

**POSTGRADUATE MEDICAL EDUCATION ADVISORY COMMITTEE**  
**Minutes of Friday, September 17, 2010**

**Present:**

C. Abrahams (PGME)	M. Levine (Anesthesia)	N. Rosenblum (CIP)
A. Atkinson (Peds)	R. Levine (Surgery)	M. Shandling (MSH)
N. Bryant (PGME)	H. McDonald-Blumer (Int Med)	H. Shapiro (ObGyn);
M. Giuliani (PAIRO)	D. McKnight (AD Eq + Prof)	C. Shiau (PAIRO)
J. Goguen (Medicine)	B. A. Millar (Rad Onc)	S. Spadafora (VD PGME)
S. Glover Takahashi (PGME)	L. Muharuma (PGME)	I. Witterick (Otolaryngology)
K. Iglar (Fam Med)	L. Probyn (Diag Rad)	A. Zaretsky (Psychiatry)
	S. Raphael (Lab Med)	F. Scott (Comm Medicine)

**Regrets:**

R. Byrick (CPSO); A. Rachlis (UG Clerkship/SBK); J. Rosenfield (VD UGME); P. Houston (SMH); W-C Lam (Ophthalmology); R. Schneider (Peds SS)

**Guests:** Dr. Sarita Verma, Deputy Dean, Faculty of Medicine

**Agenda/Minutes**

1. a) Approval of Agenda. The agenda was adjusted to start with the Faculty Review update, item #8.  
  
b) The minutes of the May 28, 2010 meeting were adjusted as follows and then approved by general acceptance:  
  
*2. COFM REPORT – Funding will be approximately \$32,350 per trainee above current level, **all costs** to be applied for preceptors training outside the teaching hospitals.*  
  
*5. REVISED PGMEAC TERMS OF REFERENCE – S. Spadafora provided an overview of the changes to the ToR regarding new members, a quorum, and to identify **ex-officio, non-voting members**.*

**Matters Arising/Regular Updates/Follow-Up**

**2. COFM Report**

S. Spadafora provided an overview of the COFM discussion regarding expansion funding. The UofT share of the 75 new positions is 26. For 2011-12, the increase will be 3, and the approval of the allocation as recommended by the Quotas Allocation Committee will be deferred to the next meeting. At present, our ratio of CARMS positions to UG is 1:4. Program Directors have indicated their concerns with unemployment in core and certain sub-specialties. S. Spadafora needs the data from the Conference Board report and other indicators to advise on future direction in expansion.

**3. HUEC**

A study of the potential implementation of the “one-mail” system in our affiliated hospitals is underway. Funded and administratively supported by the provincial government, the plan is for all physicians and learners in the hospital to use the secure, encrypted one-mail system in the hospitals. The one-mail

emails are not forwardable or transferrable. Hospital servers currently meet the health privacy standards and while the utoronto server is secure now it may not always be with the possibility of the utoronto domain being sold to Google. A pilot is planned for PGY1,2,3 internal medicine residents and for UG year 2 or 3.

#### **4. Resident Issues**

The Health Professionals Recruitment Tour will be held on September 30, 2010 in Toronto. The general counsel meeting has been restructured for directors to travel to different sites to engage all areas and not always hold the meeting in Toronto. The PAIRO contract ends June 2011. Questions re the contract should be directed to the PAIRO website as it will post updated contract info for residents.

#### **5. Follow Up From Previous Meetings**

##### **5.1 Best Practices in Teaching Assessment**

Currently creating an implementation group and seeking co-chairs from PG and UG. The goal is to meet over the year and determine the process for teaching assessment. Discussions will include the possibility of a pilot teacher evaluation form and a possible standard teacher form as well as the prospect of accessing supervisors.

##### **5.2 Case Logs**

It was noted that some departments use POWER but not all hence a moratorium was placed on entering current case logs until the next steps are determined. Discussions need to be held to determine what UofT wants; a common portal which includes POWER, Medsis, case logs, registrations, etc? The end goal is to have a paperless system tailored to everyone.

##### **5.3 AVPs**

At the June All PDs meeting, it was announced that the PGME Office would be collecting the Detailed Assessment Forms during the Assessment Verification Period, at the 2 and 6 week points. A central tracking system has been created at PGME and there has been a near 100% return rate and only 2 requests for extensions. S. Spadafora indicated that the completion of the forms and solid documentation will assist all of us as an early warning system for residents in difficulty, and place us in good stead should there be any appeals.

##### **5.4 Chief Resident Workshop**

S. Glover Takahashi reported that the Chief Resident Workshop held on August 26th was an important opportunity to provide focused education for Resident Leaders and to provide knowledge and skills training in the Manager role competencies. She thanked PAIRO for their good role plays.

#### **6. Internal Review Committee Update**

Dr. Zaretsky presented an update of ongoing activities at the Internal Review Committee. The Committee is currently in the middle of their cycle with 38 programs remaining for review. To date, only 3 have required further action. These reviews are proving strategic in determining how to allocate resources, and the review process is invaluable in determining areas of weakness in advance, to give a program time to strengthen those areas. The downside to those programs who request to be reviewed at the end of the cycle is that they may lose out on the follow-up by the committee i.e. their follow-up might be the RCPSC surveyors. No reviews will be done the year before accreditation.

A request was made to further discuss at a future PGMEAC meeting which programs do not use POWER and why --- focusing on barriers to using it.

## **7. Policy and Procedures**

At each PGMEAC meeting, a set of policy/procedures will be reviewed for language and relevancy, revised and then voted on for implementation at a subsequent meeting. This process is both effective for PGMEAC to update its policies and ensure they are revised prior to accreditation but not all dated 2013. The current documents are dated as follows:

- Guidelines for the Assignment of Postgraduate Trainees (Feb 1999)
- Guidelines for the Evaluation of Postgraduate Trainees (Feb 2007)
- Supervision of Trainees (March 2002)
- Resolution of Resident Disagreement with Attending Physician or Supervisor - Procedural Memorandum (Jan 2002)
- Medical Student Complaint Against a Resident (May 1998)

## **New Business**

### **8. Faculty Review Update**

Dr. Verma presented an overview of the Faculty Review process taking place on October 20-11, 2010. This is a standard review at the end of a dean's 5-year term, as required by the Provost's office. All documents and the scheduled are located on the website for everyone to access. Multiple individuals will assist in the external review including Faculty members, the President and Provost. Dr. Spadafora will be organizing a meeting of Program Directors attending the review prior to the scheduled meeting on Wed October 20<sup>th</sup>, to allow members to organize their thoughts.

### **9. Quotas Allocation for CaRMS 2011**

Discussed during COFM report.

### **10. Expansion Funding**

Discussed during COFM report.

The meeting was adjourned at 2:15 pm.