**PAAC Meeting**

Tuesday September 10, 2019

**NOTES – Meeting Summary**

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

**Regrets:** Heather Johnston, Teresa Vo

**Review of Previous Minutes**

* Approved by Savannah Clancey and Bryan Abankwah

**Business Arising from Last Meeting**

* None

**Standing Items**

## Subcommittee Updates

1. **Appreciation Event**

* Appreciation event is scheduled for Wednesday April 22, 2020, timing of event has not been finalized
* Looking to PAAC committee members to create/join a small working group to decide on theme and activity for the event
* Timing of the event needs to be considered as a number of people leave at the break, need to take that into consideration when planning the event
* **Action Item: Finalize members of appreciation event working group**

1. **Information Series – Lisa B**

* There will be 10 sessions, with 2 half-day sessions for the 2019-2020 Information Series
* There will be 2 half-day sessions: first one will be with CPSO and CaRMS basics. Date will be based on the availability of the speaker coming from Ottawa; second one was going to be Elentra/Tableau and POWER but upon speaking with Caroline and her team, they felt that at this time it will be on a as needed basis
* POWER session will be on Sept 18th with Khush and Chloe and they will reach out to new admins to attend the session
* Re-appointment session will be in Spring to tie in with the re-appointment timeline
* PAAC discussed a Wellness/Resiliency workshop to replace the Elentra/Tableau session. Discussed topics to cover, including Managing Me, coping with fatigue, off-loading burden, when to break confidentiality
* Discussed including a “CBD from the PA Perspective” workshop/session, with tips and tricks from those who have gone through and done it, maybe in a talk + panel format.
* PARO session was originally not going to be included in this year’s series, however, after some discussion, it will be included back for 2019-2020
* **Action Item: Lisa will work on organizing the sessions with dates, times and location**

**Communication Group – Paula Nixon**

* **Action Item: PAAC members to submit a picture and short bio to Paula to be uploaded to Quercus**
* Members are also able to upload documents that they feel might be useful to other Pas/admins
* **Action Item: Content needs to be organized**
* PAAC has a generic email address: [utoronto.paac@gmail.com](mailto:utoronto.paac@gmail.com)
* The email address will be used to communicate with the committee as well as the larger group via the list serv. In addition, meeting invites will be sent through the gmail account.
* The email will be monitored by the exec committee
* Maureen brought forth a discussion about job openings that they receive and the committee agreed to forward those via email using the listserve

1. **Strengthening Partnership**
   * Sinthujah S and Dragana M imparted to the committee on the importance of Strengthening Partnerships between the Hospitals Medical Education Offices and the Department Program Administrators. This is especially relevant for the exchange of information between offices for orientation and registration of resident physicians at Hospitals.
   * Action Items: Sinthujah and Dragana will form a working groups to open discussions with departments and programs. Members of the working group will be recruited

**New Business/Open Forum**

1. **PGMEAC Update – B. Abankwah**

* Deferred
* **Resident Hospital Orientation Project –** Bernice B commented on the new working group the PGMEO has established to Streamlined Hospital Onboarding. The PAAC has been invited to attend these meetings. Essentially, the PGMEO is reviewing opportunities to provide the most appropriate methods and system for the collation of and distribution of information required for registration to the PGME and the Hospitals.

**Action Item:** PAAC will be attending these meetings and will report to the committee as necessary.

1. **PAAC Award Expansion**

* There were many nominations for last year’s award. Some submissions were focused on innovation and some were those who went above and beyond
* Due to the large number of submissions, it was suggested that the award expand into different categories, with a suggestion to emulate the Staff Impact Awards that the Faculty of Medicine has
* An awards committee working group will be looking at the Staff Impact Awards in addition to reviewing the selection committee members for the award
* Through further discussion, it was brought forth that many PDs would like to acknowledge all the hard work that the PAs do for their respective program. Massih suggested doing a Spotlight/Employee of the Month, similar to what the Royal College does for CBD Leads. The person spotlighted would answer 5 specific questions about their job/position and then it would be sent out to the larger group (PDs + PAs) and archived in Quercus. PAAC members were all in favour of this idea.
* We would pool those who were nominated for an award as those to spotlight first, one per month, requesting their consent first
* **Action Item: Massih B to provide the template that was created by the Royal College**

1. **PAAC Contact Page**
   * Can be found on Quercus
2. **Open Forum**
   * Committee members are asked to sign up to attend an information series session this year, not only to attend to bring feedback to PAAC about the session, but also to be the PAAC rep
   * **Action Item: Exec member to create sign-up sheet (based on the dates and topics from Lisa) and circulated to members for sign-up**

The meeting was adjourned at 1:30pm. Next Meeting on November 12, 2019.