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Postgraduate Medical Education (PGME) Committee Terms of Reference

Office of Accountability:	Faculty of Medicine & Dentistry (FoMD)
Office of Administrative Responsibility:	Postgraduate Medical Education (PGME)
Approver:	Dean’s Executive Committee
Classification:	Terms of Reference
Scope:	Members of the committee

Overview

Under the authority of the Faculty of Medicine and Dentistry, reporting through the Vice-Dean Education to the dean’s executive committee, the Postgraduate Education Committee is the authority through which Postgraduate Medical Education Programs operate.

Purpose

The purpose of the committee is to facilitate governance and oversight of all residency programs and to support the Associate Dean, PGME in planning, organizing, and evaluating all aspects of accredited residency and Area of Focused Competence (AFC) fellowship education.

POLICY

1. RESPONSIBILITIES

In accordance with Element 1.3 in the General Standards of Accreditation for Institutions with Residency Programs (which are the national set of standards maintained by the Canadian Residency Accreditation Consortium or CanRAC), the responsibilities of the postgraduate medical education committee include:

- a. Establishing the central policies of residency and AFC fellowship education;
- b. Establishing and maintaining appropriate liaison mechanisms with the directors of the integrated accredited residency and AFC fellowship programs and the administrators of affiliated sites;
- c. Conducting internal reviews of all accredited residency and AFC fellowship programs between accreditation surveys by the Royal College of Physicians and Surgeons of Canada and the College of Family Physicians of Canada;
- d. Ensuring appropriate distribution of the resources necessary for effective education in accredited residency and AFC fellowship programs;
- e. Establishing and maintaining an appeal mechanism for matters related to postgraduate medical education decisions;



- f. Ensuring a proper educational environment free of harassment and intimidation with mechanisms in place to deal with such issues as they arise;
- g. Ensuring that all accredited residency and AFC fellowship programs teach and evaluate the trainees' CanMEDS competencies as defined within the CanMEDS/CanMEDS-FM framework;
- h. Ensuring that there are adequate opportunities to access faculty development, including activities to assist faculty in teaching, evaluating, and mentoring residents' CanMEDS competencies as defined within the CanMEDS/CanMEDS-FM framework;
- i. Establishing policies to ensure reasonable measures are in place to maintain trainee safety and promote resident health and well-being;
- j. Prioritizing social accountability and helping build capacity within accredited residency and AFC fellowship programs to meet the needs of the population(s) served;
- k. Establishing and monitoring policies for the operation of standing subcommittees – PG Executive Subcommittee, Quota and Allocations of Training Positions Subcommittee, Internal Review Committee, Academic Review Board, and EDI Committee;
- l. Appointing ad hoc committees as necessary to explore specific issues and receive reports.

2. MEMBERSHIP (refer to Appendix A for current committee members)

There is representation from residents, program directors, learning sites, and postgraduate administrative personnel. All members are voting members as follows:

- a. Associate Dean, PGME - Chair
- b. Assistant Dean, PGME
- c. All Residency Program Directors
- d. All AFC Fellowship Program Directors
- e. Education Site leads of the large teaching hospitals:
 - i. Royal Alexandra Hospital
 - ii. Grey Nuns Hospital
 - iii. Misericordia Hospital
 - iv. University of Alberta Hospital
- f. Directors within the PGME office:
 - i. Fellowships
 - ii. Quality Improvement and Patient Safety
 - iii. Resident Transfers
 - iv. CBME Oversight
 - v. PG Core Curriculum
 - vi. Equity, Diversity, and Inclusion
 - vii. Research+
- g. PARA, resident representation
- h. PARA, Chief Executive Officer
- i. Assistant Dean, Resident and Fellow Affairs
- j. Director, Office of Rural and Regional Health
- k. PGME lead, Wâpanachakos, Indigenous Health Program
- l. Administrative Education Leads from the following Departments which account for the majority of residency programs:
 - i. Medicine
 - ii. Pediatrics



- iii. Surgery
- iv. Family Medicine
- v. LOOP (Laboratory Medicine & Pathology, Obstetrics & Gynecology, Ophthalmology & Visual Sciences, Psychiatry)
- m. Manager, PGME Administration
- n. Education Team Lead, PGME

3. MEETINGS

- a. The Committee will meet every September, December, March, and June.
- b. Additional meetings may be called at the discretion of the Chair.

