

# PAAC Meeting

Tuesday June 20, 2018

## NOTES – Meeting Summary

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**Attendees:** Bernice Baumgart, Paula Nixon, Chris Meledes, Tess Weber, Savannah Clancey, Ayetheda Walker, Loreta Muharuma, Linda Probyn, Laura Leigh Murgaski, Nathan Harrison, Kim O'Hearn, Lisa Bevacqua

**Teleconference:** Bryan Abankwah, Natalie Gomes, Carolyn Brooks

**Regrets:**

### Review of Previous Minutes

- Minutes approved as circulated.

### Business Arising from Last Meeting

- None.

### Standing Items

#### Subcommittee Updates

##### a) PAAC Award/Appreciation Event

- The Appreciation Event was held on June 1 at the Doubletree Hilton.
- Feedback was very positive; attendees really liked the activities.
- Lisa Bevacqua will circulate the feedback to committee members.
- The committee discussed moving up the date next year to coincide with Professional Administrators Day

##### b) Communication Group

- Nathan Harrison addressed the committee regarding how the PGME can assist in creating a communication tool.
- The committee will need to create a governance model indicating who updates the information and moderates any forums.
- The committee needs to decide how to move forward: what to include, FAQs etc.
- Lisa Bevacqua informed the committee that the PGME plans to offer orientation sessions for new administrators covering such topics as POWER, accreditation etc. All managers will be informed of the schedule and will be asked to inform new hires.

## New Business/Open Forum

### a) CanRAC accreditation

- Dr. Probyn and Laura Leigh Murgaski explained the new accreditation standards to the committee. The next accreditation is in the Fall of 2020 and there are now 9 standards to be met. There is one standard particularly pertaining to administrative personnel.

New indicators include:

- Standardized job description – PGME has a generic job description that was created after the Guillane Task Force. It will be sent to PAAC members for edits/comments. This job description is to be used as a template.
- Centralized criteria and guidelines for personnel selection.
- Professional development for administrative personnel – the PGME workshops and ICRE funding should be included in this section.
- Performance feedback – The accreditation team will need to determine what is expected for this indicator. UofT employees do not receive formal reviews while hospital employees are evaluated on hospital administrative duties.

The PGME will provide programs with answer templates to assist in the preparation for the accreditation documentation. They will conduct workshops for PDs, Chairs, Business Managers and Administrative Assistants. The PGME will be sending out a program self-study to determine where programs may need assistance.

### b) Information Series Topics

- Lisa Bevacqua presented the last 4 years of topics for review.
- She will look into offerings through ODLC.
- Bernice Baumgart will send out a survey to all PAAC members for input on future topics.

### c) 2018/2019 Meeting Dates

- The committee discussed changing to quarterly meetings (September, December, March and June) but decided to keep bimonthly meetings.
- Paula Nixon will email dates to all members.

### d) New Members

- The committee discussed the attendance of committee members. The terms of reference (TOR) state that members must participate in at least 75% of scheduled meetings. The TOR does not state what is to be done if members are not meeting the minimum attendance.
- The committee discussed the vacancies created by the retirement/change in position. Paula Nixon will reach out to OB/Gyne and ENT to see if the remaining department members wish to join the committee.
- Bryan Abankwah will reach out to all committee members to ask if they wish to continue in their roles.

The meeting was adjourned at 1:25pm.