

MEETING MINUTES

Postgraduate Medical Education Advisory Committee (PGMEAC)

Friday, February 28, 2025 | 12:00 – 2:00 pm
Zoom Meeting

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- Present:** Meredith Giuliani, Caroline Abrahams, Hiba Abu-Khalil, Ahmed Al-Awamer, Lindsay Baker, Nirit Bernhard, Andrea Bezjak, David Chan, Ari Cuperfain, Shaheen Darani, Jamal Depradine, Susan Done, Alison Freeland, Mojgan Hodaie, Janine Hubbard, Melissa Hynes, Yasmine Ishmael, Jackie James, Sheri Johnston, Julie Johnstone, Vaibhav Kamble, Saba Khan, Vincent Lin, Heather McDonald-Blumer, Carolina Mitchell, Laura Leigh Murgaski, Barry Pakes, Linda Probyn, Mark Rapaport, Laura Simone, Lisa St. Amant, Adrienne Tan, Katina Tzanetos, Eric You-Ten, Tessa Catchpole (Recorder)
- Guests:** Peter Tzakas, Lennox Huang, Kelly McMillen
- Regrets:** Petal Abdool, Julia Alleyne, Ashna Bowry, Elicia Bryant, Rodrigo Cavalcanti, Jennifer Croke, Heather Flett, Ryan Giroux, Samir Grover, Patricia Houston, Julia Kfoury, Arno Kumagai, Gordon Martins, Anne Matlow, Andrea McCart, Stu Murdoch, Prem Nichani, Julianah Oguntalah, Reena Pattani, Danielle Penney, Seetha Radhakrishnan, Amandeep Rai, David Rojas, Hemen Shukla, Shannon Spencer, Kevin Weingarten, Charles Yan
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1. AGENDA/MINUTES

- a) L. Probyn welcomed committee members. The agenda was approved as written.
- b) Minutes of the Friday, January 31, 2025 meeting were accepted as circulated.

2. CONSENT AGENDA

Consent agenda was pre-circulated.

3. NEW BUSINESS

a. Michael Garron Hospital (TEHN) Update *(see attachment)*

P. Tzakas gave an update on the Michael Garron Hospital (MGH) redevelopment, including new medical education spaces, restructuring, and plans for the Scarborough Academy.

Medical Education Spaces:

- Moved into a new tower with state-of-the-art facilities for trainees.
- New simulation facilities, on-call rooms with washrooms and showers, two learner locker rooms, computer room, lounge/kitchen area and a large teaching room.
- The new call rooms are in full compliance with PARO collective agreement and feature new facilities like a TV for the lounge which residents advocated for and received.
- AV equipment still being set up, with plans to repurpose large teaching rooms into smaller ones.

Department Restructuring:

- Medical Education and Family Medicine departments were split to allow for growth.
- New coordinator roles and additional staff hired to support both departments.
- Transitioning from Wightman Berris Academy to Scarborough Academy for undergraduate learners.

Undergraduate Expansion:

- Expanding pre-clerkship courses and clinical skills teaching in preparation for Scarborough Academy.
- Faculty development initiatives with Scarborough Academy clinicians.

P. Tzakas mentioned the new Vice President, Academics and the upcoming Education Chair role, funded by the Garron family, joining the existing research chair. Other initiatives were discussed, including new Medical Education Awards program and participation in the Safe Ride Home Pilot Project.

b. Hospital for Sick Children Update (see attachment)

L. Huang, A. Atkinson, K. McMillen provided an update from the Hospital for Sick Children (SickKids).

L. Huang gave an overview of Project Horizon, the multi-billion-dollar redevelopment of clinical spaces which will transition to a two-site model with additional ambulatory space and integrate learning spaces.

New Learning Spaces

- Administrative and learning part of the building constructed on the site of an old research center.
- 22-story center with two floors dedicated to learning and a simulation center.
- Learning Hub designed for group work, solo relaxation, and includes bookable rooms.
- Library was moved to the second floor, smaller but well-used by learners.
- Simulation Center with 11,000 square feet, state-of-the-art facilities, including OSCE spaces and high-fidelity simulation rooms.
- Wellness Center and Facilities available to all learners and staff and include bike storage, change rooms, showers, and lockers.
 - o Addresses previous comments about old facilities.
- There is a focus on integrating learners into organizational priorities, emphasizing creating supportive environments for learners transitioning from home to work.

