

Original Approval Date: March 18, 2026
Most Recent Approval Date: March 18, 2026
Most Recent Editorial Date: March 18, 2026
Approximate Review Date: March 2029

PGME Fellowship Education Committee (FLEC) Fellow Representative Terms of Reference

Office of Accountability:	Faculty of Medicine & Dentistry (FoMD)
Office of Administrative Responsibility:	Postgraduate Medical Education (PGME)
Approver:	Fellowship Education Committee (FLEC)
Classification:	Terms of Reference
Scope:	Members of the Committee

1. **MANDATE**

The Fellow Representative is a voting member of the Fellowship Education Committee (FLEC) and serves as the formal liaison between clinical, clinical research and research fellows and the PGME Fellowship Education Committee.

The role ensures that fellows' perspectives inform the oversight, development, and continuous quality improvement of fellowship education at the University of Alberta.

2. **REPORTING RELATIONSHIP**

The Fellow Representative reports to the Director of Fellowships, Office of Postgraduate Medical Education (PGME).

The Representative is accountable to the Fellowship Education Committee and the fellowship trainee body.

3. **PURPOSE**

The Fellow Representative supports the Committee's mandate to:

- a. Monitor the quality of fellowship training programs
- b. Represent collective themes in fellowship trainee concerns, resource needs or leading practices
- c. Review and provide input on PGME policies and standards related to fellowship training
- d. Promote a safe, equitable, and supportive learning environment
- e. Strengthen communication between fellows and PGME



4. ROLES & RESPONSIBILITIES

4.1 Representation

The Fellow Representative will:

- a. Attend and actively participate in the PGME Fellowship Education Committee meetings
- b. Provide collective fellowship learner perspectives on fellowship curriculum, assessment and program processes after seeking input from the greater fellowship learner body
- c. Contribute to discussions related to program oversight and improvement

4.2 Communication

The Fellow Representative will:

- a. Engage with fellows across programs to gather feedback and identify concerns
- b. Communicate relevant Committee updates, initiatives, and decisions to fellows
- c. Facilitate bidirectional communication between fellows and the PGME Fellowship Education Committee or Director of Fellowships, PGME

4.3 Advocacy

The Fellow Representative will:

- a. Advocate for high-quality fellowship educational experiences
- b. Promote learner wellness, professionalism, and equity
- c. Bring forward systemic issues affecting fellows

4.4 Quality Improvement

The Fellow Representative will:

- a. Contribute to program evaluation and quality improvement initiative
- b. Provide collective fellowship learner input into fellowship policy development
- c. Participate in working groups or subcommittees as appropriate

4.5 Professional Conduct

The Fellow Representative will:

- a. Maintain confidentiality of sensitive information
- b. Adhere to University of Alberta and PGME policies and codes of conduct

5. MEMBERSHIP & ELIGIBILITY

The Fellow Representative must:

- a. Be a registered clinical fellow at the University of Alberta
- b. Be in good academic and professional standing
- c. Demonstrate interest in medical education, leadership, or advocacy
- d. Have the support of their Fellowship Director to be a representative on the PGME Fellowship Education Committee

Efforts should be made to ensure representation reflects the diversity of fellowship programs.

6. SELECTION & APPOINTMENT

The Fellow Representative will be elected by fellows. The selection process, which will begin in late July and conclude in early September, will proceed as follows:



- a. In late July, the Team Lead, PGME will ask for nominations from fellows. Interested candidates will submit a CV, a letter of intent and a recommendation letter from their Program Director or fellowship supervisor by the published deadline.
- b. In mid-August, all registered fellows will vote by Google Form overseen by the PGME Office.
- c. The successful fellowship representative will meet with the Fellowship Director, PGME for an orientation prior to the September FLEC meeting.

7. TERM

- a. Term length: One (1) year
- b. Eligible for one renewal (maximum two consecutive terms). Should additional applicants arise in the second year, the current fellow representative would be required to go through the application/election process.

8. TIME COMMITMENT

- a. Attendance at Fellowship Education Committee meetings (typically quarterly)
- b. Preparation and review of materials
- c. Engagement with fellows between meetings

Estimated commitment: one (1) to three (3) hours per month.

This is a volunteer position. There is no fiscal remuneration or stipend.

9. DELIVERABLES

The Fellow Representative will:

- a. Provide periodic updates to fellows
- b. Bring forward themes and feedback from fellows
- c. Contribute to annual review of fellowship education processes if requested

10. REVIEW TERMS OF REFERENCE

These Terms of Reference will be reviewed every three (3) years by FLEC or as required to align with accreditation standards and committee governance.

DEFINITIONS

Definitions are listed in the sequence they occur in the document (i.e. not alphabetical).

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	



--	--