

MEETING MINUTES

Postgraduate Medical Education Advisory Committee (PGMEAC)

Friday, January 27, 2023 | 12:00 – 2:00 pm
Zoom Meeting

Present:	Meredith Giuliani (Chair), Caroline Abrahams, Susan Done, Ahmed Al-Awamer, Michele Farrugia, Hadeel Aljazzaf, Rachel Fleming, Adelle Atkinson, Andrea Bezjak, Larry Erlick, Mojgan Hodaie, Seetha Radhakrishnan, Giovanna Sirianni, Kevin Weingarten, Mary Bell, Linda Probyn, Adrienne Tan, Shari Thompson-Ricci, Jackie James, Alison Freeland, Maureen Morris, Lisa Bevacqua, Lisa St. Amant, Shannon Spencer, Melissa Kennedy, Charlene Sturge (Recorder)
Guests:	Bryan Abankwah
Regrets:	Savannah Clancey, Eric You-Ten, Jeannette Goguen, Nicola Jones, Amandeep Rai, Vincent Lin, Shaheen Darani, Cheryl Jaigobin, Stu Murdoch, Walter Tavares, Lindsay Baker, Arno Kumagai, Ashna Bowry, Barry Pakes

1. AGENDA/MINUTES

- a) M. Giuliani welcomed members and provided a brief roll-call of representatives at today's meeting. The agenda was approved as written.
- b) Minutes of the Friday, November 25, 2022, meeting was accepted as circulated.

2. CONSENT AGENDA

Motion to approve the consent agenda was accepted as circulated.

3. NEW BUSINESS

a. PPE Modules Update

J. James provided a brief update on behalf of the Streamlined Hospital Onboarding WG. Key points are:

- There are currently seven modules managed centrally through POWER. Two more modules will be added for the incoming 2023-24 cohort of learners. These 2 new modules will replace ones done at the learning sites to reduce redundancy.
- PPE – Donning and Doffing – <https://youtu.be/cCzwh7d4Ags>
 - Trillium Health Partners has given us permission to use this video – THP branding will remain in the video and explicit credit given as the creators of the content.
 - TAHSN-IPAC leads have reviewed and support the use of this video with the following additions:
 - TAHSN-Branded Introduction slide
 - The specific PPE used at different sites may vary, and if you are unsure how to don and doff the PPE at any of the different training sites, IPAC at each site has training materials and educational sessions that are available.
 - TAHSN-Branded Completion slide that leads the learner complete an attestation in POWER for centralized tracking.

Use of this module was approved by TAHSN on January 12, 2023 and by HUEC on January 18, 2023.

- Generic Code Training – Content in progress
 - We have engaged the support of the Ontario Health Toronto Hospital Emergency Preparedness Quality Improvement Committee (THEPQIC) This committee will be providing us with content and will work in consultation with our hospital stakeholders – **there are preliminary meetings scheduled for January 31st and February 2nd to begin this work.**
 - **The content will be brought forward for approval by TAHSN and HUEC at their respective meetings in March.**
 - The Working Group will then manage the creation and integration of the final content into POWER **so learners can complete this centrally beginning in May for all appointments commencing on July 1, 2023 and onward.**

- Both modules will be branded as TAHSN-Approved **with explicit credit given to THP and THEPQIC for the content of each of these modules** and available here with other modules: <https://tahsn.ca/education-and-elearning-modules>

- The Working group is also working on enhanced reporting that will allow sites to track module completion site-by-site rather than individually by learner. **Outreach to sites will be sent before the end of January so we can work with our vendor for implementation by July 1, 2023.**

- b. PGME Faculty Leads**

M. Giuliani shared about the open postings for faculty leads (Fellowships and Curriculum), encouraging anyone interested to submit their CV and LOI by Friday February 3. More faculty lead positions will be announced in the near future.

- c. Call Rooms at THP Update** *(see attachment)*

B. Abankwah and A. Freeland provided a call room update at THP. Key initiatives undertaken based on feedback from residents include:

 - 4 call room areas, each with multiple rooms within them across the two main hospital sites
 - All call rooms are equipped with computers for EMR access, common locker area, and small kitchen appliances
 - Call rooms are accessible via secure card access and are locked from the inside
 - Call rooms are assigned on first come, first serve basis
 - Call rooms can be used during the day as a quiet study space
 - Residents are surveyed monthly to determine availability and areas of improvement

- d. THP-PG MOH Expansion WG Update**
 - A. Freeland and B. Abankwah are continuing the work on postgraduate expansion in THP. Membership includes PGME and Trillium leads. Currently a survey is out at THP to the program leads to assess the current state at THP and capacity/feasibility for increasing resident numbers. Consideration of faculty development needs are being reviewed if more residents come to THP.
 - Next steps: Co-Chairs to meet with program directors to build relationships and gain perspectives on future opportunities.

- e. PG Mentorship Program Introduction**

J. Croke introduced her new role as Faculty Lead, Mentorship and shared her vision and priorities in line with the accreditation standards for continuous quality improvement:

 - Launching formal mentorship program for new program directors in the spring of 2023 (after CaRMS and before the new academic year)
 - New program directors will be matched with previous program directors for a minimum one-year mentorship, will develop leadership at both ends (mentor and mentee)
 - Orientation meeting will cover the roles and responsibilities
 - Consider expanding to DFCM mentorship program as well

f. Resident Update

H. Aljazzaf provided an update on PARO activities:

PARO Toronto Hospital Facilities Survey Results:

Back in May 2022 PARO and PGME sent a joint survey to all hospital sites regarding specific facilities available to residents, including:

- 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

PARO and PGME are partnering again to send a new facilities survey to hospital sites in March, specially looking at:

1. Access to Wifi
 - Do residents have access to fast and reliable Wifi in all areas of the hospital including community space, (call rooms, lounges, etc.)?
 - Do residents have access to the hospital staff / corporate wifi?
2. Access to Healthy Food while on Call
 - Since the facilities survey was sent out first in May 2022 have sites made any progress in providing healthy food to residents while on call (healthy food vending machines, location for food delivery drop-off, etc.)

RDAW

A reminder that Resident Doctors Appreciation Week, (RDAW), is February 6-10th and we would encourage hospitals and programs to think of ways to celebrate residents during RDAW. For RDAW PARO will be:

1. Providing Hospital treats in the resident lounges which will include a thank you note from PARO.
2. Bluemountain e-cards which can be sent from one resident to another in appreciation. There will also be a draw for gift cards and any resident who send a card is entered into the draw.
3. Hosting a social at Ripley's Aquarium Jazz Night on Friday February 10th.

PARO guide created for Residents thinking about transferring programs can be found [here](#) and in the attachment.

g. **PG Learners Appreciation** (*see attachment*)

On behalf of PGME, L. Bevacqua shared an example of the gift that all PG learners (residents and fellows) will be receiving during Resident Doctors Appreciation Week. A message on behalf of TFOM and PGME will be sent to all learners reiterating our appreciation.

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

L. Bevacqua shared important information and dates. Consent to review transfers has been received from all programs with interested applicants. Applicant packages for internal transfers and repatriation applicants will be sent to programs for review by Wednesday, February 1, 2023.

Re-Entry applications will follow as soon as they are made available to us from the Ministry of Health which is toward the end of next week (by Friday, February 3, 2023). The deadline to provide a response to PGME is **Wednesday, March 15, 2023** for all internal transfers, repatriation and re-entry applicants. External transfers may be reviewed beginning **April 27, 2023** – after the 2nd iteration of CaRMS is complete.

Next Meeting: Friday, February 24, 2023; 12:00 – 2:00 pm – virtual