

EXECUTIVE REPORT

*Debbie Brace & Rishi Sharma
CFMS Ontario Regional Directors
2019 Spring General Meeting
April 11-13, 2019, Niagara Falls ON*



DESCRIPTION

According to the CFMS Bylaws, the Ontario Regional Directors of the CFMS, “in addition to representing their respective regions on the Board, shall be cross-appointed in the Federation’s Dyad governance model”.

In practice, the Ontario Regional Directors serve as liaisons between the Board and the medical society representatives and presidents of all medical schools in Ontario, including the University of Toronto, University of Ottawa, McMaster University, Queen's University, Western University, and Northern Ontario School of Medicine. Debbie Brace is a co-lead of the Nominations Committee, and is cross-appointed with the Government Affairs portfolio. Rishi Sharma is cross-appointed with the Education portfolio.

I. ACTIVITIES OF ONTARIO REGIONAL DIRECTORS

1. *Nominations Committee*

- a. Winter nomination period opened Jan 5 - Feb 4th, 2019. This call contained 7 positions and committees and received 25 applications total.
- b. Applications were marked by CFMS reps, and notification of offers or regrets were sent out mid February. I would like to extend a huge thank you to all the CFMS reps who dedicated their time and efforts to marking!
- c. A new Terms of Reference was created to streamline how the nominations committee functions. These changes include decentralization of the chair responsibilities into the Regional and Portfolio Directors, and include all round tables in the marking process. The terms of reference are expected to be passed by the governance committee, and the CFMS board by early April 2019.

2. *Meeting with Ontario Schools*

- a. Goal is to meet with representatives from medical societies from each Ontario medical school
- b. Continually in communication with McMaster University and have close relationship as both regional directors were members of the medical society and are in mentorship roles to their predecessors.
- c. Met with representatives from University of Toronto on Thursday November 8th, 2018. Topics covered included CFMS engagement, electives data research, student mistreatment, and CFMS/IFMSA relationship.
- d. Met with representatives from Northern Ontario School of Medicine on Sunday December 2nd, 2018. Topics covered included CFMS engagement, NOSM francophone student population, and student mistreatment supports.
- e. Met with representatives from University of Ottawa on Monday March 18th, 2019. Topics covered included student wellness, specific issues facing students in the francophone stream, and student engagement with the CFMS.
- f. Met with representatives from Queens University on Friday March 29th, 2019. Topics covered included student funding structure changes, improving CFMS communiques, MCC resources financial barriers, and AFMC Portal refunds.
- g. Planning to meet with Western University prior to SGM.

EXECUTIVE REPORT

Debbie Brace & Rishi Sharma
CFMS Ontario Regional Directors
2019 Spring General Meeting
April 11-13, 2019, Niagara Falls ON



3. OMSA

- a. Continually representing CFMS on the OMSA board, have been attending meetings and providing CFMS updates
- b. Attended Ontario Student Medical Education Research Conference (OSMERC) on March 30th, 2019 to represent the CFMS.
- c. Attended and participated in OMSA annually Lobby Day on April 8 to advocate for unmatched Canadian medical graduates.

4. Royal College Regional Advisory Committee (RAC) 3 Meeting

- a. Attended the RAC 3 meeting which was held on November 30th, 2019. Discussed how to have more student involvement/engagement with the Royal College, the implementation of CBD and issues around that, as well as collaborating with Royal College to create educational modules for students.
- b. Will be meeting with RAC 3 again on May 29th, 2019.

5. Spring General Meeting

- a. Coordinated social activities for delegates.
- b. Coordinated sponsorship, including Michael G DeGroote School of Medicine, McMaster Medical Student Council, Niagara Regional Campus and local vendors in Niagara.
- c. Supported the Chair, and CFMS President in the formulation of meeting logistics, travel, and agenda.

6. Creation of Terms of Reference for Ontario Regional Director

- a. The [Ontario RD ToR](#) was approved by the CFMS Board on April 8, 2019.

