**PAAC Meeting**

Tuesday February 11, 2020

**NOTES – Meeting Summary**

**Attendees:** Bernice Baumgart, Savannah Clancey, Catherine Wong, Bryan Abankwah, Nelson Cabral, Katrina Chu, Ayethida Walker, Massih Bidhendi, Carolyn Brooks, Sinthujah Santhirasiri, Lisa Bevacqua, Fiona Caprani, Theresa Vo

**Regrets:** Paula Nixon, Violetta Dukic

**Review of Previous Minutes**

* Approved by Massih Bidhendi

**Business Arising from Last Meeting**

* None

**Standing Items**

## 3. Subcommittee Updates

1. **Appreciation & Recognition of the PA Event**
* Appreciation event is scheduled for Wednesday April 22, 2020
* Subcommittee members: Massih, Katrina, Savannah
* Massih polled his paeds colleagues and they enjoyed the terrarium and calligraphy session. They would prefer to do something active (eg escape room)
* Lisa suggested using the PAAC gmail account to email the list serv to solicit ideas for the event
1. **Information Series/Communication Tool – Lisa B/Paula Nixon**
* Bernice made a motion to remove the Communication Tool as a standing item and the committee agreed
* Information Series sessions are posted on the PGME website. Emails are also sent about upcoming sessions.

## Strengthening Partnership

* Sinthujah S shared a document that lists the survey questions she is planning to use to gather data from other program administrators/coordinators, etc.
* This is to help streamline onboarding of a specific type of trainee at a specific hospital

## PGMEAC Update – Bernice Baumgart

* No PGMEAC in January, last meeting was an all-directors meeting in December. Bernice and Savannah gave an update at the meeting.

## Hospital Onboarding – Bryan Abankwah

* Bryan gave an update on the progress of streamlining what trainees have to do when moving from hospital to hospital
* Would like to see if there’s an opportunity to log the completion of certain mandatory items (eg. Privacy, WHMIS, etc) in one spot (eg. POWER) and then when the student registers, takes the registration confirmation to the hospital as proof of completion
* A survey/questionnaire was sent out to all the hospital sites. **Action Item: Bryan to share the data**
* The working group has a meeting scheduled some time later in February to discuss the results and how to move forward

**New Business**

## PAAC Award Expansion + Spotlight

* Subcommittee members: Bernice B, Savannah C, Catherine W, Massih B (Chair), Ayethida W, Katrina C, Bryan A
* The two PAAC Awards are ready to go with a call for nominations to be sent out this week.
* The rubric will be finalized shortly
* **Action Item: Lisa B to send the call email from last year to Massih to review**
* Nominations will be open for 4 weeks, with 2-3 weeks to review the nominations and mark with rubric
* Spotlight – template was circulated around the table with positive comments and approval
* Lisa B put Massih in touch with a graphics designer and came up with a logo for PAAC, which is on the Spotlight template
* Massih has a tracking sheet to keep track of the questions asked of each person being spotlighted
* Currently waiting to hear back from the first person Massih approached
* Action Item: Massih to email more people from last year’s award list for the upcoming months

## PAAC Contact Page

* + Continuously updating the page
	+ Bernice mentioned she found a useful page of acronyms and with the permission of the presenter, it will be uploaded onto Quercus

## Wellness Retreat/Resiliency Retreat/Workshop

* This session will be held on Tuesday February 25, 2020
* Subcommittee Members: Massih B, Bernice B, Savannah C
* The schedule for the day has been drafted, waiting to hear back from one speaker
* The day starts with a talk from two doctors in the Wellness office, a chiropractor coming to talk about stress, a physical stretching activity in the afternoon and a session on emotional mindfulness in the late afternoon
* Schedule will be sent out today or tomorrow

## Open Forum

* + Sign-up for PGME Info Series Sessions: February 25 – Massih B, Ayethida W, Bernice B; Mar 5 – Katrina C, Savannah C; April 22 – all members

The meeting was adjourned at 1:15pm. Next Meeting on April 14, 2020.