

MEETING MINUTES

Postgraduate Medical Education Advisory Committee (PGMEAC)

Friday, October 25, 2024 | 12:00 – 2:00 pm
Zoom Meeting

- Present:** Meredith Giuliani, Caroline Abrahams, Hiba Abu-Khalil, Ahmed Al-Awamer, Nirit Bernhard, Andrea Bezzak, Rodrigo Cavalcanti, David Chan, Shaheen Darani, Jamal Depradine, Susan Done, Heather Flett, John Granton, Mojgan Hodaie, Janine Hubbard, Shakir Hussain, Melissa Hynes, Yasmine Ishmael, Sheri Johnston, Julie Johnstone, Vaibhav Kamble, Gordon Martins, Andrea McCart, Heather McDonald-Blumer, Laura Leigh Murgaski, Prem Nichani, Reena Pattani, Danielle Penney, Linda Probyn, Mark Rapaport, David Rojas, Hemen Shukla, Shannon Spencer, Lisa St. Amant, Katina Tzanetos, Kevin Weingarten, Charles Yan, Eric You-Ten, Tessa Catchpole (Recorder)
- Guests:** Karen Crow, Veronica Marrone
- Regrets:** Petal Abdool, Lindsay Baker, Ashna Bowry, Elicia Bryant, Jennifer Croke, Alison Freeland, Ryan Giroux, Samir Grover, Batya Grundland, Patricia Houston, Jackie James, Julia Kfoury, Arno Kumagai, Vincent Lin, Anne Matlow, Barry Pakes, Seetha Radhakrishnan, Amandeep Rai, Adrienne Tan, Shari Thompson-Ricci
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1. AGENDA/MINUTES

- a) M. Giuliani welcomed new and returning members. The agenda was approved as written.
- b) Minutes of the Friday, September 27, 2024 meeting were accepted as circulated.

2. CONSENT AGENDA

Consent agenda was pre-circulated.

3. NEW BUSINESS

a. PARO Update

P. Nichani provided an update on PARO activities:

Religious Accommodations Reminder

- Under the Ontario Human Rights Code, employers have the duty to try to accommodate religious leave requests up to the point of undue hardship (including patient safety, hospital service requirements, resident educational or training requirements).
- Programs should make every reasonable effort not to schedule affected residents for clinical duties on religious holiday if they observe that, and leave requests are to be negotiated on a case-by-case basis between the resident and the service.
- Residents are responsible for requesting the accommodation, explaining what measures of accommodation are required, and allowing reasonable amount of time for reply.

Pagers

- Several hospitals have begun to phase out pagers in favour of other options (e.g., residents' personal devices). PARO is open to trialing this, provided residents who do not wish to use a personal device can obtain a pager.

Surgical Foundations Exam

- PARO reminded programs that the entitlement for residents to request to not be scheduled for up to 10 days prior to the exam was pre-existing in the PARO collective agreement historically, prior to the September arbitration award.
 - o **Article 12.3** (includes the Surgical Foundations exam): subject to operational requirements, and as long as professional or patient care responsibilities can be reasonably met, at the request of a resident, residents preparing for exams that are prerequisites for either CFPC or RCPSC certification can request that they not be scheduled for call duties for a period of up to 10 days prior to the exam.
 - o **Article 12.2:** residents shall be entitled to paid leave for the purpose of taking any Canadian or American professional certification; for example, Royal College examinations, LMCC, ECFMG, CFPC. This leave shall include the exam date(s) and reasonable travel time to and from the site of examination. This leave shall be in addition to other vacation or leave.
- Any further questions about this can be directed to: paro@paroteam.ca / dpenny@paroteam.ca or pnichani@paroteam.ca.

b. PEAP Guidelines (see attachment)

V. Marrone provided an overview of the Pre-Entry Assessment Program (PEAP) and outlined the revisions to the PEAP Guidelines, including:

- Language updates for clarity, concision, and inclusivity.
- Defined assessment period of 4 – 12 weeks, with the expectation that the full 12-weeks are used due to approval at COFM Deans meeting to approve the recognition of the PEAP assessment as creditable training time for residents, effective July 1, 2025.
- Assessment schedule is more transparent and allows for regular, structured feedback.
- Assessment forms have been made electronic and fillable with clear steps for completion.
- Electives PEAP details have been removed from the main guidelines and relocated to a separate document for enhanced clarity.

Full details can be found in the attached slides.

