**PAAC Meeting**

Tuesday November 12, 2019

**NOTES – Meeting Summary**

**Attendees:** Bernice Baumgart, Savannah Clancey, Catherine Wong, Bryan Abankwah, Paula Nixon, Nelson Cabral, Katrina Chu, Ayethida Walker, Massih Bidhendi, Caroline Brooks, Sinthujah Santhirasiri, Lisa Bevacqua, Maureen Morris, Loretta Muharuma

**Regrets:** Dragana Mirkovic, Teresa Vo

**Review of Previous Minutes**

* Approved by Savannah Clancey and Bryan Abankwah

**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, timing of event has not been finalized
* Subcommittee members: Massih, Katrina, Savannah
1. **Information Series/Communication Tool – Lisa B/Paula Nixon**
* Currently uploading pictures of PAAC members onto Quercus
* **Action Item: Lisa and Paula will work together to re-organize the content on Quercus**

## Strengthening Partnership

* Sinthujah S has asked that we only use one source of truth – POWER – for gathering data. Data to be collected will include Full First Name, Last Name, email, program.
* A standard template with desired fields to be created and circulated for feedback
* A suggestion was made to pilot the template to a select few programs
* It was also suggested that programs input the first 3-6 months of the rotation schedule into POWER in June, prior to the start of the new academic year, so Sinthujah’s team and other hospital registration teams can download the information directly from POWER, without having to wait for each department to send in the template info
* **Action Item: Sinthujah to create a survey to gauge when would be the optimal time to have the rotations in POWER**
* It was also suggested to pilot this process with a select few programs to see if timelines and workflow are manageable

## PGMEAC Update – Bernice Baumgart

* KSA update was sent out to all departments/programs

## Hospital Onboarding – Bryan Abankwah

* Streamlining and standardizing orientation and registration for new trainees

**New Business**

## PAAC Award Expansion + Spotlight

* Subcommittee members: Bernice B, Savannah C, Catherine W, Massih B (Chair), Ayethida W, Katrina C, Bryan A
* Subcommittee members had a teleconference on September 18 to discuss the awards, how many award to be given out, structure, criteria. Massih volunteered to draft new proposals for the 2 different awards, with a follow-up meeting scheduled on November 1st to review.
* Upon review by the subcommittee, some questions arose and it was decided to bring it forward to the PAAC members for consideration and decision
* **There will be 2 awards (Award of Excellence and QI/Innovation Award) to be given out at the Appreciation Event in April. Each award will be adjudicated by 3 people (2 program admins + 1 resident). No PGME member will sit on the adjudicator committee. PAAC members cannot be nominated. Winners cannot win again within 3 years for the same award. If the nomination package is not on judgify, not complete or misses the deadline, it will not be considered for an award. There will be a monetary award to go along with the certificate and this will be provided by the PGME in the amount of $500/award.**
* **Action Item: Massih will update the award information, criteria and adjudication sections of the document**
* The Spotlight will highlight a PA/Hospital Admin, one per month. We will start in January 2020 with the first one, taken from the top 3 runner-ups from last years award. Afterwards, the top 6 nominated admins from each of the 2 awards (for a total of 12 people) will be featured each month thereafter.
* Lisa B will be assisting with the design and layout of the Spotlight newsletter and we will also have our own PAAC brand/logo on it

## PAAC Contact Page

* + Can be found on Quercus, currently being updated with pictures

## Wellness Retreat/Resiliency Retreat/Workshop

* This session will be held on Tuesday February 25, 2020
* Subcommittee Members: Massih B, Bernice B, Savannah C
* **Action Item: Subcommittee members will create a mini survey to find out what topics would interest people to attend**

## Open Forum

* + Sign-up for PGME Info Series Sessions:

Nov 18 – Bernice B; February 25 – Massih B, Ayethida W, Mar 5 – Katrina C, April 22 – all members

* + Maureen spoke about BPAS for CaRMS and gave an update about the CaRMS session that was given on Nov 8th. Slides from the session will be uploaded onto Quercus for those who weren’t able to attend.

The meeting was adjourned at 1:50pm. Next Meeting on February 11, 2020.