4. PROCEDURES

- a. Agenda and meeting materials will be pre-circulated unless otherwise noted.
- b. Minutes will be kept, and pre-circulated before each meeting.
- c. Minutes and agenda will be approved by vote.
- d. Quorum is 25% of voting members, plus the Chair.
- e. The Chair may invite non-Committee members of staff, students and faculty to address specific issues. These guests are non-voting.
- f. The Chair only votes in the event of a tie.
- g. Items on a consent agenda will be presented at the beginning of the meeting and may be removed from the consent agenda on the request of any member. Items not removed may be adopted by general consent without debate. Removed items will be placed onto the regular agenda.

5. SUBCOMMITTEES (AND RESPECTIVE CHAIRS)

- a. Quotas and Allocation (Associate Dean, PGME)
- b. Internal Reviews (Assistant Dean, PGME)
- c. PG Executive (Associate Dean, PGME)

6. REPORTS (refer to Appendix B for standing agenda items)

At select meetings throughout the academic year, the committee will hear reports from the following:

- a. Chair, Quotas and Allocation Subcommittee
- b. Chair, Internal Review Subcommittee
- c. Chair, CBME Oversight Committee
- d. Chair, Resident Well Being Committee
- e. Director, Resident Transfers
- f. Director, Office of Rural and Regional Health
- g. PGME lead, Wâpanachakos Indigenous Health Program
- h. PARA, resident representative
- i. Director, PG Core Curriculum
- j. Director, QuIPs
- k. Director, EDI
- l. Director, Research+
- m. Chair, Review of PGME Governance and Structure

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.	
General Standards of Accreditation for Institutions with Residency Programs	The General Standards of Accreditation for Institutions with Residency Programs are national standards that apply to the accreditation of institutions with residency programs. These standards are maintained by the Canadian Residency Accreditation Consortium which includes the Royal College of Physicians and Surgeons of Canada (RCPSC), College of Family Physicians of Canada (CFPC), and Collège des médecins du Québec (CMQ). The standards apply to faculties of medicine, postgraduate offices, and learning sites, written to provide a framework which aims to provide clarity of expectations, while maintaining flexibility for innovation.
Canadian Residency Accreditation Consortium or CanRAC	The Canadian Residency Accreditation Consortium is composed of the three residency education accrediting colleges in Canada: Royal College of Physicians and Surgeons of Canada (RCPSC), College of Family Physicians of Canada (CFPC) and Collège des médecins du Québec (CMQ).
Royal College of Physicians and Surgeons of Canada	The Royal College of Physicians and Surgeons of Canada is the national professional association that oversees the medical education of specialists in Canada.
College of Family Physicians of Canada	The College of Family Physicians of Canada (CFPC) is the professional organization that establishes the standards for and accredits postgraduate family medicine training in Canada.
CanMEDS	CanMEDS is a framework that identifies and describes the abilities physicians require to effectively meet the health care needs of the people they serve. These abilities are grouped thematically under seven roles.

