureen Morris (PGME), Nadine McHorgh (PGME)

**Regrets:**

## Review of Previous Minutes

- Minutes approved as circulated.

## Business Arising from Last Meeting

- Dragana Markovic provided a master list of all hospital education office coordinators.
- Loreta Muharuma indicated that all PA sessions will be recorded. She will investigate the creations of tracking system to determine if this feature is used by PAs.
- Bryan Abankwah reported that the hospital medical education offices need their incoming resident lists to include at least the first and last names, PGY level, service, rotation start/end dates, supervisor and CPSO numbers. The committee members indicated that CPSO numbers are not available for incoming PGY1 residents until the license is issued at the end of June.

## Standing Items

### DoM Scheduling Best Practice Group

- Pavi Chandrasegaram informed the committee that the DoM Scheduling Best Practice Group continues to meet and will be creating focus groups to gather more specific information about rotation scheduling.

### PA Appreciation Event

- Committee members discussed ideas for the next PA Appreciation Day. They liked the assigned tables at the last event as it forced participants to meet new people. Members indicated that June is a busy month and members thought that April or May might be better. The committee also discussed granting certificates or awards (year of service recognition, PA award etc). The committee will discuss the criteria and process at the next meeting.

## New Business

## Survey Results

- The survey results were presented to the committee. Responses included:
  - The majority of attendees were downtown administrators
  - Most attended more than one session
  - If they did not attend, the primary reasons were that they were too busy and that timing did not work with their schedules
  - Respondents reported that the food was great
  - Most preferred morning seminars
  - 45% of administrators refer to the PA section of the PGME website
  - The majority felt the topics were relevant
- The committee felt that the following could be done to improve the series:
  - Send out monthly summaries via email listing the seminars held that month with links to the presentations
  - Specify in the topic name in the calendar if the topic is for new or seasoned administrators
  - POWER and CBD topics will be pulled from the general listing and targeted towards certain users
  - Topics that were liked by over 40% of administrators will be repeated
  - Include topics such as difficult conversations, assertive communication, best practices from other administrators, negativity in the workplace, medical education at UofT, developmental workshops, resource manual creation, tips and tricks, how to create and use a discussion board, networking opportunities
- The committee decided that there should be more focus on professional and personal development

### Action Items:

- The committee will discuss the possibility of creating a PA discussion board at the next meeting
- Savannah Clancey will provide the Department of Pediatrics resource manual to the committee for review
- PGME will create a draft schedule of old and new topics for 3-4 months

## Other Business

- The committee discussed the idea of creating quick YouTube videos instead of workshops on the basics of POWER, electives, etc in order to provide quick and easy answers
- Bryan Abankwah asked members to send a delegate if they are unable to attend meetings.
- The survey winner of the Samsung Galaxy tablet was Massih Bidhendi from pediatric nephrology. He will be informed via email.

The meeting was adjourned at 1:15pm.