II. ACTIVITIES OF EDUCATION ATTACHE - RISHI SHARMA

1. Education Portfolio

- a. Represented Director of Education to external stakeholders in her absence
- b. Involved in interviewing and selection of National Officers:
 - i. National Officer of Education - Nathan Rider
 - ii. National Officer of Research Sr. - Raechelle Gibson
 - iii. National Officer of Research Jr. - Lia Huo

2. Chair of the Academic Roundtable (ART)

- a. ART occurs every 3rd Sunday of the month
- b. ART Google Drive Folder can be found [here](#), which includes all minutes from meetings this year
- c. Purpose of this roundtable is to provide a platform for VP Academics/Education from the various member schools to communicate with one another and the CFMS. Member schools use this forum to survey other schools on particular topics to guide their advocacy efforts at their home schools. Additionally, it is also an opportunity for the CFMS to update the various schools on national education related initiatives as well as gather feedback from the schools regarding major changes in the education portfolio.
- d. Some key discussion points this year have included the 8-week Elective Diversification Cap, Match Day Policies, new LMCC testing resources, career planning supports, etc.
- e. Guided discussions and informed representatives of updates from the CFMS Board.

EXECUTIVE REPORT

*Debbie Brace & Rishi Sharma
CFMS Ontario Regional Directors
2019 Spring General Meeting
April 11-13, 2019, Niagara Falls ON*



- f. Assisted in recruiting VP Academics/Education to aid with the Wellness Curriculum Task Force in collaboration with the Student Affairs portfolio.
- g. Creation of Academic Roundtable Terms of Reference

3. Education Committee

- a. Collaborating with NOE & Director of Education to meet with the file leads of the various files in the Education Portfolio and providing onboarding instructions & brainstorming deliverables
- b. Education Committee files & file leads include:
 - i. HHR – Ben Chen
 - ii. Accreditation – Cynthia Min
 - iii. uCMG – Avri Lynn Ding & Ailish Valeriano
 - iv. CBME – Silvio Ndoja & Vivesh Patel
 - v. Matchbook – Rafael Zaki
 - vi. Policy Liaison – Naomi Reaka & Sachin Pasricha
 - vii. IPE – Shirley Deng & Nikola Unic
 - viii. Tech & Innovation – Travis Pickett
 - ix. Choosing Wisely – Ajay Shah
 - x. CITAC – Siddharth Nath
 - xi. Research – Emily Mardian & Jenny Ma
- c. Collaborating with each file to further advance their file projects, initiatives and plans
- d. Creation of Education Committee Terms of Reference

4. Research Committee

- a. Collaborating with NORs & Director of Education to further advance the research direction of the CFMS
- b. Research Committee consists of:
 - i. NOR Sr. - Raechelle Gibson
 - ii. NOR Jr. - Lia Huo
 - iii. Research Committee Members - Emily Mardian & Jenny Ma
- c. Current tasks include:
 - i. Working on development of CFMS member surveying and CFMS Survey Policy Guidelines
 - ii. Creation of online resources for medical education/policy research

5. Representation to External Organizations

- a. AFMC Electives Network
 - i. Working to establish national electives refund policy, currently 3 models are being discussed
 - ii. Discussing electives diversification policy implementation, regulation and support
- b. AFMC Residency Matching Committee
- c. CaRMS Application Review Committee
 - i. Provided insight into CaRMS online application, new changes included modifying language on application, removal of notarization of documents for students, inclusion of gender-inclusive options, establishment of Indigenous Data Stewardship Working Group to make application more inclusive for applicants who identify as Indigenous

EXECUTIVE REPORT

Debbie Brace & Rishi Sharma
CFMS Ontario Regional Directors
2019 Spring General Meeting
April 11-13, 2019, Niagara Falls ON



- d. AFMC Electives Diversification Policy
 - i. Collaborated with AFMC to ensure appropriate communication for release of policy
 - ii. Provided insight into current stressors for students with policy and how to improve it
- e. AFMC Entry Routes Working Group Committee
 - i. In collaboration with working group, developed several solutions that were incorporated into AFMC ERWG Report and currently in the consultation process with stakeholder organizations
- f. CaRMS Interview Communication Working Group
 - i. Preview of new CaRMS interview communication tool, provided insight and student perspective to refine it to be suitable for medical students

