PEDIATRIC POSTGRADUATE EDUCATION COMMITTEE
McMaster University

September 27, 2012
2:30 – 4:30 pm in room 3A14

A G E N D A

1. Minutes of Previous Meeting

2. Business Arising from the Minutes
   2.2 Hem/Onc pagers/support

3. New Business
   3.3 KW CTU rotation – car needed
   3.4 Can faculty be an advisor and research supervisor
   3.5 Accreditation, and Resident Safety Policy

Curriculum

- Tuesday, Thursday
- AHD (Academic Half day)
- CanMEDS
- Procedures
- Clinical Skills
- Simulation
- Rotation Schedule
- SRC (Senior Resident Clinic)

Research

- Resident Research Resource and Support
- Resident Research Grants
- Resident Research Database
- Critical Appraisal/Research Methodology Curriculum
- MCH Research Trainee Events
- WIP (Work in Progress)
- Journal Club
Student Affairs

- Advisor Program
- Well being
- Advocacy
- Career Planning
- Resident Room/Library
- Recruitment

Evaluations

- ITER
- Encounter Cards
- Mini CEX
- Procedure Logs
- MSF (Multi Source Feedback)
- Portfolio

Examinations

- STACER
- OSCE
- MCQ
- SAQ
- R4 Exam Prep
- Exam Policy - Fellows

ASC

- Remediation
- Faculty and Rotational Evaluations

Residents

- Chiefs
- PGY 1, 2 and 3/4 rep

Ombudsman

CTU
AGENDA

1. Minutes of Previous Meeting

2. Business Arising from the Minutes
   
   2.2 Hem/Onc pagers/support
   
   2.3 NICU update

3. New Business

   3.3 Water Cooler for Resident Room

   3.4 Social Pediatric Rotation

   3.5 Celebrations: International Conference on Residency Education; RMA

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Ombudsman

CTU
1. Minutes of Previous Meeting

2. Business Arising from the Minutes

3. New Business

   3.1 AHD evaluations
   3.2 Resident Course – expected costs
   3.3 Resident Call - revamp

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- Remediation
- Faculty and Rotational Evaluations

**Residents**

- Chiefs
- PGY 1, 2 and 3/4 rep

**Ombudsman**

**CTU**
1. Check In

2. Minutes of Previous Meeting

3. Business Arising from the Minutes
   3.1 Sedation Course

4. New Business
   4.1 Junior and Clerkship Float
   4.2 Committee member for advocacy
   4.3 Internal Review Report
   4.4 Request for Elective forms not submitted

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Ombudsman

CTU

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<tr>
<td>6. MSF</td>
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<tr>
<td>7. CTU – more in first year of training</td>
</tr>
<tr>
<td>8. Internal Review weaknesses – address</td>
</tr>
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<td>9. Float Call</td>
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<td>10. CBT</td>
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<td>Done:</td>
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AGENDA

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2. Minutes of Previous Meeting

3. Business Arising from the Minutes

3.1 Talk with ER about general pediatricians taking the sedation course – M. Ladhani
3.2 Look into finding a senior resident to take on advocacy/leadership role – N. Johnson
3.3 Add process for submitting elective forms into resident orientation manual – M. Ladhani
3.4 Send out email to resident regarding interest in scholarly project for working on moving to a competency based module for Gen peds – L. Giglia
3.5 Add “Faculty are strongly encouraged not to have the same resident as their research advisee” to research website - L. Giglia
3.6 Post information regarding Winnipeg conference on Peds Digest – L. Giglia
3.7 Create a faculty encounter card for resident to fill out (On Call Faculty Encounter Card) – M. Ladhani
3.8 Add all fellows to One45 - A. Flaiani
3.9 Speak to B. Baird regarding having a standing future STACER date – A. Flaiani
3.10 Create promotion document – M. Ladhani
3.11 Set a Postgrad Retreat Date – S. Ferguson
3.12 Contact Valerie Spironello Re: session for seniors – A. Niec