A. Atkinson discussed the initiatives in the Department of Pediatrics (DOP) at SickKids, focusing on improving the learning environment over the past two years. She emphasized the importance of collaboration with colleagues across departments and healthcare providers to enhance the well-being of learners, faculty, and staff to in turn improve training and patient outcomes. The department adheres to Royal College standards and other professional guidelines. A Learning Environment Committee was established to address departmental priorities using educational science. The committee, with engaged leadership and broad representation, developed a database, systematic review approach, and strategy for reporting and implementing improvements. Key focus areas include:

- **Orientation:**
 - Continuous improvement of orientation processes.
 - Providing contact information and resources to learners for reporting concerns.
- **Resources and Communication:**
 - Addressing resource issues and promoting respectful communication across interprofessional lines.
 - Tackling intimidation and harassment within the medical team, nurses, patients, and families.
- **Support for Learners:**
 - Encouraging learners to report inappropriate or unprofessional behavior.
 - Providing multiple contact points and resources for confidential reporting.
 - Detailed process for addressing concerns raised by learners.

K. McMillen provided an example of how learners are integrated into organizational priorities by discussing the development of a policy addressing family caregiver escalation and violence, which aligns

with efforts to prevent learner mistreatment.

c. PARO Update

A. Cuperfain provided an update on PARO activities:

PARO Transition Initiatives:

- Presentations for incoming IMG residents during orientation sessions in collaboration with the Touchstone Institute.
- Sessions scheduled for March 21st and May 2nd.
- Virtual talk for medical students on April 16th to introduce services and supports offered by PARO.

Elections:

- President-elect and treasurer-elect elections will take place at the General Council meeting on March 7th, with remaining board positions to be elected in June.

Program Administrator and Director Sessions:

- PARO has received requests from several Ontario sites to host PA and PD sessions this spring.
- Goal: Ensure optimal working and training conditions for residents.
- First session held at Queen's, with upcoming sessions at McMaster and Ottawa.

Feedback on Resident Appreciation Week:

- Positive reception of snacks, swag, and thank-you cards delivered to hospitals.
- Emphasis on the importance of communication and making residents aware of available resources.

d. OID Update (*see attachment*)

S. Khan provided updates on the Office of Inclusion and Diversity work, including educational and capacity building initiatives, community and learner engagement, strategic initiatives and workshop development.

Inclusive Educational Events Planning Guide

- Developed by a diverse working group from Temerty Medicine and partners and launched at the beginning of the year.
- It aims to help the Temerty Medicine community develop, deliver, and evaluate educational events that center inclusion and respect for all.
- A workshop is in development based on the guide, which is currently in the planning stages. Pilot workshop run at the Medical Education Staff Conference was a success.
- Content includes forming planning committees, selecting diverse speakers, accessibility, cultural inclusion, and logistical support.
- [Available on the OID website](#) since January with positive reception.

Workshops:

- S. Khan highlighted the OID's support for workshops led by postdoctoral fellows on Islamophobia and Antisemitism in health professions education.
- Workshops on unconscious bias, positionality, inclusive relationships, and the importance of EDIA (Equity, Diversity, Inclusion, and Accessibility) in academic medicine and health research.
- Departments were encouraged to reach out for customized workshops.

Diversity Advisory Council (DiVAC) Meeting:

- Next meeting on March 19th, hybrid format, 10 – 11:30 AM.
- Open invite to all learners at Temerty Medicine.

The planning of the next Temerty Medicine Community Connection Series event for the South Asian community in spring 2025 was discussed, and the OID's work on community and learner engagement.

S. Khan introduced the **EDIIA Data Governance working group**, which aims to standardize and streamline data governance across Temerty Medicine:

- Subgroup of the Data Management Advisory and Analytics Committee.
- Developing guidelines using community-informed and Indigenous data sovereignty frameworks.

OID Website Updates:

- New link for bi-weekly newsletter with access to previous issues and easy sign-up.
- Updated educational supportive resources webpage with categorized resources and links to equity offices and the CFD resource hub.

e. Minimum Standard Guidelines for the Assessment of Clinical Fellows *(see attachment)*

J. Johnstone presented the Minimum Standard Guidelines for the Assessment of Clinical Fellows for approval. These guidelines were developed with input from various colleagues and committees and are intended to ensure a high standard of educational practice for clinical fellowship programs that are not accredited by the Royal College or the CFPC.

