

CSAM Education Committee Meeting

Mon, Apr 27, 2020 6:00 PM - 7:00 PM (MST)

Minutes

Present: Anees Bahji David Crockford Gaurav Mehta Lisa Lefebvre
 Melanie Willows Ron Fraser Rebecca Hebert (Recorder)

Regrets: Tuxephoni Winsor Peter Butt Yelena Chorny Elise Roy
 Ralph Dell' Aquilla Hanka Hulsbosch Meldon Kahan Wip Lamba
 Larina Reyes – Smith Lucila Nerenberg Marlon Danilewitz Sharone Cirone
 Simon Dubreucq Launette Rieb Stephanie Marsan

1. Call to order: 6:05pm - Lisa Lefebvre
2. Adoption of Agenda & Additions:
 - No additions or changes to the agenda
3. Review of Last Meeting Minutes from February 3, 2020
 - Review of Action items:
 - Ron Fraser**
 - Reach out to the translation company he has used in the past to get an estimate of cost on translation the Fundamental slides
 - together a proposal for the CSAM funding committee
 - Tuxephoni Winsor**
 - Send out instructions and sign up sheet to the CSAM Education Committee to review the E-Learning modules
 - Becca Hebert**
 - Invite Naved Ali to the CSAM Education Committee
 - Connect with Tux to make sure they have everything require to send out the instructions and sign up sheet for the e-Learning modules
4. 2020 CSAM Fundamentals Course – Naved Ali
 - Update pushed to next meeting – N. Ali was not on the call
 - R. Fraser to follow up with N. Ali after CSAM Conference committee meeting May 7th, 2020

- The goal is to have the Fundamentals course more interactive
- ISAM – CSAM conference is looking into virtual conference options as a back up plan due to Covid – 19
 - i. We must be prepared how this could change the Fundamentals course

5. AHS Curriculum – Naved Ali/Ron Fraser

- Tux Winsor email update:
 - i. Huge thank you to all you have participated in review of first 7 modules! Your edits have been made and versions are being finalized in articulate software.
 - ii. **CME accreditation has been approved!** Each module is 1.0 Section 3 study credit for a combined total of 7.0 Section 3 credits.
 - iii. First 7 modules will be accessible by mid-end May on the www.ahs.ca/PACES website. I will forward the required COI to the individual reviewers in the coming week
 - iv. My initial request for financial compensation was declined by medical affairs, I have resubmitted with further rationale. **Not prepared to give up on this yet.**
 - v. Drafts of the next 7 modules (intoxication/withdrawal, screening/assessment, pharmacological/psychosocial interventions, etc) are currently underway but are not ready for review yet.
- Now that we have a distance learning program – how do we integrate it with the CSAM Fundamentals?
 - i. Looking at a different format for the Fundamentals:
 - Basic Fundamentals (Course #1)
 - Advance Fundamentals (Course #2)
 - a. To be attended at the conference after completing the online modules in advance
 - ii. Get the opportunity for section 3 credits for Specialists and the College of Family Physicians
 - Pre/post tests and review of the answers must be completed with references
 - L. Lefebvre to email T. Winsor regarding the learning modules and credits

- Co – branding with AHS
 - i. Certainly, support from the CSAM BOD
 - ii. M. Willows to ask the CSAM BOD opinion on AHS co-branding
 - iii. Look at getting a formal agreement with AHS regarding CSAM involvement, partnership and branding
- AHS will post part #1 of the learning modules free of charge on their website – CSAM will have to also post it for free charge
- Modules will require updates
 - i. CSAM will not have full control over these updates
 - ii. Do we want to tie ourselves to the AHS content?
 - iii. If AHS eventually cannot cover the costs of these updates, can CSAM recoup the money in some way to continue the project?
 - iv. Does AHS have funding to cover the remaining modules?
 - Would not be surprised if there is a lack of funds
 - AHS has said no more funds will be put into Education projects moving forward
- For now, we will continue our partnership with AHS – they were able to accomplish something we could not.
 - i. If we were to have our own CSAM Fundamentals we would need a champion to spearhead the project to ensure progress is made
- Rebrand the CSAM fundamentals – must have a common understanding of what the 1st stage is
 - i. CSAM Financials – wait to see what happens with the annual conference – time of uncertainty with Covid – 19
- R. Fraser to reach out to N. Ali about plans for the 2020 CSAM fundamentals

6. New Business:

- A resident submitted learning resources and guidelines for us to post on the CSAM website
 - i. Education committee may be looked to for review of the documents
 - ii. CSAM BOD must ensure content is reasonable
 - iii. Discussion must be had about recommending other individuals' guidelines

- We must be cautious as to what we are endorsing and who
 - iv. If other residents submit work and we want to change/ edit the documents – what is that process?
 - Would this group be interested in a virtual conference?
 - i. At some point people need to get their CME points
 - Royal College for Family Physicians has said you do not need your CME points for this year
 - ii. ASAM held virtual conference this year – Reviews of it going well
 - Peter Selby is the international rep for ASAM – M. Willows to reach out and see how the virtual conference was ran and the results.
 - iii. The length of the conference? Would people be engaged online for 3 days?
 - iv. Must be marketed differently – lower cost, live or pre-recorded, etc.
 - 7. Next meeting:
 - Becca to send out doodle poll for June 1st and 8th
 - Becca to send out doodle poll for September 14th and 21st
 - 8. Adjournment: 6:49pm – L. Lefebvre
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Action Items

