

## MEETING MINUTES

### Postgraduate Medical Education Advisory Committee (PGMEAC)

Friday, April 29, 2022 | 12:00 – 2:00 pm  
Zoom Meeting

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- Present:** Meredith Giuliani (Chair), Caroline Abrahams, Stacey Bernstein, Alis Xu, Anne Davies, Eric Monteiro, Paul Tonin, Massih Bidhendi, Mergim Binakaj, Richard Walker, Eric You-Ten, Susan Done, Stu Murdoch, Rachel Fleming, Alison Freeland, Karl Iglar, Adelle Atkinson, Kevin Weingarten, Barry Pakes, Maureen Morris, Lisa Bevacqua, Lisa St. Amant, Shari Thompson-Ricci, Arno Kumagai, Andrea Bezjak, Patricia Houston, Mary Bell, Charlie Guiang, Adrienne Tan, Giovanna Sirianni, Jackie James, Anne Matlow, Walter Tavares, Paul Tonin, Melissa Kennedy, Shannon Spencer, Laura Leigh Murgaski, Charlene Sturge (Recorder)
- Guests:** Nirit Bernhard, Shaheen Darani, Moira Ruthralingam, Heather Flett
- Regrets:** Michele Farrugia, John Lloyd, Savannah Clancey, Nicola Jones, Mojgan Hodaie, Jeannette Goguen, Larry Erlick, Lindsay Baker
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#### 1. AGENDA/MINUTES

- a) M. Giuliani welcomed committee members to the meeting. The agenda was approved as written.
- b) Minutes of the Friday, March 25, 2022, meeting was accepted as circulated.

#### MATTERS ARISING/REGULAR UPDATES & FOLLOW-UP

##### 2. Resident Report

A. Xu provided an update on PARO activities:

##### **Lounge Location Survey Initiative**

A new initiative the Toronto team is working on is creating a survey to collect the location of all Toronto hospitals resident lounges. From our RDAW treats initiative in February, we received many questions from residents about the location of the lounges. As residents are rotating through many different hospitals, we realized that they might not know the specific locations, or how to access, the resident lounges in each hospital. Based on the success of the Secure Bike Storage Facilities Survey, we plan to partner with HUEC to create a survey to collect information of the specific location, as well as how to access, all resident lounges in Toronto Hospitals.

##### **Healthy Food While on Call Initiative**

Lack of access to healthy food and coffee while on call has been a longstanding issue at Toronto hospitals. The team is currently working on addressing this issue with the hospitals and will be reaching out in the next few weeks.

### 3. PAAC Report

M. Bidhendi reported on recent PAAC activities:

- Program Administrators Appreciation Event is on **Wednesday May 4** at 12:00 – 2:00 pm
- Solicited videos from trainees and PDs for the appreciation event to compile and showcase how much we are truly appreciated by our colleagues! A short compilation of these clips will be shared, and the full library will be available for viewing. Thank you to all who submitted entries.
- The three award winners will be announced at the PA Event:
  - Leadership Award: 22 nominations
  - QI/Innovation Award: 1 nomination (will review the criteria for nomination to allow for a larger candidate pool)
  - Inaugural Dan Stojimirovic Award for Career Recognition: 6 nominations
- All nominees were congratulated and are invited to the PA event

### 4. COFM

No updates.

#### HUEC

No updates.

### 5. Accreditation Follow Up and IRC Update *(see attachment)*

L. Murgaski provided an update on accreditation follow up and IRC activities, which included:

- Work on Action Plans continue
- 21 programs are scheduled for follow up by November 2023, and 10 programs have confirmed they would like to request an extension. PGME will submit a formal letter of request to the Royal College requesting a 6-month extension on behalf of the 10 programs
- The IRC have reviewed 36 programs AFIs and progress. Follow up and change requests have been sent to programs who required it
- There will be a follow up to the Program Administrator Report via an online survey that will go out to specific programs in the Fall of 2022. This is not an anonymous survey, but a way to collect information and organize it in a consistent format for the Program Administrator Action Plan Reports. The survey focus is based on Standards 1.1.2.2, 8.1.1.2, and 8.1.1.3. the Accreditation Team consulted with PAAC to collect feedback on the survey questions and the proposed approach to conducting the survey.
- Another pilot project is under development to develop ways to improve supports and needs of Program Administrators