APPENDIX A: PGME Committee Membership

Most recent editorial update: November 28, 2023

Position	Member	Term
Associate Dean, PGME - Chair	Dr. L. Cheung	Voting
Assistant Dean, PGME	Dr. S. Koski	Voting
Anesthesiology	Dr. G. Steel	Voting
Cardiac Surgery	Dr. S. Meyer	Voting
Cardiology, Adult	Dr. C. Butler	Voting
Cardiology, Pediatric	Dr. E. Tham	Voting
Child and Adolescent Psychiatry	Dr. L. van Riper	Voting
Clinician Investigator Program	Dr. S. McMurtry	Voting
Critical Care Medicine, Adult	Dr. A. Romanovsky	Voting
Critical Care Medicine, Pediatric	Dr. J. Duff (Acting)	Voting
Dermatology	Dr. J. Rao	Voting
Developmental Pediatrics	Dr. L. Lemieux	Voting
Diagnostic and Clinical Pathology	Dr. A. Macyk-Davey	Voting
Diagnostic and Molecular Pathology	Dr. K. Chung	Voting
Diagnostic Radiology	Dr. C. Ferguson	Voting
Emergency Medicine (RCPC)	Dr. D. Ha	Voting
Endocrinology and Metabolism, Adult	Dr. M. Ghosh	Voting
Endocrinology and Metabolism, Pediatric	Dr. C. Grimbly	Voting
Family Medicine	Dr. M. Morros	Voting
Family Medicine, Enhanced Skills	Dr. N. Dhaliwal	Voting
Family Medicine, Anesthesia	Dr. W. Flexer	Voting
Family Medicine, Emergency Medicine	Dr. N. Dhaliwal	Voting
Family Medicine, Palliative Medicine	Dr. A. Chabassol	Voting
Family Medicine, Sports Medicine	Dr. K. Anstey	Voting
Family Medicine, Care of the Elderly	Dr. L. Charles	Voting
Family Medicine, Addictions Medicine	Dr. M. Rose	Voting

Position	Member	Term
Family Medicine, Enhanced Surgical Skills	Dr. M. Prins	Voting
Family Medicine, Occupational Medicine	Dr. Q. Durand-Moreau	Voting
Forensic Pathology	Dr. T. Dixon	Voting
Forensic Psychiatry	Dr. L. Zedkova	Voting
Gastroenterology, Adult	Dr. B. Halloran	Voting
Gastroenterology, Pediatric	Dr. J. Silverman	Voting
General Internal Medicine	Dr. L. Bridgland	Voting
General Surgery	Dr. M. McCall	Voting
Geriatric Medicine	Dr. A. Hussain	Voting
Geriatric Psychiatry	Dr. S. Magnan	Voting
Hematological Pathology	Dr. B. Walker	Voting
Hematology	Dr. L. Bolster	Voting
Infectious Disease, Adult	Dr. I. Chiu	Voting
Infectious Disease, Pediatric	Dr. A. Tse-Chang	Voting
Internal Medicine	Dr. T. Carpenter	Voting
Maternal-Fetal Medicine	Dr. S. Choo	Voting
Medical Microbiology	Dr. N. Zelyas	Voting
Medical Oncology	Dr. S. Basi	Voting
Neonatal Perinatal Medicine	Dr. S. Cormier	Voting
Nephrology, Adult	Dr. M. Courtney	Voting
Nephrology, Pediatric	Dr. M. Ruhl	Voting
Neurology, Adult	Dr. W. Hussain	Voting
Neurology, Pediatric	Dr. C. Wilbur	Voting
Neurosurgery	Dr. M. Chow	Voting
Nuclear Medicine	Dr. A. Tamm	Voting
Obstetrics and Gynecology	Dr. V. Capstick	Voting
Occupational Medicine	Dr. Q. Durand-Moreau	Voting
Ophthalmology	Dr. H. Strungaru	Voting

Position	Member	Term
Orthopedic Surgery	Dr. R. Chan	Voting
Otolaryngology - Head and Neck Surgery	Dr. D. Côté	Voting
Pediatric Emergency Medicine	Dr. B. Stauffer	Voting
Pediatric Hematology-Oncology	Dr. C. Corriveau-Bourque	Voting
Pediatrics	Dr. J. Foulds	Voting
Physical Medicine and Rehabilitation	Dr. H. Lindstrom	Voting
Plastic Surgery	Dr. J. Zhu	Voting
Psychiatry	Dr. Y. Zhang (Acting)	Voting
Public Health and Preventive Medicine	Dr. K. Lee	Voting
Radiation Oncology	Dr. A. Duimering	Voting
Radiology, Pediatric	Dr. L. Jamieson	Voting
Respirology, Adult	Dr. C. Chung	Voting
Respirology, Pediatric	Dr. T Kherani	Voting
Rheumatology	Dr. S. Troster	Voting
Surgical Foundations	Dr. J. Nagendran	Voting
Thoracic Surgery	Dr. S. Turner	Voting
Urology	Dr. P. Metcalfe	Voting
Education Site Lead, Royal Alexandra Hospital	Dr. N. Bakshi	Voting
Education Site Lead, Grey Nuns Hospital	Dr. E. Sprague	Voting
Education Site Lead, Misericordia Hospital	(alternating)	Voting
Education Site Lead, University of Alberta Hospital	Dr. D. Townsend	Voting
Director, Fellowships	Dr. C. Joynt	Voting
Director, Quality Improvement and Patient Safety	Dr. E. Yacyshyn	Voting
Director, Resident Transfers	Dr. L. Mereu	Voting
Director, CBME	Dr. A. Oswald	Voting
Director, Postgraduate Core Curriculum	Dr. S. Dong	Voting
Director, Equity, Diversity and Inclusion	Dr. T. Ladha	Voting
Director, Research & CBME Evaluation	Dr. D. Hamza	Voting