4. New Business

4.1 Guideline for Daytime Sick Coverage
4.2 New Chief Residents
4.3 Rotation Schedule
4.4 Evaluation
4.5 Rotation Evaluation and ITER
4.6 CaRMS Rank Order Lists
4.7 STACER - discussion

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• Well being
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• R4 Exam Prep
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- Remediation
- Faculty and Rotational Evaluations

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- Chiefs
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Ombudsman

CTU

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2. Minutes of Previous Meeting

3. Business Arising from the Minutes

   1. Add process for submitting elective forms into resident orientation manual for the new residents. M. Ladhani
   2. Send our elective form to other programs. S. Ferguson
   3. Bring faculty and rotation evaluation to RTC retreat. S. Ferguson
   4. Add “Faculty are strongly encouraged not to have the same resident as their research advisee” to research website. L. Giglia
   5. Post information regarding the Winnipeg conference in the Peds Digest. L. Giglia
   6. Explore the possibility of having a Child Psychiatry rotation for PGY4s. M. Ladhani
   7. Speak to KW about restructuring their call schedule. New Chiefs
   8. Speak to A. Kam about new mandatory “comment” fields on ITERS. M. Ladhani
   9. Speak with Claudia about moving M&M to the fourth Tuesday mornings of the month and to have the case a month in advance. K. Scheinemann
   10. Create a welcome letter for elective clerks. S. Murray
   11. Send out The McMaster Pediatric CTU Weekend and Holiday Call Guidelines document to RTC for review and input. H. Bhan & A. Mucci

4. New Business

   1. Brampton visit

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• Faculty and Rotational Evaluations

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• Chiefs
• PGY 1, 2 and 3/4 rep

Ombudsman

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A G E N D A

Pediatric Postgraduate Education Committee
McMaster University
RETREAT
May 1 and 2, 2013
Ancaster Old Mill, Solarium

Wednesday, May 1, 2013

8:15 am  Continental Breakfast

8:30 am  REPORTS (each Lead is to report using the feedback grid provided)

1. CURRICULUM:

Tuesday, Thursday, AHD, CanMEDS/LCC, Procedures, Clinical Skills, Simulations, Rotation Schedule, SRC

Distributed versus mass education

2. RESEARCH


Evaluation of research supervisors

3. STUDENT AFFAIRS

Advisor Program, Well-being, Advocacy, Career Planning, Resident Room/Library, Recruitment

Study - Berk : Faculty Mentoring

10:20 am  BREAK (ten minutes)

4. EVALUATIONS

ITER, Encounter Cards, Mini CEX, Procedure Logs, MSF, Portfolio

Evaluation of junior and seniors during float

Complex Chronic Team in PGY4 year – Objectives and Evaluation
Rotational objectives and evaluations

Faculty Evaluations

5. **EXAMINATIONS**

STACER, OSCE, MCQ, SAQ, R4 Exam Prep, Exam Policy – Fellows

12 pm **L U N C H** in the dining room

1 pm continue **REPORTS**

6. **ASC**

Remediation
More meetings
Promotions document

7. **RESIDENTS**

Chiefs, PGY1, 2 and 3/4 rep

8. **OMBUDSMAN**

9. **CTU**

2:50 pm **BREAK (10 minutes)**

3-4:30 pm **NEW BUSINESS**

1. Dates for OSCEs, Retreats, Sedation Course, Clinical Skills Day, STACER

2. Review Terms of Reference RTC, ASC, and overall Goals and Objectives of the Program

3. Update on Hem/Onc, handover and junior float

4. Social Pediatrics Rotation

5. Central Line Insertion Simulator – support cost

***************************
Thursday, May 2, 2013

8:15 am  Continental Breakfast

8:30 am  CanMEDS Physician Competency Based Framework – conversion of CTU and EM to competency based models – develop milestones, modules, log books

10:20 am  B R E A K (ten minutes)

12 – 1:30  Buffet  Lunch in the meeting room.

