

## MEETING MINUTES

### Postgraduate Medical Education Advisory Committee (PGMEAC)

Friday, October 21, 2022 | 12:00 – 2:00 pm  
Zoom Meeting

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- Present:** Meredith Giuliani (Chair), Caroline Abrahams, Anne Davies, Susan Done, Michele Farrugia, Stu Murdoch, Hadeel Aljazzaf, Jennifer Nguyen, Rachel Fleming, Alison Freeland, Adelle Atkinson, Andrea Bezjak, Vincent Lin, Mojgan Hodaie, Jeannette Goguen, Seetha Radhakrishnan, Amandeep Rai, Maureen Morris, Lindsay Baker, Lisa Bevacqua, Lisa St. Amant, Shari Thompson-Ricci, Mary Bell, S. Darani, Linda Probyn, Adrienne Tan, Jackie James, Walter Tavares, Paul Tonin, Melissa Kennedy, Shannon Spencer, Laura Leigh Murgaski, Charlene Sturge (Recorder)
- Guests:** Paula Rowland
- Regrets:** Savannah Clancey, Eric You-Ten, Kevin Weingarten, Arno Kumagai, Barry Pakes, Cheryl Jaigobin, Patricia Houston, Giovanna Sirianni, Nicola Jones, Ashna Bowry, Larry Erlick
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#### 1. AGENDA/MINUTES

- a) M. Giuliani welcomed new and returning members and provided a brief roll-call of representatives at today's meeting. The agenda was approved as written.
- b) Minutes of the Friday, April 29, 2022, meeting was accepted as circulated.

c) **Safety Event Study** (*see attachment*)

P. Rowland shared about a study, "Exploring Tensions in the Clinical Environment" focusing on students and/or residents that have been involved in a serious safety event. She will be looking at the various policies and procedures in place for those kinds of situations and how those policies help us understand how the clinical learning environment is organized. Interviews will be held with residents, program directors, patient safety leaders and clinical faculty. The attached script can be shared to those who may be interested. For more information, please contact [Paula Rowland](#).

#### MATTERS ARISING/REGULAR UPDATES & FOLLOW-UP

##### 2. Resident Report

H. Aljazzaf and J. Nguyen provided an update on PARO activities:

##### **Toronto Hospital Facilities Survey Results - Access to Healthy Food while on call**

The Toronto PARO General Council Team, in collaboration with the UofT PGME office, are looking at ways to optimize specific facilities available to residents. To aid us in this work, we sent a survey to HUEC members to gather information on:

- Resident lounge locations and access
- Access to central delivery locations where food can be delivered, received, and held for residents to pick up
- Availability of lactation rooms

- Availability of gender-neutral washrooms
- Availability of a multi-faith prayer rooms

The results from the survey were very positive. Specifically, 22/27 of the hospitals replied that they do have a central food delivery spot, but many did state that food can not be held there for residents to pick-up.

In order to address the issue of availability of healthy food while on call, the Toronto GC Team proposed two solutions:

- 1) To create at each hospital a central food delivery spot, where all food could be delivered, received and held until the residents come and pick it-up. The centralized food delivery spot is important as residents shared experiences of being in code and not being available to pick-up their delivery.
- 2) Healthy food vending machines, such as Daily Blends and Kitchenmate. We are already aware Toronto Rehab Lyndhurst Centre and Toronto Rehab Bickle Centre have healthy food vending machines through Kitchenmate, and they have been a great success and accessible and used by all HCW.

At the HUEC meeting on September 21<sup>st</sup> different hospitals shared they are investigating solutions for healthy food while on call, including Princess Margaret, SickKids and Mt. Sinai which are looking into getting healthy food vending machines. PARO and PGME will follow-up with all the hospitals again on their progress in the new year.

### **Teaching to Teach Program**

One of the roles that residents are required to fulfill during their training is to teach junior learners, their patients and their patients' families. Although there are some "Residents as Teachers" programs available, they are highly variable by university and medical specialty.

To address the need in this area, PARO developed a half-day Teaching to Teach workshop available to residents from all universities and programs to provide them with a minimum standard of teaching skills to carry out their role as teachers successfully. The workshops are facilitated by trained residents, and it has been adapted to allow for virtual delivery.

Since its' launch in 2016, the workshop has been successfully delivered to 752 residents from 38 training programs at all of the university sites. PARO is pleased to offer you the opportunity to host a Teaching to Teach workshop for residents in your Program. We still have openings available for this academic year and are starting to schedule workshops for 2023/2024.

If you are interested in learning more or would like to schedule a Teaching to Teach workshop, please contact the PARO office at [paro@paroteam.ca](mailto:paro@paroteam.ca).

### **3. PAAC Report**

No updates.

### **4. COFM**

MOH has approved Toronto to start on accelerated path with our expansion positions in 2023 with the other schools (was previously slated to start in 2024)

### **HUEC**

Updates will be shared under New Business.

