**PAAC Meeting**

Tuesday, February 22, 2022

**NOTES – Meeting Summary**

**Attendees:** Savannah Clancey (Chair), Massih Bidhendi (Vice Chair), Catherine Wong (Interim Secretary), Lisa Bevacqua, Violetta Sochka, Dwayne Rodrigues, Nina Chana, Karianne Mintz, Sheri Johnston, Walaa Kheir, Polina M, Nelson Cabral, Laura Leigh Murgaski (Guest), Shantel Walcott (Guest)

**Regrets:** Bryan Abankwah, Bernice Baumgart, Sinthujah Santhirasiri, Dragana Markovic, Jill Tomac, Fiona Caprani, Sana Balasubramaniam, Kevin Smith,

**Welcome**

## Welcome

**Agenda/Minutes**

## Agenda Approval – Approved by committee

## Approval of Minutes – Approved by committee

## Business Arising from Last Meeting

## Recruitment for Secretary Position *Deferred*

## Standing Items

## Admin Series Subcommittee Updates

## Feedback from Recent Sessions

## Evaluation survey for Tips & Tricks sessions did not get sent out, but committee agreed that it should still be sent

## Action Item: Evaluation to be sent out this week for feedback on the session

## Tips and Tricks

## Finalizing/sorting out date for next session

## Alex left the department and subcommittee so only Jill and Dwayne left

## General information

## Massih reported that committee is working on the topic

## Continuing Education/Professional Development

## February 25 – session on Microsoft Office applications

## June – Career Development, panel discussion, date to be decided

## Wellness

## February session was cancelled due to timing issues and event notice not sent out in time

## March session in the planning phase with a final date to be set soon

## PAAC Awards

## 2 standing awards + 1 new award (in Dan’s honour)

## Bernice and Polina met with Savannah and Massih to go over the criteria for Dan’s award, fine-tuned the wording

## Committee approves the descriptions for the awards

## Action Item: March 7 send out email about awards, March 22 reminder Email, April 7 due date for nominations

## PA Appreciation Event

## Date: Wednesday, May 4th, 2022

## Virtual event, Star Wars Theme

## Nina Chana volunteered to be part of the planning committee

## Action Item: meet to discuss agenda, activities early March

## Strengthening Partnership *Deferred*

## Hospital Onboarding *Deferred*

## PGMEAC Update *Deferred*

## New Business

## PA Reports for Internal Review Committee

## Laura Leigh and Shantel attended the meeting to present a draft survey to specific programs that indicated they had support issues during the external review process (eg. PD needed more support, PA needed more time, etc)

## The purpose of the survey is to get data/documentation regarding the need/lack of support directly from the PA’s.

## Questions are structured so that only a ‘yes’ or ‘no’ response is required

## The Committee raised concerns around anonymity as the survey will be sent only to those programs who have an action plan from the last accreditation visit

## The Committee had some suggestions regarding the questions and also voiced some concerns around what will happen if the results say that nothing has changed.

## Laura Leigh said if it’s an accreditation requirement, then the Associate Dean will need to look into getting programs to make changes

## The Committee raised concerns around support for program admins/education coordinators as some are not paid by the University or Hospital, but by the physician themselves

## Action Item: Laura Leigh and Shantel will revise the survey based on the discussions and share the revised version to PAAC for any additional feedback via a shared document

## Open Forum *Deferred*

## Next Meeting: March 22, 2022 (virtual)