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AGENDA

1. Check In

2. Minutes of Previous Meeting

3. Business Arising from the Minutes
   3.1 Update on action “To Do” list – refer to minutes
   3.2 MSF
   3.3 CBME

4. New Business
   4.1 Conference Funds

Curriculum

- Tuesday Teaching
- AHD (Academic Half day)
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2. Minutes of Previous Meeting

3. Business Arising from the Minutes

   3.1 Update on action “To Do” list – refer to minutes
   3.2 MSF
   3.3 CBME

4. New Business

   4.1 Vacation Time off for 2 and 3 week blocks
   4.2 Pre departure training
   4.3 Computers for senior on CTU
   4.4 The Handbook
   4.5 Resident retreat

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<tr>
<td>• Social Peds schedule</td>
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<td>• Survival Guide books</td>
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<tr>
<td>• Mini CEX booklets have been ordered</td>
</tr>
<tr>
<td>• All ITERS have been revised and sent to One45 (waiting for confirmation from One45 that they have been added)</td>
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<td>• 2013/2014 Rotational schedule</td>
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PEDIATRIC POSTGRADUATE EDUCATION COMMITTEE
McMaster University

September 24, 2013
1:00-3:00 pm, Room 3A3

AGENDA

1. Check In

2. Minutes of Previous Meeting

3. Business Arising from the Minutes
   3.1 Update on action “To Do” list

4. New Business
   4.1 Pre-departure Training and Funding for International Electives
   4.2 Structure of WIP
   4.3 EAC - CIP
   4.4 Faculty Evaluation for Research Advisors/Mentors
   4.5 Faculty Encounter Card
   4.6 Remediation: Contract, Remediation Sub-committee – Terms of Reference
   4.7 Resident Handbook – page 46: Submit abstract/manuscript to conference during first 3 years of residency
   4.8 Computers for senior on CTU
   4.9 Resident Retreat
   4.10 Clinical Skill
   4.11 RCPSC Chari’s Examination Report 2013

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Ombudsman

CTU

Meeting Evaluations
**Working On:**

- Working on reevaluating back up call system *(Chief residents)*

- Speak with ER, NICU & PICU ERPs to make sure that they have Mock codes on their curriculum *(M. Ladhani)*

- Create a resident research e-book *(Research committee)*

- Send S. Murray all up to date list of all publications *(L. Giglia & D. Liu)*

- Send S. Murray educational conferences to add to website *(M. Ladhani)*

- Send Survey out to faculty about preference OSCE dates *(M. Ladhani)*

- Advocacy document *(S. Kay)*

- Sub Committee for A. Lim
PEDIATRIC POSTGRADUATE EDUCATION COMMITTEE
McMaster University

October 24, 2013
1:00-3:00 pm, Room 3N50

A G E N D A

1. Check In

2. Minutes of Previous Meeting

3. Business Arising from the Minutes
   3.1 Update on action “To Do” list

4. New Business
   4.1 Multi-source Feedback
   4.2 Clinical Skills Curriculum
   4.3 $ for WSGs
   4.4 Statement on MacPeds website
   4.5 Rotation Evaluation by Pediatric Neurology Resident

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Ombudsman

CTU

Meeting Evaluations
### Agenda Items:

**Working On:**

- Speak with ER, NICU & PICU ERPs to make sure that they have Mock codes on their curriculum (M. Ladhani)
- Create a resident research e-book (Research committee)
- Send S. Murray all up to date list of all publications (L. Giglia & D. Liu)
- Send Survey out to faculty about preference OSCE dates (M. Ladhani)
- Advocacy document (S. Kay)
- Sub Committee for A. Lim

**Completed:**

- Working on reevaluating back up call system (Chief residents)
- Send S. Murray educational conferences to add to website (M. Ladhani)
- Sub Committee for A. Lim
PEDIATRIC POSTGRADUATE EDUCATION COMMITTEE
McMaster University

