

PAAC Meeting

Tuesday December 19, 2017

NOTES – Meeting Summary

Attendees: Bryan Abankwah, Paula Nixon, Bernice Baumgart, Catherine Wong, Dragana Markovic, Robert Giardin, Ayetheda Walker, Tess Weber

Guests: Caroline Abrahams (PGME), Laura Leigh Murgaski (PGME), Nicole Parchment (PGME), Anna Ferrari (PGME)

Regrets: Pavi Chandrasegaram , Taryn McGregor

Review of Previous Minutes

- Minutes approved as circulated.

Business Arising from Last Meeting

- None.

Standing Items

Appreciation Event (Certificates/Awards)

- See below under New Business.

New Business

Request from FEAC

a) Best Practices for PEAP Submission

- PGME has created a fillable PDF PEAP form that is accessible online.
- Programs must complete, print, obtain signatures, and scan back to PGME.
- Some PAs suggested creating false internal deadlines for their PDs to allow for extra flexibility prior to due date.

b) Sponsored Trainee Evaluation Data

- The committee members discussed how to best ensure the completion of timely evaluations for sponsored trainees. Sponsored resident evaluations must be completed within 30 days of the end of a rotation as per the RCPSC Accreditation Standards. The completion time of sponsored fellow ITERs is variable and not tied to the RCPSC Standards. The committee felt that the PGME needs to create guidelines/recommendations and communicate this to all fellowship supervisors. It was suggested that the PGME could tie the release of the certificate of completion with the completion of the ITER.

Project Teams

- Bryan thanked everyone for volunteering to be part of the two subcommittees. The subcommittees are:

Development of A Communication Tool Working Group	Certificate of Recognition/Annual Program Admin Award Working Group
Bernice	Savannah
Pavi	Natalie
Taryn	Dragana
Catherine	Ayethida
Paula	Bryan

- The PA award group will send the committee a draft of the eligibility criteria and nomination process via email in January for review.

Other Business

- The committee discussed Competency by Design. Members thought it would be a good idea to include information about CBD via the communication tool that is to be created.

The meeting was adjourned at 1:00pm.