### 6. CBME Update *(see attachment)*

L. St. Amant and C. Abrahams provided updates on CBME activity:

- 47 programs have launched
- 8 programs onboarding in July 1
- 6 programs projected to onboard in 2023-24
- CBD Technical Guides have been distributed, including:
  - Transfers
  - Exam Readiness
  - Leaves
  - CBD Versioning Guidelines and Policy Documents (upcoming)
- Working through ongoing implementation challenges to meet accreditation standards for proper documentation of decision-making processes, improve clear data reporting to facilitate competence committee needs, address any selection biases, and reduce assessment burden

**EPA Expiry** recommendation to extend expiry from current 7 days to 14 days with a 7-day extension effective 2022-23 academic year. This would be in alignment with other Canadian medical schools. **Automated Reminders** to complete outstanding tasks, once/week are being considered.

#### **Elentra Updates**

- Upgraded version implemented April 28, 2022
- New visual summaries/dashboards (included narrative for learners) will be enabled in coming weeks
- Bug fixes
- Enhanced processing/loading speed/infrastructure enhancements

#### **7. MD Program Update**

S. Bernstein shared key updates in the MD Program:

- Students adjusting to more in-person activities (exams, progress tests)
- Mask mandate extended to June 30<sup>th</sup> while onsite at the university
- Improving number of teacher evaluations by students
- Next academic year will have a minimum number of required evaluations
- CaRMS Update: 17 students unmatched (6 %), over half of our students matched to U of T
- Examining ways to help our unmatched students match

#### **8. COVID Updates**

Our institutions are currently under a critical shortage of clinical coverage due to the high number of absences related to COVID exposures/illness. We are mindful of the impact this challenge has been on education leaders and faculty who have been managing this for over two years for our learners as some go into their RC exams, for some, this has been their entire residency training. UHN has reinstated their central coordination system to support redeployment. A call for volunteers went out to all residency program directors asking them to release their learners to meet the current dire situation.

The **PGME Learner Emergency Redeployment Terms of Reference** have been refined to better provide clarity, while keeping the principles the same. The document will be shared with PGMEAC .

#### **NEW BUSINESS**

#### **9. PAAC Updated Terms of Reference** (see attachments)

The Terms of Reference are reviewed every two years. Prior to this revision there were three documents that contained similar information (Terms of Reference, Recruitment Policy and Roles and Responsibility). The revised Terms of Reference combine all three documents. A summary of changes can be found in the attached document and the updated Terms of Reference.

M. Bidhendi presented the changes to the Terms of Reference for approval:

- Membership section removed from Roles and Responsibilities and added to ToR
- Clarified the reappointment term, and included recruitment and renewal
- Added a new section on recruitment policy outlining the process for new members and new executive
- Attendance requirements were updated
- Refined Executive and members roles and responsibilities to reflect the practices experienced including ensuring a healthy number of members-at-large are on the committee
- Quorum standardized to align with PGMEAC Terms of Reference

*The updated PAAC Terms of Reference were approved by all members of PGMEAC, with no changes.*

## 10. Portfolio Opportunities at PGME

N. Bernhard presented on building on the success portfolio in the MD Program and bridge over into PG. Currently the portfolio is a reflective practice course that runs over the four years of scheduled meetings in a supportive environment. This has proven to be a safe space for students to explore difficult topics, professional identity formation, and wellness.

Proposal to carry the portfolio into the PGME space that is systematic and scholarly creating a universal curricular offering to be tailored for the program, by the program. Dr. Bernhard will be reaching out to programs to do an environmental scan to determine what programs are doing, in what capacity, and to ensure consensus on the critical educational elements based on programs' needs.

## 11. Guidelines for Educational Responsibilities in Clinical Fellowships (*see attachments*)

M. Kennedy presented the revised Guidelines for Clinical Fellows in Difficulty for approval. A quick tips tool will be posted on the PGME website for Fellowship Directors with advice on process if they have a fellow in difficulty.

### Key Points include:

- Ensured alignment with updated policies, procedures and guidelines set out by the CPSO, CMPA, the Royal College, CFPC and the University of Toronto as they refer to Educational Responsibilities in Clinical Fellowships.
- Consultation on revisions with legal counsel, OLA, LEO, FEAC, TASN-L and PGMEAC
- Updated the language to 2022
- Condensed structure
- Updated resource links
- New information/enhancements on BPAS, appeals, assessments, BMA, struggling clinical fellows, termination and review
- New information on LEO and OLA and the resources they can provide

*The updated Guidelines for Educational Responsibilities in Clinical Fellowships were approved by all members of PGMEAC, with no changes.*

## 12. Streamlined Onboarding Working Group Presentation (*see attachment*)

J. James and L. Bevacqua provided a progress report on the work being done by this working group, and reiterated the importance of these implementations for our residents and fellows overall wellbeing.