November 28, 2013
1:00-3:00 pm, Room 3N50

AGENDA

1. Check In

2. Minutes of Previous Meeting

3. Business Arising from the Minutes
   Update on action “To Do” list

4. New Business
   4.1 AHD in community
   4.2 Resident Research Award Letter
   4.2 Subspecialty Call Guidelines

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Ombudsman

CTU

Brampton

Pediatrics Waterloo

Meeting Evaluations
AGENDA

1. Check In

2. Minutes of Previous Meeting

3. Business Arising from the Minutes
   Update on action “To Do” list

4. New Business
   4.1 Academic Integrity Module – online course module for residents
   4.2 Subspecialty Call Guidelines - revised
   4.2 Travel grants for international electives
   4.3 Table of Procedures for Residents
   4.4 Professionalism Policy
   4.5 Career Night
   4.6 New Chief Model
   4.7 New Chiefs Vote

Curriculum

- Tuesday Teaching
- AHD (Academic Half day)
- CanMEDS/LCC
- Procedures
- Clinical Skills
- Simulation
- Rotation Schedule
- SRC (Senior Resident Clinic)

Research

- Resident Research Resource and Support
- Resident Research Grants
- Resident Research Database
- Critical Appraisal/Research Methodology Curriculum
- MCH Research Trainee Events
- WIP (Work in Progress)
- Journal Club

**Resident Affairs**

- Advisor Program
- Well being
- Advocacy
- Career Planning
- Resident Room/Library
- Recruitment

**Evaluations**

- ITER
- Encounter Cards
- Mini-MAS
- Procedure Logs
- MSF (Multi Source Feedback)
- Portfolio
- Faculty Evaluation

**Examinations**

- STACER
- OSCE
- MCQ
- SAQ
- R4 Exam Prep
- Exam Policy - Fellows

**APC**

- Remediation
- Faculty and Rotational Evaluations

**Residents**

- Chiefs
- PGY 1, 2 and 3/4 rep

**Ombudsman**

**CTU**

**Brampton**
1. Check In

2. Minutes of Previous Meeting

3. Business Arising from the Minutes
   
   Update on action “To Do” list

4. New Business
   1. Community Reports
   2. Chief Report
   3. Call Restructure
   4. Remediation Contract (final version) and Learning Plan/Tracking Tool

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CTU

Brampton

Pediatrics Waterloo

Meeting Evaluations
AGENDA

Pediatric Postgraduate Education Committee
McMaster University

RETREAT

April 16, 2014
Ancaster Old Mill, Solarium

8:00 am    Continental Breakfast

8:30 am    Meeting begins

1. Minutes of Previous Meeting - approval

2. Business Arising from the Minutes
   
   Update on action “To Do” list
   All “to do” items on list are to be completed by retreat day

3. REPORTS - Leads are to report their portfolio and innovations planned for next year.

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10:15 am B R E A K (10 minutes)

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Ombudsman

CTU
Brampton

Pediatrics Waterloo

12 noon    L U N C H    in the dining room/dessert and coffee in Solarium

1 – 5 pm    NEW BUSINESS

• Internal Review Document – Summary & Comments
• Accreditation Meeting in Ottawa – trends that emerged from reviews this past Fall
• Rotation Evaluation by Pediatric Neurology Resident
• Endocrinology ITER
• Evaluations to be revised
• CCERR Form
• New Call Schedule
• Subspecialty Call Guidelines
• Rotation Schedule – what’s expected
• Time off for residents for CaRMS Interviews
• General Standards of Accreditation
• Specialty Training Requirements in Pediatrics
• Statement of Inclusion

The End
AGENDA

1. Check In

2. Minutes of Previous Meeting - approval

3. Business Arising from the Minutes

   Update on action “To Do” list

4. New Business
   1. Decision Letter – Outcome of Part II consideration of Competency Based Education, General Pediatrics for PGY1 Fundamental Innovations in Residency Education (FIRE) Project application
   2. Exam Prep – needed or not?
   3. International Elective Bursary
   4. Chief Blocks
   5. Chief Roles and Responsibilities

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