The guidelines serve as a minimum standard, aiming to provide a consistent level of assessment, coaching, and feedback for trainees. They align with existing policies and procedures and support program directors and assessment personnel. The document was reviewed and approved by the Fellowship Advisory Committee, the Assessment Committee, and PG Exec.

M. Giuliani tabled the motion to approve the guidelines, as presented.

Vote: All members voted unanimously in approval of the Minimum Standard Guidelines for the Assessment of Clinical Fellows as presented.

f. IRC Terms of Reference *(see attachment)*

L. Probyn discussed the revised terms of reference for the Internal Review Committee (IRC), which is a subcommittee of the PGMEAC Committee. The revised terms of reference had already been approved by the IRC and the PG Exec Committee and are being presented now for final approval.

The revisions included updates to the language to ensure consistency with other committee documents, clarification of voting and non-voting members, and the inclusion of faculty leads and areas of focused competence (AFC) subcommittees. The overall content and reporting structure remained largely unchanged. The document was pre-circulated for review, and no questions or comments were raised.

M. Giuliani tabled the motion to approve the guidelines, as presented.

Vote: All members voted unanimously in approval of the IRC Terms of Reference as presented.

g. Governance Survey Results *(see attachment)*

L. Probyn presented the results of the governance survey conducted among PGMEAC participants. The survey aimed to assess the functionality and effectiveness of the PGMEAC and ensure it meets accreditation standards. This was the third iteration of the survey since 2022, with a response rate of nearly 50%.

Key findings were presented, as well as areas for improvement, including:

- Clarifying voting status for members.

- Addressing the large size of the committee, which may hinder participation.
- Allowing more time for discussion and providing documentation well in advance.
- Increasing transparency in decision-making and agenda setting.
- Adjusting meeting times to avoid conflicts with Muslim Friday prayers.

h. PGMEAC Membership *(see attachment)*

L. Probyn discussed proposed changes to the PGMEAC membership and structure to better align with accreditation standards and improve committee functionality. The changes will be brought forward for approval at the next meeting, allowing time for feedback.

Key points included:

- Meeting accreditation standards for effective representation from residents, program directors, learning sites, and administrative personnel.
- Ensuring all residency programs, including small subspecialty programs, have input.
- Increasing the number of All PDs-FMSDs meetings from two to four per year to disseminate information more broadly.
- Reducing the number of PGMEAC meetings and focusing on discussion, decision-making, and approval of documents at those meetings.
- Clearly identifying membership roles and responsibilities, including voting status and the need to disseminate information back to represented groups.
- Improving the flow of information to and from the committee, allowing smaller programs to put agenda items forward.
- Changing the timing of meetings to avoid conflicts with religious prayers and other events, and considering flexible meeting times.

L. Probyn emphasized the challenge of representing a large university with many programs and the need for an effective decision-making forum. She proposed having Vice Chairs of Education (VCE) from the 12 departments sit on PGMEAC, with the option to delegate to a Program Director if necessary. Programs without VCEs (Public Health and Preventive Medicine, Clinician Investigator Program, and Critical Care Medicine) would have their own representatives. Voting members include subcommittee chairs, resident and fellow representatives, a hospital representative, and administrative personnel. Non-voting members would include various directors and managers. A suggestion as made to rotate the hospital representative role.

The proposed changes aim to create a manageable group of about 32 people, allowing for in-person meetings and clear communication lines. Committee members were encouraged to provide feedback on the PGMEAC membership document to be circulated ahead of the April meeting, where the proposal will be presented for approval, with implementation in the next academic year.

Action: *the 2025-26 PGMEAC meeting schedule to also be reviewed at the April meeting.*

i. Other Business

M. Giuliani mentioned the upcoming UHN Transitions Program for new international fellows starting on March 27th. Open to all new international fellows, it aims to help prepare for fellowships in Toronto, focusing on wellness and creating a network among fellows. Invitations will be sent to all fellows, and education leads will be informed about the program. Committee members were encouraged to promote the program to their fellows.

With no other business, the meeting was adjourned at 1:40pm.

Next Meeting: Friday, April 11; 10:00 am – 12:00 pm | Virtual