### Key Points shared:

- Commitment from TASHN affiliate sites with updated language in the affiliation agreements – Under Review
- With the addition of the wording in the agreement, we will be able to get most of our hospitals onboard with trying to continue to coordinate and reduce the repetition of residents having to do the same onboarding at each site
- Developing a process of data exchange through the primary sites
- Standardization of training for resident (EPR, EPIC, etc)
- Add collective modules for PPE and CODE Training to be implemented by July 2023
- Developing recommendations of best practices for required modules for learners
- Goal to have these in place and planning work completed by the APOR deadline of May 2023

## 13. Registration/Orientation Update/R1 CaRMS Results (*see attachment*)

L. Bevacqua presented an update on the following:

## R1 CaRMS Results

- U of T only school to fill all 407 positions in first iteration
- A total of 311 vacant positions nationally available after the first iteration
- U of T MD match after first iteration was over 93%
- 55% of U of T MD students matched to PGME at U of T

## Registration

Welcome message and registration instructions, and letters of appointment have been sent to all incoming learners.

The PGME website has been updated with a list of online resources, common rotation schedules, and a reminder that anyone pursuing electives must register with the PGME office for it to be considered credible training. Standard electives >6 months can be approved internally, electives <6 months require a letter from the receiving Program Director and the home program to be approved.

## New Resident Reception and Hospital Orientation

Welcome Reception

- Wednesday, June 29th – 3:00 pm to 5:00 pm
- Remarks at 3:30 pm
- Hart House and Virtual Resources
- Open to CaRMS-Entry learners and Program Directors and Administrators

## Common Hospital Orientation Date

- Monday, July 4, 2022

## Transfers, Re-Entry and Repatriation Update

- Internal Transfers, Re-Entry and Repatriation Applications – process is complete for this year
- External Transfers – Program Decisions requested by **Friday, May 27**
  - Preliminary Review
  - Application packages to be requested from [pgme.transfers@utoronto.ca](mailto:pgme.transfers@utoronto.ca)
- Transfer Information Session in Winter of 2022

## IMPORTANT DATES

- Thursday, May 12, 2022 – Match Day - 2<sup>nd</sup> Iteration of CaRMS
- Friday, May 13, 2022 – Registration opens in POWER for 2022-2023
- Friday, May 27, 2022 – Decisions requested for External Transfers
- Wednesday, June 29, 2022 – New Resident Reception
- Thursday, June 30, 2022 – UofT President's Day Closure
- Friday, July 1, 2022 – Statutory Holiday - Canada Day Closure

The PGME Registration Team will be working remotely on **June 30** and **July 1** to support learner registration for July 1<sup>st</sup>.

## 14. PGME Governance Review Recommendations (*see attachment*)

P. Tonin provided an update on the PGMEAC Terms of Reference Revisions for approval.

### Summary of Changes

- Mandate, roles and responsibilities revised to align with the General Standards of Accreditation for Institutions with Residency Programs
- Roles and responsibilities expanded to include:
  - Fellowship programs
  - Oversight for the development and approval of AFC with delegated authority to IRC

- Statement that each subcommittee submit a report annually, at a minimum to the PGMEAC via their chair or a delegate
- Membership expanded to include:
  - All standing subcommittee chairs
  - Surgical Foundations representative
  - Up to two clinical fellow representatives, including a FEAC representative
  - Vice Chair, Education representative
  - Representatives from the Wilson Centre, Office of Inclusion & Diversity, and Centre for Faculty Development

*The updated PGMEAC Terms of Reference were approved by all members of PGMEAC, with no changes.*

**15. Accommodations Presentation** *(see attachment)*

C. Guiang, S. Darani, M. Ruthralingam and H. Flett presented an introduction to navigating disability-related accommodations for PG learners and the processes involved.

Key objectives reviewed the background and rationale for disability and accommodations in PGME; defined specific terms and policies related to disability accommodations; and described the process and roles of individuals involved in disability accommodations through the OLA (for learners, program directors, and programs); ongoing work to address transition such as UGME to PGME for learners with accommodations.

Detailed information including key contacts are included in the slides and are encouraged to be shared broadly amongst groups.

**Next Meeting | All PDs | Friday, May 27 at 12:00 pm via Zoom**