## 5. CBME Update (*see attachment*)

L. St. Amant provided an update on CBME activity:

- 55 programs have launched from 11 departments
- 2 programs 1 year from being fully onboarded
- 22 programs projected to onboard in more than one year
- 20 programs who have not yet onboarded
- Versioning changes are underway for many programs – thoughtful engagement and timing is key
- Areas of continued work in formative vs summative assessments; Competence Committee decision-making processes and learner follow up; change management

## 6. MD Program Update

S. Radhakrishnan shared key updates in the MD Program:

- Students enjoying in-person activities (exams, clinical, progress tests)
- Electives will be at home, but are running in full cohort
- Faculty assisting with coaching for interviews and document review for elective applications
- Preparing to roll out visiting electives for Canadian students graduating in 2024
- Small cohort of students will be invited nationally for electives
- Transition to Residency curriculum will be revamped to further streamline preparatory topics

## 7. COVID Updates

The Ministry of Health announced that the MRRP has been extended to March 31, 2023. This meeting will remain virtual to limit transmission at in-person meetings into the spring.

## NEW BUSINESS

### 8. BPEA Updated Terms of Reference (*see attachment*)

The Terms of Reference will be reviewed every two years. The revision reflects articulation of the scope of approach in program evaluation and identify faculty leads who can assist. The updates can be found in the attached document.

*The updated BPEA Terms of Reference were approved by all members of PGMEAC, with no changes.*

### 9. FEAC Updated Terms of Reference (*see attachment*)

The Terms of Reference will be reviewed every two years. This revision reflects their current practices and it is now considered a subcommittee of PGMEAC, and membership to include a fellowship director and a HUEC representative. The changes can be found in the attached document.

*The updated FEAC Terms of Reference were approved by all members of PGMEAC, with no changes.*

### 10. PGME Governance Committee

Consent agenda will be implemented at the next meeting as well as pre-circulating agenda items. The Governance Working Group has completed its meetings. Continued work is underway for a developing Terms of Reference for a Curriculum Committee and an Admissions Committee (which would oversee Quotas Allocation Committee). Governance CQI will conduct a survey on an annual basis to inform any changes in line with meeting the institutional accreditation requirements.

### 11. Streamlined Onboarding Working Group Presentation (*see attachment*)

J. James and L. Bevacqua provided an update on the progress by this group, and reiterated the importance of these implementations for our residents and fellows' overall wellbeing and improved accreditation standards.

**Key Points shared:**

- We have been addressing the issues of redundancies of onboarding for postgraduate learners
- We are required, by accreditation standards, to enforce that postgraduate learners' not be required to complete all of their onboarding if it's not possible before starting their rotation (not using personal time to complete onboarding activities)
- Registration requirements have been divided into three sections and can be completed in sequence to prior to July 1 or shortly thereafter
- Approved at the last HUEC meeting that as of January 1, 2023, all sites eliminate local requirements for all redundant and additional modules for postgraduate learners to fully register; additional modules are to be scheduled with dedicated time after the first day of training, or if a module has to be completed prior to their start date, the learner will be given a day off in lieu.
- Communication will be sent out by PGME with this update.
- Clearly articulating the optional modules (site-specific) versus the mandatory ones
- Content for new PPE module refresher will be in the form of a single module
- Create a generic Code Training module (knowing the colours on the back of your badge and what to do in each scenario)
- It is now in the affiliation agreements that hospitals comply with streamlined onboarding as much as possible

**12. Transfers Update (see attachment)**

L. Bevacqua and M. Morris presented an update on the following:

- Transfer process: Managed centrally through PGME based on core criteria of capacity, eligibility and funding.
- Internal transfers are based on UofT guidelines
- External transfers are based on AFMC guidelines
- Sponsored learners can apply any time throughout the year outside of the guideline mentioned above
- Other routes of entry into programs can be found in the attached slides
- Consider hosting an information session dedicated to transfers for trainees
- Important timelines can be found on slide 5 of the attachment – communication will be sent to postgraduate learners later this year about the application deadlines

**13. OLA Update**

S. Darani provided an update from the Office of Learner Affairs including:

- Return to in-person appointments and virtually to support all learners needs
- Appointments are typically available within two weeks' time, and in most cases, much sooner
- Goal to swiftly connect you with resources and guidance on how to best support trainees
- Website has been expanded with information and resources about the transfer process
- Career advising services will be offered to postgraduate and undergraduate learners in the near future on topics such as support for subspecialty matches, career option support, program transfer/withdrawal support, CV and personal statement reviews, transition to practice support, job interview practice and tips

<https://meded.temertymedicine.utoronto.ca/office-learner-affairs>

**Next Meeting | All PDs | Friday, November 25<sup>th</sup> at 12:00 pm via Zoom**