**PAAC Meeting**

Tuesday, November 23, 2021

**NOTES – Meeting Summary**

**Attendees:** Savannah Clancey (Chair), Massih Bidhendi (Vice Chair), Catherine Wong (Interim Secretary), Bernice Baumgart, Sinthujah Santhirasiri, Dragana Markovic, Polina Mironova, Lisa Bevacqua, Violetta Sochka, Dwayne Rodrigues, Nina Chana, Jill Tomac, Karianne Mintz, Fiona Caprani, Sheri Johnston, Nelson Cabral, Theresa Vo

**Regrets:** Bryan Abankwah, Walaa Kheir

**Welcome**

## Welcome new executive and new members

## New Members: Sheri Johnston (FM), Nina Chana (PGME Accreditation Team)

**Agenda/Minutes**

## Agenda Approval – Approved by Jill Tomac

## Approval of Minutes – Approved by Violetta Sochka

## Business Arising from Last Meeting

## Terms of Reference

## Thank you to all who submitted feedback on the Terms of Reference

## Last version was circulated with the agenda for today’s meeting

## Changes included fixing typos, adding in members-at-large participating as a lead for at least one PAAC subcommittee

## There was also some discussion around including a minimum number of events that PAAC members should attend. The executive felt we should leave this general as we didn’t want to make the Terms of Reference too restrictive and inadvertently discourage people from joining the committee

## TOR was reviewed and approved by committee members

## Action: PGMEAC to review and approve

## PAAC Contact Page

## Bernice has updated Quercus with the new member info

## Still a few outstanding pictures needed, Bernice will follow up with those specific individuals

## Standing Items

## Subcommittees

1. Admin Series
	1. Feedback from new PA Event
		* Gabrielle is collating the results. When collated, will be made available to PAAC
	2. Feedback from Post PA Conference Event
		* Gabrielle is collating the results. When collated, will be made available to PAAC
	3. Planning for Upcoming year

## A huge thank you to everyone who volunteered to lead one of the subcommittees. We have had PAs volunteer to help us out and provide input on the sessions.

## As a reminder we have 4 subcommittees: General Information. Wellness, Tips & Tricks, and Continuing Education/Professional Development. The goal is for each group to plan 2-3 sessions throughout the academic year.

## It’s up to the subcommittees around planning the dates and timing

## Lots of ideas came forth from members including CaRMS Intro session for new PA’s in December, BPAS session (how to weight questions/file review), recording sessions for those who are unable to attend, advocating for protected time from manager to attend sessions

## Savannah shared the initial draft of the Events calendar with the first Tips & Tricks session in December. The committee and subcommittee leads filled in the rest of the calendar from January – August 2022 with the ideas generated from the discussion

## Action: Savannah to share the calendar of events with all members

## In terms of timing and sending out the details for the sessions, we ask that sessions are planned 6 weeks in advance. This includes confirming the date and speakers, deciding what support is needed from PGME. This information along with a blurb about the session will need to be sent to Gabrielle so she can set up the registration link. 4 weeks prior to the sessions, Gabrielle will send out the registration link to all PAs. The week prior to the event the subcommittee will need to confirm the agenda and send those details to Gabrielle. The day before the event Gabrielle will send a reminder to the PAs.

* 1. End of Year Feedback Survey
		+ Thank you to all who provided feedback
		+ Sent to Gabrielle to be sent to larger community this week
		+ Results to be shared in January
1. Strengthening Partnerships Report
* No new updates
* Sinthujah and Dragana looking for members to help join their efforts for this project
1. PGMEAC Update – next meeting Friday Sept 24
* PARO – Teaching to Teach session being offered to residents
* CPSO – MCCQE2 pandemic exceptions being offered to PGY1/2 residents
* AFMC – virtual CaRMS for 2022 and 2023, with compressed timelines to move back to pre-pandemic timeline
1. Hospital Onboarding – deferred

## New Business

## PAAC Collaboration w/ External Medical School PAACs

## Bernice reached out to a few other medical schools and have heard back from UWO and Ottawa. Waiting to hear back from the rest

## Upcoming Meeting Dates

## Next meeting is January 18, 2022 – moved to January 19, 2022 after discussion with members

## Would like to propose monthly meetings between January to June as there are a lot of tasks coming up over the next few months, but will keep the meetings to an hour instead of 1.5 hours

## It was also suggested to have each meeting focus on one specific subcommittee update or event that is coming up in the next month to keep the discussion more focused

## Open Forum

## Next Meeting: November 23, 2021 (virtual)