6. Co-Lead in Creating Strategic Plan for Education Portfolio

- a. Collaborating with Director of Education following the 2019 CFMS Spring General Meeting to be developed for the 2019 CFMS Annual General Meeting

III. ACTIVITIES OF GOVERNMENT AFFAIRS ATTACHE - DEBBIE BRACE

1. Chair of the Government Affairs and Advocacy Roundtable (GAART)

- a. Held six meetings since the 2018 CFMS Annual General Meeting
- b. Creation of Government Affairs and Advocacy Roundtable Terms of Reference

2. Day of Action

- a. Attended national Day of Action on Seniors Care and Ageing, February 2-4th, as support for planning committee
- b. Chaired in person GAAC meeting, focused on role and transition into GAAC, GAAC Terms of Reference, ideas and strategies for advocacy follow-up, and individual goals.

3. Day of Action 2

- a. Selected unmatched Canadian medical graduates as topic for second, smaller day of action
- b. Chaired planning teleconferences to solidify goals of day of action
- c. Selected delegation, coordinated background research, development of asks, and meeting logistics
- d. Have contacted select Ministers and MPS to set-up meetings, including the Minister of Health, Minister of Finance, the Health Committee, the Finance Committee, and others

IV. PLAN FOR ONTARIO REGIONAL DIRECTORS

1. Nominations Committee

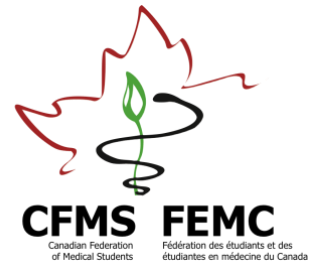
- a. Spring open call commences April 15th with applications open for four weeks. This call will be the first under the new terms of reference, and as the chair of the nominations committee, I will act as a resource for all Regional Directors and roundtables in order to facilitate a smooth transition

2. Meeting Ontario Schools

- a. Will attempt to complete one-on-one meetings with Ontario schools prior to SGM.
- b. Goal is to meet with Ontario medical schools again post-SGM to follow-up on tasks/issues that were discussed and determine if goals were achieved.

EXECUTIVE REPORT

*Debbie Brace & Rishi Sharma
CFMS Ontario Regional Directors
2019 Spring General Meeting
April 11-13, 2019, Niagara Falls ON*



3. OMSA

- a. Will continue facilitating CFMS/OMSA communication, and providing regular updates on the activities of each board.

4. Spring General Meeting

- a. Ensure execution of planned activities.
- b. Assist with logistics/planning during the weekend, coordinating with board members daily tasks.

V. PLAN FOR EDUCATION ATTACHE - RISHI SHARMA

1. Continue to Chair Academic Roundtable

- a. Foster collaboration and facilitate meaningful discussions amongst member society VP Academics/Education
- b. Ensure that incoming ART members are transitioned
- c. Supervise the assessment of Education portfolio applications by ART members under the revised Nominations Committee structure

2. Education Committee

- a. Continuing to ensure file leads are well supported and following up with file-specific projects
- b. Provide assistance to Director of Education as needed

3. Research Committee

- a. Collaborating with Research Committee and Director of Education in the creation of CFMS Survey Policy Guidelines
- b. Collaborating with Research Committee and Director of Education in the production of online resources for CFMS members interested in medical education/policy research

4. Representation to External Organizations

- a. AFMC Electives Network
 - i. Continue to attend meetings for this committee
 - ii. Presenting medical student perspective regarding current electives structure at CCME
 - iii. Advocating for a national refund policy strategy for electives on AFMC Portal
- b. AFMC Residency Matching Committee
 - i. Continuing to advocate for medical students
 - ii. Collaborating with other CFMS members that sit on this committee
- c. CaRMS Application Review Committee
 - i. Providing medical student perspective on the current CaRMS online application
 - ii. Ensuring that modifications suggested are followed through
 - iii. Following up with CFMS representative to the Indigenous Data Stewardship Working Group
- d. AFMC Electives Diversification Policy
 - i. Acting as CFMS point of contact regarding all communications/updates about the newly implemented Electives Diversification Policy
 - ii. Partnering with the AFMC to ensure communication to medical students is timely and

