

LEG Administrators Meeting

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LEG Lead and Administrators Meeting 2019
Toronto, ON

Michelle Labate

I am a staff member of NOAMA and I do not have any relationships with commercial interests or any conflicts of interest to declare

Keely King

I am a LEG Administrator and I do not have any relationships with commercial interests or any conflicts of interest to declare

Sue Featherston

I am a LEG Administrator and I do not have any relationships with commercial interests or any conflicts of interest to declare

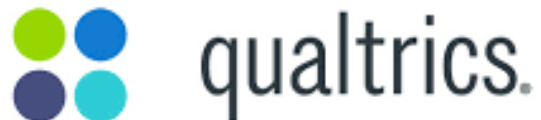
Learning Objectives

At the end of this presentation, participants will be able to:

1. Better complete the NOAMA reporting requirements as they relate to LEG evaluation
2. Better understand how to develop a scientific planning committee and design a needs assessment for your LEG

- LEG Annual Reporting Requirements
 - Sections with examples
- LEG Accredited Events
- Evaluation and Questions

LEG Annual Reporting Requirements



NOAMA Reporting Requirements Section 1

Section 1 – NOAMA Reporting Requirements

- Pre-filled section
 - LEG contacts, NOAMA grants, publications, CEPD accredited programs, Northern Constellation Attendees
- Information is collected from NOAMA and NOSM
- Missing information
 - Reasons
 - Note in section 3 and 4



NOAMA Reporting Requirements

Section 2

Section 2 - Academic Deliverables & Membership Listing

Academic Deliverables

- Base and expanded academic activities – check the activities your LEG does
- Precepting capabilities – regarding the upcoming academic year

Select the precepting capabilities of your LEG for the

Academic Year July 1, 2019, to June 30, 2020:

	Can support ADDITIONAL clinical teaching weeks	Can provide SIMILAR clinical teaching weeks	Requests REDUCED clinical teaching weeks
Our LEG:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information if required:

NOAMA Reporting Requirements

Section 2

Section 2 - Academic Deliverables & Membership Listing

Academic Deliverables

- Precepting capabilities
 - Reasons: NOSM Clinical Teaching
 - Examples:
 - Increased (e.g., new LEG members with faculty appointment, better organization of LEG and use of resources, etc.)
 - Similar (e.g., maxed out—majority of LEG members have a learner or multiple, etc.)

NOAMA Reporting Requirements

Section 2

Section 2 - Academic Deliverables & Membership Listing

Membership Listing

- 2 options
 - Make changes to the attached Excel document
 - Add changes to membership directly in Qualtrics (5 or less)
- Reason: Base funding



NOAMA Reporting Requirements

Section 3

Section 3 - LEG Variable Funding Accountability

LEGs agree they will use the funds to develop plans for enhanced research and scholarly activity development and / or the establishment of support infrastructure for these activities.

Develop research capacity

- Examples: hire a research assistant/coordinator responsible for facilitating research activities, assisting with grant proposal writing and REB review, undertake a project as a whole, look for opportunities to support their members in future research initiatives.



NOAMA Reporting Requirements

Section 3

Section 3 - LEG Variable Funding Accountability

- **Develop and participate in LEG research networks and/or regional collaboration:**
 - Examples: Show interest, multi-LEG funded research assistant, multi-LEG funded Academic Coordinator, collaborate with other LEGs in their areas for joint research projects.
- **Increase documented clinical innovation/quality improvement activities:**
 - Examples: planning and implementation of QI measures, the development of a QI plan, stimulation labs, publications, engaged in setting up community-led Health Link, help pass a by-law for a health initiative in a municipality

NOAMA Reporting Requirements

Section 3

Section 3 - LEG Variable Funding Accountability

- **Conduct community engaged scholarships and increase funded research conducted by LEG members:**

Examples:

- LEG held educational conferences, LEG led community initiative on social accountability, LEG demonstrating willingness to engage in opportunities to become involved in community-based research activities and projects



- **Increase in externally funded research**
 - Examples are, grants given through the: Heart and Stroke, Cancer Foundation, Alzheimer's Society, PSI, CIHR

NOAMA Reporting Requirements

Section 3

Section 3 - Scholarly Activity

- Selection of the Scholarly activity that has occurred in your LEG
 - Choose as many that are applicable
 - Created by the Scholarly Activity Working Group
- 2 research questions which are optional to provide additional information regarding current research and potential research within your LEG
 - Other research being done (paper, journal, posters)
 - Collaboration interest: rural obstetrics, palliative care and premature deaths, opioid use, smoking, use of novel technologies

