**PAAC Meeting**

Tuesday April 9, 2019

**NOTES – Meeting Summary**

**Attendees:** Paula Nixon, Catherine Wong, Nelson Cabral, Savannah Clancey, Dragana Mirkovic, Bernice Baumgart, Tess Weber, Maureen Morris

**Teleconference:**

**Regrets:** Heather Johnston, Bryan Abankwah, Ayethida Walker Sawan Tate

**Review of Previous Minutes**

* Approved

**Business Arising from Last Meeting**

1. **Committee Membership**

* Bryan sent out an email call to all PAs and med ed office coordinators asking for new members
* The committee has openings for 5 members at large
* Bryan will send out another email blast and will mention it at the upcoming Appreciation Event

1. **2019/2020 Information Series**

* Paula will send out an email asking committee members to sign up to assist with determining the series for the 2019/2020 sessions

**Standing Items**

## Subcommittee Updates

**a) PAAC Award/Appreciation Event**

* Dragana asked if CVs need to be submitted along with the nomination as it “tips off” the nominee and element of surprise is lost. The members on the nomination committee explained that CVs are necessary to help determine the winner.
* All nominees will receive a letter from Dr. Bandiera

1. **Communication Group**

* The communication subcommittee has uploaded some templates and forms to the PAAC section of the PA Quercus site
* They will continue to update the site as necessary
* A PAAC contact page has been added to the PAAC section. Email addresses and photos will be included.
* An invitation to all PAs to sign up will be sent out again

**New Business/Open Forum**

**a) PGMEAC**

* **Resident Report**
  + PARO is pleased to hear that the resident registration matters are being addressed.
  + PARO is conducting a call room audit of hospital sites and isolated issues are being managed at the local level. PGME will look into specific issues related to availability of call rooms with the OHA as part of the OHA/PARO agreement.

* **Accreditation 2020**
  + L. Probyn provided an update on preparation for Accreditation 2020.
  + PGME will share the Accreditation Questionnaires (AQs) with Vice Chairs and VPs Education for all hospitals to ensure that everyone is on the same page and able to address any needs.
  + A Tip Sheet has been developed as a guide for programs to assist with the wording for the AQs, and can be added to by programs as needed.

* **CBME/BPEA** 
  + Implementation of CBD in **Elentra** continues to be on track.
  + Family Medicine is using Elentra as field notes now.

* **CaRMs Update**
  + C. Abrahams provided an update on the first iteration of the CaRMS match.
* **PGMEAC Membership**
  + The Terms of Reference were reviewed and approved.
  + Membership will be shared with the Department Chairs to decide who will represent core and subspecialty programs.

**b) Unprofessional Behaviour**

* Bernice has been given some feedback regarding unprofessional behavior towards PAs and med ed offices
* This discussion will happen off-line with the PGME

1. **Med Ed Onboarding of Incoming Trainees**

* The committee discussed the onboarding of trainees at all sites and asked if it was possible create a template that is to be used by all sites
* Dragana will begin this initiative with her colleagues in the med ed offices

The meeting was adjourned at 1:10pm.