EXECUTIVE REPORT

*Debbie Brace & Rishi Sharma
CFMS Ontario Regional Directors
2019 Spring General Meeting
April 11-13, 2019, Niagara Falls ON*



- informative
- e. AFMC Entry Routes Working Group Committee
 - i. Collaborating with key stakeholders (Royal College, AFMC, UGME Deans, PGME Deans, Resident Doctors of Canada) to develop new strategies to address current Entry Routes
 - ii. Facilitating discussion of proposed solutions with focus groups
 - iii. Participating in preparation of Entry Routes Working Group Report
 - f. CaRMS Interview Communication Working Group
 - i. Continue to work with CaRMS and provide student input to new interview communication tool

VI. PLAN FOR GOVERNMENT AFFAIRS ATTACHE - DEBBIE BRACE

1. Continue to chair monthly GAAC teleconferences
2. Continue planning Day of Action 2 on unmatched Canadian medical graduates
3. Support Government Affairs leadership through Spring Call, and selection process for new National Officers
4. Finalize CFMS Federal election strategy, including Federal Election Toolkit

VII. NEXT STEPS FOR ONTARIO REGIONAL DIRECTORS

Priority areas for this portfolio include:

1. Facilitate a smooth transition to the new Nominations Committee Terms of Reference.
2. Continuing to attend OMSA meetings and collaborating on pertinent issues affecting medical students in Ontario.
3. Continuing to communicate with medical society representatives and students from all Ontario medical schools to help improve the relationships between medical students in Ontario and the CFMS.
4. Follow-up meetings with each Ontario medical student society and representatives.
5. Continuing work within our attaché portfolios, Government Affairs (Debbie) and Education (Rishi).

VIII. NEXT STEPS FOR EDUCATION ATTACHE - RISHI SHARMA

1. Execution of plan listed in V.
2. Continue to collaborate with Director of Education and Education Committee file leads to ensure projects and initiatives are being completed as intended during goal-setting meetings at beginning of term
3. Continue to work with Research Committee to develop CFMS Survey Policy
4. Continuing to represent CFMS to external organizations
5. Working closely with AFMC Entry Routes Working Group to finalize report produced by committee
6. Working closely with AFMC to ensure proper implementation of Electives Diversification Policy
7. Continuing to support Director of Education with all aspects of the Education portfolio as needed

IX. NEXT STEPS FOR GOVERNMENT AFFAIRS ATTACHE - DEBBIE BRACE

1. Facilitate a successful second Day of Action to take place in Ottawa, ON on April 30th, including delegating

EXECUTIVE REPORT

Debbie Brace & Rishi Sharma
 CFMS Ontario Regional Directors
 2019 Spring General Meeting
 April 11-13, 2019, Niagara Falls ON



roles and supporting the delegation with background research, the development of asks, and meeting logistics.

- Continuing support of the GAACs in their own advocacy efforts and chairing our monthly teleconferences.

X. MEETINGS ATTENDED

Meetings listed below are those that fall within the purview of the Ontario Regional Director portfolio, for meetings attended within our dyad portfolio assignment please refer to the portfolio attaché reports.