Ron Fraser

- Reach out to N. Ali (after CSAM conference committee meeting May 7th) to discuss Fundamentals

Lisa Lefebvre

- Reach out to Tux Winsor regarding section 3 credits and the learning modules

Melanie Willows

- Ask CSAM BOD about co-branding with AHS
- Reach out to Peter Selby regarding the ASAM virtual conference

Becca Hebert

- Send out doodle poll for June 1st and 8th
- Send out doodle poll for September 14th and 21st

Appendix 1

CSAM Education Committee Meeting

Mon, Feb 3, 2020 6:00 PM - 7:00 PM (MST)

Minutes

Present: Tuxephoni Winsor David Crockford Gaurav Mehta Lisa Lefebvre
Melanie Willows Ron Fraser Rebecca Hebert (Recorder)

Regrets: Anees Bahji Peter Butt Yelena Chorny Elise Roy
Ralph Dell' Aquilla Hanka Hulsbosch Meldon Kahan Wip Lamba
Larina Reyes – Smith Lucila Nerenberg Marlon Danilewitz Sharone Cirone
Simon Dubreucq Launette Rieb Stephanie Marsan

9. Call to order: 6:06 pm MST – Lisa Lefebvre

10. Approval of Agenda:

- Additions:
 - Fundamentals
 - Strategic Plan

Approved by: Melanie Willows

Second by: Ron Fraser

11. Review of Last Minutes from May 27, 2019 (Appendix 1):

- Ron Fraser chaired the last committee meeting – Melanie Willows, David Crockford and David Martell were all present
- The main idea that came from the last meeting was to translate the English fundamental slides into a French copy – the goal of this would be to connect and reach more communities
- David Martell sent Ron Fraser all the information he would need to submit a proposal to the CSAM Funding committee
- Ron Fraser is to reach out to the translation company he has used in the past to get an estimate of costs
 - Once that is completed, he will put together a proposal for the CSAM funding committee

12. Acknowledgment of Karen Mellor's contributions to the Education Committee:

- A huge thank you and acknowledgment goes out to Karen from the Education committee and all its members
- There will be acknowledgment of her work at the 2020 ISAM – CSAM conference in the form of a bursary or scholarship
 - The CSAM BOD is currently finalizing the details on this grant

13. Ongoing Business:

- PACES Learning Pathway (Appendix 2) - Tuxephoni Winsor
 - 5 of the 7 eLearning modules that comprise phase 1 have been signed off on
 - 4 of the 5 modules have been converted into the authoring tool with computer generated narration and are ready for the 2nd line review
 - Modules are ready to be reviewed and approved – each module must be reviewed by a minimum of 1 person on the committee
 - The module link will be sent via email and can be accessed anytime/anywhere for testing – By Tuxephoni Winsor
 - Tuxephoni Winsor will draft up an email and sign up method to send to the CSAM education committee for circulation – once filled in, the selected modules will be sent to the reviewers
 - Leave off the compensation plan
 - Let the reviewers know they can also comment on design, flow, etc.
 - 12 reviewers are needed in total at this time
 - Reviewing of the modules must be completed by middle of March (storyboarding will be the review platform used)
 - The timeline to roll out the Learning Pathway is for April 1st, 2020
 - Tuxephoni Winsor is currently drafting a CMO letter to request for compensation of each reviewer
 - David Crockford – Why are there different hours allotted for each module review?
 - Wanted to be as inclusive as possible
 - Rounded up on the time expectations for the possibility of the compensation rate
 - This continues to be a valuable project for CSAM – The BOD is very supportive of this initiative

14. New Business:

- Fundamentals – Ron Fraser
 - Dr. Naved Ali will lead the fundamentals for the 2020 ISAM – CSAM conference
 - Ron Fraser has sent Naved Ali the fundamentals of fundamentals document to help him prepare. This included:
 - A list of items that need to be addressed
 - A timeline of items
 - A suggested itinerary based off a day and half of sessions

- A copy of all PowerPoint presentations from the 2019 Conference in Halifax
 - COI form template
 - Suggested speakers from the CSAM BOD
 - Ron Fraser will continue to touch base with Naved Ali as we progress closer to the conference in November
 - Becca Hebert to invite Naved Ali to join the Education Committee (for support as he builds out the fundamentals)
 - In 2019 the cost of the fundamentals was increased and lunch on your own was implemented – overall the conference made money and we will continue with providing an educational foundations course
- Strategic Plan & Comprehensive Review - Melanie Willows
 - Melanie Willows explained what the comprehensive review is about
 - It started by seeking professional help to look at activities we should and shouldn't be doing as an organization
 - From there we created a document of strategic directions the CSAM organization should follow when looking at participating in new activities
 - A survey was then sent out to the membership for feedback on this matter
 - The documents were revised and sent out again at the conference and annual meeting for further feedback
 - At this point we have our final document and will be sending out to the membership within the next month
 - The next step is to develop an implementation plan and find the best way to work with the current CSAM committees
 - Currently there are no concrete items for the education committee to work on regarding the strategic direction
 - By the next meeting – The CSAM BOD will have an implementation plan in place for each CSAM committee to follow using the new strategic direction

15. Next meeting: April 27, 2020

16. Adjournment: 6:39pm MST - Lisa Lefebvre

Action Items:

Ron Fraser

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- together a proposal for the CSAM funding committee

Tuxephoni Winsor

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