M. Giuliani tabled the motion to approve the PEAP Guidelines, as presented.

Vote: All members voted unanimously in approval of the PEAP Guidelines as presented.

c. PEAP Update

S. Spencer presented changes to the Pre-Entry Assessment Program (PEAP) in relation to sponsored residency trainees:

- To ensure equity across all cohorts entering PGY1, the Ontario Deans have approved that as of July 1, 2025, sponsored residents who successfully complete a PEAP for an accredited program will have this assessment period counted towards their RCPSC or CFPC training time.
- Additionally, all sponsored residents will start the PEAP on July 1, 2025, and will no longer be required to arrive 12 weeks early to start the PEAP.

d. MedEd PEC Terms of Reference (see attachment)

D. Rojas presented the newly formed Medical Education Program Evaluation Committee (MedEd PEC).

This is a subcommittee under the Medical Education Executive Committee, under the authority of the Vice Dean, Medical Education. Its mandate is to provide strategic direction for program evaluation practices across Medical Education programs (MD, PGME, CPD) and engage in the development and implementation of principles, guidelines, processes and practices.

Areas of Focus:

- Program Evaluation
- Teacher Evaluation/Faculty Assessment
- Continuous Improvement
- Education Technology

Full details can be found in the attached slides.

e. Transfer Guidelines

D. Chan presented updates to the UofT PGME Transfer of Residency Programs - Principles and Process guidelines:

- Updates to ensure processes and language alignment with the national (AFMC) policy.
- Details added to improve transparency and clarity while respecting confidentiality of transfers.
- Indication that priority will be given to first-time transfer requests and to residents requesting a transfer prior to the final year of training in their home program.
- Inclusion of information specific to Sponsored Residents.

Full details can be found in the attached slides.

M. Giuliani tabled the motion to approve the Transfer Guidelines, as presented.

Vote: *All members present voted unanimously in approval of the Transfer Guidelines as presented.*

f. Resident Selection COI/Unconscious Bias Update

D. Chan provided a progress update on Resident Selection COI/Unconscious Bias updates:

The COI guide and selection committee member attestation form was updated based on feedback from the September PGMEAC meeting, including an emerging COI regarding participation in the selection process of more than one institution.

The Resident Selection COI and Unconscious Bias documents are currently being reviewed by legal and privacy offices, with formal distribution to all programs planned for the near future, ahead of the R1 and PSM file review openings.

Full details can be found in the attached slides.

g. CBD Adaptations Plan (see attachment)

H. McDonald-Blumer provided an overview of CBD Adaptations ("CBD 2.0") consultation & planning.

CBD Adaptations highlights and priorities:

- Lays out the specific activities for the evolution of CBD and their anticipated timelines.
- Timelines for implementation are variable
 - o Institutions have the flexibility to make changes with local implementation immediately
 - o Some interventions (e.g., revisions of Specialty CBD standards) will have longer timelines (months to years). See RC CBD Adaptations Plan for more detailed timelines by priority area.
- Plan has led to greater clarity on the role of the Royal College versus that of local institutions.

- Fundamental design of CBD has not changed but there is increased flexibility in how it is implemented.
- **Five Identified Priorities:**
 - o Reducing the burden of assessment
 - o Increasing opportunities for authentic feedback and coaching
 - o Providing clear and consistent communication about CBD
 - o Revising and reconceptualizing the Royal College approach to evaluation of CBD (CQI)
 - o Optimizing electronic portfolio use

L. St Amant presented a proposed framework for programs to follow when deciding on and implementing changes, and H. McDonald-Blumer outlined next steps for programs.

Full details can be found in the attached slides.

h. Check Your Pulse (CYP) Initiative

S. Darani and K. Crow provided a brief overview of the Office of Learner Affairs (OLA) before presenting the Check Your Pulse (CYP) initiative.

CYP is a 30-minute Wellness Check-In with a Learner Life Specialist (RPs, RSWs, OTs who provide counselling/psychotherapy within OLA) that is offered to learners not yet connect to a Learner Life Specialist. Benefits of CYP:

- Provides low-stakes, confidential point of connection with OLA.
- Done through active outreach to learners, encouraging them to connect with OLA.
- Gives learners an overview of OLA's supports.
- Helps learners get connected to appropriate resources.

Learners can book a CYP appointment themselves by e-mailing the OLA office or via the [booking form](#). Learners can also be recommended for CYP by using the [Faculty Recommendation Form](#).

Learners and Program Directors will be receiving an e-mail in November to launch the CYP initiative.

i. PGME Office Survey (see attachment)

L. Probyn provided background on the Institutional Accreditation requirement 8.1.1: There is a systematic process to regularly review and improve the postgraduate governance and structure.

To that end, a Governance Working Group was established in 2021 which reviews committee structure and committee terms of reference once per accreditation cycle. A PGME Office Survey is also in development (frequency TBD).

The PGME Office Survey will assess the overall administration of the PGME Office and align with practices adopted by other PGME offices. The survey will be sent to Program Directors/Associate Program Directors/Fellowship Directors and Program Administrators.

L. Probyn noted that another survey will be deployed at the November PGMEAC meeting to understand member involvement with this committee and to inform updates to the PGMEAC terms of reference.

With no other business, the meeting was adjourned at 1:47pm.

Next Meeting: Friday, November 29; 12:00 – 2:00 pm | Virtual