NOAMA Reporting Requirements

Section 4

Section 4 – Faculty Development

- **Develop Physician Leaders:**
 - Chair committees, host award nights for students and facilitators, conferences for development
- **Faculty Development:**
 - Host faculty development sessions, educational guest speakers, credit those involved in curriculum development



NOAMA Reporting Requirements

Section 4

Section 4 – Faculty Development

Educational Gaps:



1. Clinical Competencies:

- Opportunities for learner practice guidelines, hold information sessions or workshops on the transition to clinical competency based curriculum, support local provision of courses, updated clinical guidelines for common medical diseases

2. Clinical Teaching:

- Learner issues, learner support, learner centered objectives, hold active mentorship program for new preceptors, standardized orientation module specific to their roles, tools to help the struggling student/resident.

NOAMA Reporting Requirements

Section 4

Section 4 – Faculty Development

Educational Gaps:



3. Leadership/Administration:

- Effective communication, NOSM processes, communication errors, cultural competency, teamwork, crucial conversations, more leadership workshops, best practices exchange for Elective learners, leadership course offerings and funding support for external programs.

4. Scholarly Activity:

- Framing research questions, REB review, assessing research support, workshops on concept mapping in medical education, workshops on writing research findings to maximize opportunity for publication, guidance on how to do research, accessing research supports at NOSM, support for clinicians to complete research while having a busy clinical practice

NOAMA Reporting Requirements

Section 5

Section 5 – LEG Lead Approval (Sign-off)

Variable Funding

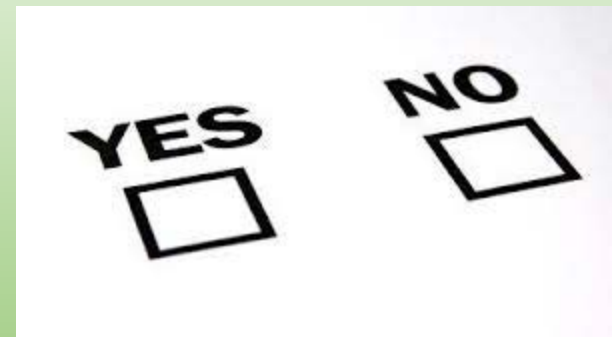
- LEGs need to check whether they would like to receive variable funding or not

Yes

- Complete the NEW Appendix A (Qualtrics or Excel)
- The LEG will use this funding for enhanced research and scholarly activity development and/or establishment of support infrastructure for these activities

No

- Decline this section



NOAMA Reporting Requirements

Section 5

The following was paid to the LEG for variable funding in the prior year:

Variable Funding:

Accountability Report (Appendix A)

Please complete the following *or* complete the Excel Accountability Report attached to your original email.

The total must equal Variable Funding Received (noted above)

Stipends - (Research Lead, Research Coordinator, Etc.)	\$ <input type="text" value="0"/>
Research support services (staffing, training)	\$ <input type="text" value="0"/>
LEG Funding of Research/QI Projects	\$ <input type="text" value="0"/>
Research Skills Development	\$ <input type="text" value="0"/>
Member Honoraria for Scholarly Activities (Other than Clinical Teaching)	\$ <input type="text" value="0"/>
Other	\$ <input type="text" value="0"/>
Unspent Funds	\$ <input type="text" value="0"/>
Total	\$ <input type="text" value="0"/>

NOAMA Reporting Requirements

Section 5

Section 5 – LEG Lead Approval (Sign-off)