Date	Meeting	Location	Who?
Sept 29, 2018	OMSA Board Meeting	Toronto	Both
Oct 1, 2018	Nominations Committee	Teleconference	Debbie
Oct 2, 2018	AFMC Residency Matching Committee	Teleconference	Rishi
Oct 4, 2018	CFMS Board Teleconference	Teleconference	Both
Oct 10, 2018	National Officer of Political Action	Teleconference	Debbie
Oct 11, 2018	National Officer of Health Policy	Teleconference	Debbie
Oct 12, 2018	Government Affairs Dyad	Teleconference	Debbie
Oct 14, 2018	Academic Roundtable Meeting	Teleconference	Rishi
Oct 20, 2018	Government Affairs NO	Teleconference	Debbie
Oct 21, 2018	GAAC	Teleconference	Debbie
Oct 21, 2018	OMA Special Council	Toronto	Debbie
Oct. 23, 2018	Intro to Ed Portfolio Meeting w/ Maylynn Ding (Director of Ed)	Teleconference	Rishi
Oct 26-Oct 28, 2018	CFMS FBM	Ottawa	Both
Nov 1, 2018	CaRMS Application Review Committee Meeting	Ottawa	Rishi
Nov 3, 2018	OMSW	Ottawa	Both
Nov 4, 2018	OMSA Board Meeting	Ottawa	Debbie
Nov 8, 2018	UofT MedSoc Meeting	Teleconference	Rishi
Nov 11, 2018	GAAC	Teleconference	Debbie
Nov 15, 2018	Broadbent Gala	Toronto	Debbie
Nov. 17-18, 2018	National Officer of Education Interviews w/ Maylynn Ding (Dir. Ed.) & Avrilynn Ding (previous Ed Vice-Chair)	Teleconference	Rishi
Nov. 17-18, 2018	National Officer of Research Jr. Interviews w/ Maylynn Ding (Dir. Ed.) & Raechelle Gibson	Teleconference	Rishi

EXECUTIVE REPORT

Debbie Brace & Rishi Sharma
 CFMS Ontario Regional Directors
 2019 Spring General Meeting
 April 11-13, 2019, Niagara Falls ON



	(NOR Sr.)		
Nov 18, 2018	CFMS Board Teleconference	Teleconference	Both
Nov 22, 2018	NOR Jr. Selection Meeting	Teleconference	Rishi
Nov 24, 2018	OMA General Council	Toronto	Debbie
Nov 25, 2018	Academic Roundtable Meeting	Teleconference	Rishi
Nov 30, 2019	RAC 3 Meeting	Toronto	Rishi
Dec 1, 2018	Intro Meeting w/ Nathan Rider (NOE) & Maylynn Ding (Dir. Ed.)	Teleconference	Rishi
Dec 2, 2018	NOSM MedSoc Meeting	Teleconference	Debbie
Dec 2, 2018	Onboarding Meeting with IPE File Lead w/ Nathan Rider (NOE) & Maylynn Ding (Dir. Ed.)	Teleconference	Rishi
Dec 7, 2018	Onboarding Meeting with HHR File Lead w/ Nathan Rider (NOE) & Maylynn Ding (Dir. Ed.)	Teleconference	Rishi
Dec 7, 2018	Onboarding Meeting with CBME File Leads w/ Nathan Rider (NOE) & Maylynn Ding (Dir. Ed.)	Teleconference	Rishi
Dec 7, 2018	Onboarding Meeting with Matchbook File Lead w/ Nathan Rider (NOE) & Maylynn Ding (Dir. Ed.)	Teleconference	Rishi
Dec 7, 2018	Onboarding Meeting with Policy Liaison File Leads w/ Nathan Rider (NOE) & Maylynn Ding (Dir. Ed.)	Teleconference	Rishi
Dec 8, 2018	Onboarding Meeting with uCMG File Leads w/ Nathan Rider (NOE) & Maylynn Ding (Dir. Ed.)	Teleconference	Rishi
Dec 8, 2018	Onboarding Meeting with IPE File Lead w/ Nathan Rider (NOE) & Maylynn Ding (Dir. Ed.)	Teleconference	Rishi
Dec 9, 2018	Onboarding Meeting with Accreditation File Lead w/ Nathan Rider (NOE) & Maylynn Ding (Dir. Ed.)	Teleconference	Rishi
Dec 9, 2018	GAAC	Teleconference	Debbie
Dec 15, 2018	Meeting w/ Stephanie Smith (President)	Teleconference	Rishi
Dec 15, 2018	uCMG Advocacy	Teleconference	Debbie
Dec 16, 2018	CFMS Board Teleconference	Teleconference	Both
Dec 16, 2018	Academic Roundtable Meeting	Teleconference	Rishi
Dec. 20, 2018	Meeting w/ Henry	Halifax	Rishi
Jan 2, 2019	Meeting w/ Maylynn Ding (Dir. Ed.)	Teleconference	Rishi
Jan 5- Jan 6, 2019	CFMS Winter Board Meeting	Toronto	Both
Jan 6, 2019	OMSA Board Meeting	Toronto	Debbie