Base Funding

- LEG Financial Statements This is a simple reminder that in

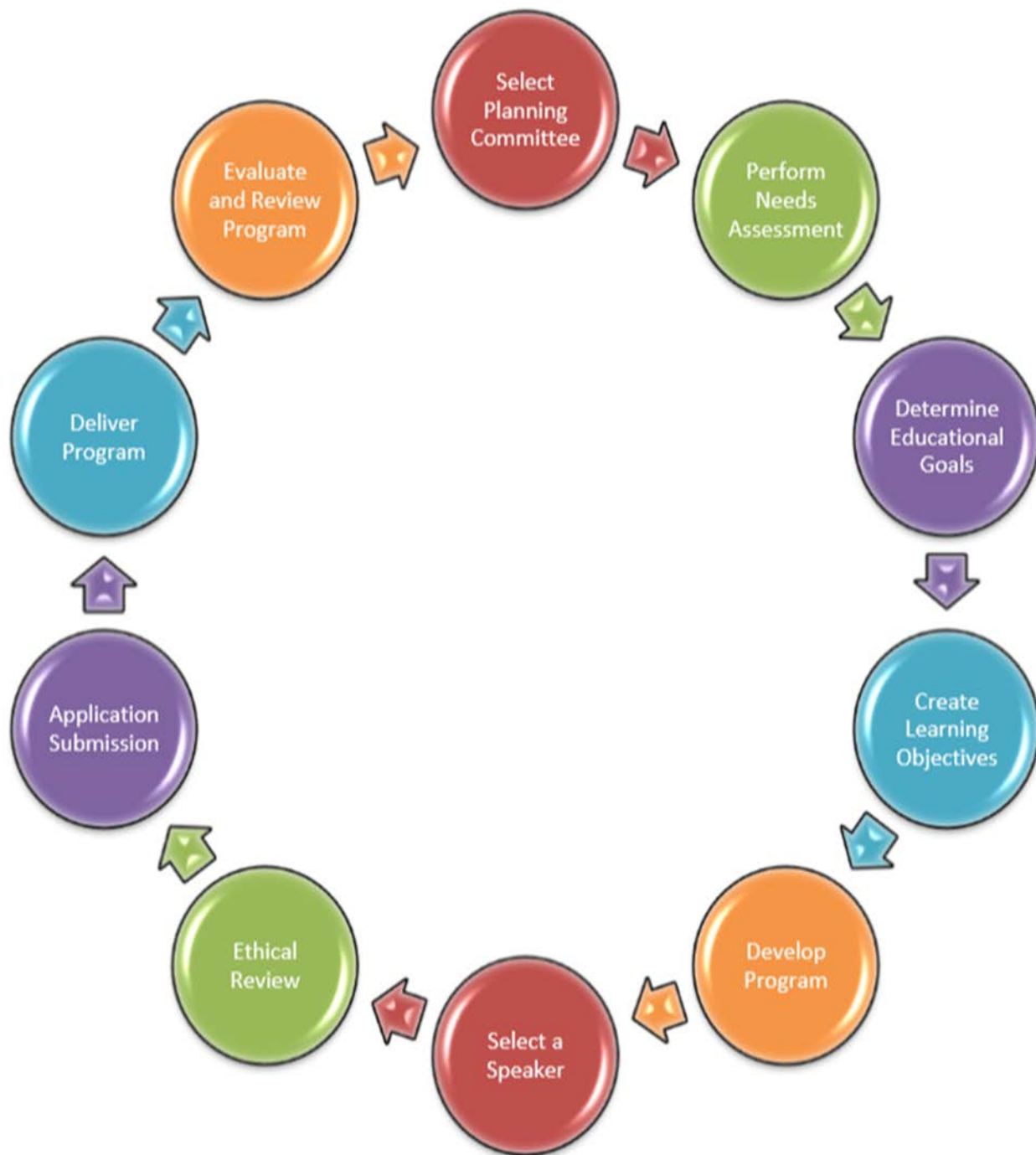
The **LEG ACKNOWLEDGES** that LEG Annual Financial Statements are NOAMA reporting requirements and their submission to NOAMA is a component of receiving base funding. Requirements state:

Financial Statements with a year-end from the preceding year to which the LEG Reporting Requirement templates are distributed are submitted to NOAMA. As a minimum the following statements are required:

- Statement of Financial Position
- Income and Expenditure Statement
- Schedule of Payments to LEG Members

Your LEG's Accredited Events





Building Capacity:

Your LEG's Scientific Planning Committee (SPC)

Who?

KEY – SPC members must represent your target audience

- Consider profession, practice context & college membership
 - Mainpro+ programs = at least one active CFPC member on the committee.
 - Section 1 = at least one active RCPSC member
- Ensure your Program Director is a NOSM faculty member
- Ensure conflict of interest s are declared by all SPC members prior to your 1st meeting. Signed COI forms are required annually.
- All SPC members should have substantive input into the content development of the educational activities.

Building Capacity: Your LEG's Scientific Planning Committee (SPC)

How?