EXECUTIVE REPORT

*Debbie Brace & Rishi Sharma
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2019 Spring General Meeting
April 11-13, 2019, Niagara Falls ON*



Jan 13, 2019	GAAC	Teleconference	Debbie
Jan 14, 2019	RDoc National Licensure	Teleconference	Debbie
Jan 19, 2019	Academic Roundtable	Teleconference	Rishi
Jan 20, 2019	Education Committee Meeting	Teleconference	Rishi
Jan 22, 2019	RAC/FAC Organization Meeting	Teleconference	Rishi
Feb 2 - Feb 4, 2019	Day of Action	Ottawa	Debbie
Feb 2, 2019	GAAC	Ottawa	Debbie
Feb 6, 2019	SGM Planning Meeting	Teleconference	Both
Feb 6, 2019	SGM Social Committee Meeting	Teleconference	Both
Feb 7, 2019	AFMC Entry Routes Working Group Meeting	Ottawa	Rishi
Feb 8, 2019	SGM Sponsorship Meeting	Hamilton	Debbie
Feb 12, 2019	CFMS Executive Call w/ Dr. Geneviève Moineau (AFMC CEO)	Teleconference	Rishi
Feb 20, 2019	SGM Social Committee Meeting	Teleconference	Rishi
Feb 20, 2010	Day of Action 2 Planning	Teleconference	Debbie
Feb 23, 2019	Education Portfolio Call w/ Maylynn Ding (Dir. Ed.) & Stephanie Smith (President)	Teleconference	Rishi
Feb 23, 2019	OMSA Board Meeting	Toronto	Debbie
Feb 24, 2019	Academic Roundtable	Teleconference	Rishi
Feb 27, 2010	Day of Action 2 Planning	Teleconference	Debbie
March 10, 2019	GAAC	Teleconference	Debbie
March 15, 2019	Education Portfolio Meeting w/ Maylynn Ding (Dir. Ed.) & Stephanie Smith (President)	Teleconference	Rishi
March 16, 2019	Ottawa MedSoc Meeting	Teleconference	Debbie
March 17, 2019	CFMS Board Meeting	Teleconference	Debbie
March 19, 2019	AFMC Electives Diversification Call w/ Dr. Geneviève Moineau (AFMC CEO)	Teleconference	Rishi
March 24, 2019	SGM Planning Meeting	Teleconference	Both
March 24, 2019	Academic Roundtable	Teleconference	Rishi
March 25, 2019	Nominations Committee ToR Discussion	Teleconference	Debbie
March 25, 2019	Day of Action 2/FMEQ	Teleconference	Debbie
March 27, 2019	Nominations Committee ToR Approval	Teleconference	Debbie

EXECUTIVE REPORT

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CFMS Ontario Regional Directors
2019 Spring General Meeting
April 11-13, 2019, Niagara Falls ON*



March 28, 2019	CaRMS Interview Communications Working Group Meeting	Teleconference	Rishi
March 29, 2019	Queens MedSoc Meeting	Teleconference	Rishi
March 30, 2019	Ontario Student Medical Education Research Conference	Toronto	Both
April 6, 2019	OMSA Board Meeting	Toronto	Rishi
April 6-8, 2019	OMSA Lobby Day	Toronto	Rishi

V. CONCLUSIONS

We are both honoured to represent the CFMS over the past few months. We have enjoyed working with excellent student leaders from the various Ontario medical schools as well as the fantastic members on the Ontario Medical Students Association. We would also like to thank our respective portfolio members for their continued efforts and dedication. We would also like to thank the board for their continued support and mentorship throughout our time as board members. Each and every one of you has been extremely helpful, kind and understanding of our needs.

We look forward to continuing with all the endeavours we have taken on and hope to seek feedback from the General Assembly for further guidance. Please feel free to reach out to either one of us if you have any feedback/suggestions regarding our roles as Ontario Regional Directors, attachés to the Government Affairs and Education portfolios and/or Nomination Committee co-chair.

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