KEY – Meet regularly & keep notes

- Members of your SPC must meet regularly, though you don't need formal or designated meetings
- What formalizes your meetings is your records—keep notes about what you discuss
- Meeting minutes record your planning process & are used as part of your needs assessment documentation

SPC Example: The Manitoulin LEG SPC

Dr. McRae

- LEG Board (Lead)
- NOSM faculty
- CFPC
- Gore Bay Medical Centre
- **SPC Program Director**

Dr. Bedard

- LEG Board
- NOSM faculty
- CFPC
- Assiginack FHT

Dr. McDonald

- LEG Board
- NOSM faculty
- CFPC
- Little Current FHT

Dr. Harelnikava

- LEG Board
- NOSM faculty
- CFPC
- Mindemoya FHT

Tara Rollins, NP

- NOSM faculty
- Mindemoya FHT

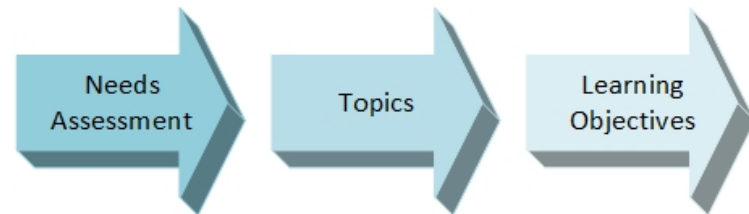
Keely King

- LEG Administrator
- **SPC Program Coordinator**

Needs Assessments: Your SPC's First Task

KEY – Needs assessments come FIRST and inform program development

What?



- A needs assessment is:
 - **A method** of defining the gap (or need) between what is known and what should be known.
 - **A set of evidence** demonstrating why the educational program is needed.
- **Needs assessments inform priorities and guide decisions** re: appropriate actions needed to fulfill the gaps.
- Needs assessments help you identify the topics your educational content is based on.
- Your program **MUST** be developed to address needs that you can identify in documentation that will be submitted with your accreditation application.

Needs Assessments: Your SPC's First Task

How?

KEY – Collect & document multiple sources of information

- Needs are both perceived (*I know what I don't know*) and unperceived (*I don't know what I don't know*).
- There are many ways to assess learning needs for groups:
 - You can use **subjective methods**, such as surveys, questionnaires, evaluations, focus groups, experiences & observations, etc.
 - You can use **objective methods**, such as chart audits, literature reviews, clinical guidelines, referral reports, medical data, etc.
 - It is optimal to use a combination of both: By using **multiple data sources** for the needs assessment, many good topics will emerge.

Perceived Need

Attracts participants by being responsive

Creates excitement beforehand

May be unreliable if perceptions are not accurate

Sources
Surveys, topic request, previous program evaluations

Unperceived Need

Surprises participants with new awareness

May stimulate new directions and education

More reliable

Sources
Chart audits, practice guidelines, population health data

Needs Assessment Example:

The Manitoulin LEG's *Ask the Specialist* Rounds

SPC Meetings

- SPC members discuss perceived needs based on their clinical practice and input from colleagues at their respective clinics.

Literature Review

- "The Importance of Supporting Personal Relationship Development Between Primary Care and Specialist Physicians"

Pre-presentation Questionnaire

- Online survey [link](#) (SurveyMonkey)
- Topics & questions are shared with the speaker & is used by the SPC to develop further programs

Session Evaluation Survey

- Online survey [link](#) (SurveyMonkey)
- Sent to all attendees of the round before the end of the event

Series Evaluation Survey

- Online survey [link](#) (SurveyMonkey)
- Sent to all attendees of rounds following the last session in the annual series

Educational Needs Survey

- Online survey [link](#) (SurveyMonkey)
- Sent to all members of the target audience who did not attend rounds (annually)



Program Development Toolbox

<https://www.nosm.ca/education/cepd/program-development-toolbox/>

Evaluations and Questions

- For **speakers**: Your responses help them understand their strengths and weaknesses, participant learning needs, and teaching outcomes
- For **the CEPD office**:
 - To plan future programs
 - For quality assurance and improvement
 - To demonstrate compliance with national accreditation requirements
- For **YOU**: Reflecting on what you've learned and how you plan to apply it can help you enact change as you return to your professional duties



Please take 3-5 minutes to fill the evaluation form out. Thank you!

Are there any questions?