Position	Member	Term
PARA, Resident Representative	Dr. B. Rutherford	Voting
PARA, Chief Executive Officer	Ms. C. Murphy	Voting
Associate Chair, Education, Faculty of Medicine & Dentistry - Pediatrics Dept	Dr. R. Girgus	Voting
Assistant Dean, Resident and Fellow Affairs	Dr. B. Nair	Voting
Director, Office of Rural and Regional Health	Dr. K. Yang, Acting	Voting
PGME Lead, Wâpanachakos Indigenous Health Program	Dr. N. Cardinal	Voting
Administrative Education Lead, Family Medicine	Ms. E. Siroski	Voting
Administrative Education Lead, LOOP	Ms. K. Kovithavongs	Voting
Administrative Education Lead, Medicine	Ms. D. Kurtz	Voting
Administrative Education Lead, Pediatrics	Ms. E. Blazey	Voting
Administrative Education Lead, Surgery	Ms. K. Nicholas	Voting
Manager, PGME Administration	Ms. V. Masson	Voting
Education Team Lead, PGME	Ms. T. Cocchio	Voting
Executive Assistant, PGME	Mx. E. Sekulich	Non-voting

Total number of voting members: 95

APPENDIX B: PGME Committee Standing Agenda Items

PGME Committee Meeting	Standing Agenda Items
September	<ul style="list-style-type: none"> - Call to Order <ul style="list-style-type: none"> - Approval of Agenda - Approval of Minutes from last meeting - Announcements - Presenters - Standing Items <ul style="list-style-type: none"> - Chair, CBME Oversight Committee - Chair, Resident Well Being Committee - PARA, resident representative - Director, PG Core Curriculum Annual Update - Director, QuIPS, Annual Update - Review of PGME Governance and Structure Annual Update - New Business <ul style="list-style-type: none"> - Policy Approvals or Reapprovals
December	<ul style="list-style-type: none"> - Call to Order <ul style="list-style-type: none"> - Approval of Agenda - Approval of Minutes from last meeting - Announcements - Presenters - Standing Items <ul style="list-style-type: none"> - Chair, CBME Oversight Committee - Chair, Resident Well Being Committee - PARA, resident representative - Director, Resident Transfers Annual Update - Director, Research+ Annual Update - New Business <ul style="list-style-type: none"> - Policy Approvals or Reapprovals
March	<ul style="list-style-type: none"> - Call to Order <ul style="list-style-type: none"> - Approval of Agenda - Approval of Minutes from last meeting - Announcements - Presenters - Standing Items <ul style="list-style-type: none"> - Chair, CBME Oversight Committee - Chair, Resident Well Being Committee - PARA, resident representative - Director, Office of Rural and Regional Health Annual Update - Orientation Reminder (policies, boot camps, buddy call, etc) - New Business



PGME Committee Meeting	Standing Agenda Items
	- Policy Approvals or Reapprovals
June	<ul style="list-style-type: none">- Call to Order<ul style="list-style-type: none">- Approval of Agenda- Approval of Minutes from last meeting- Announcements- Presenters- Standing Items<ul style="list-style-type: none">- Chair, CBME Oversight Committee- Chair, Resident Well Being Committee- PARA, resident representative - Director, EDI Annual Update- PGME Lead, WIHP Annual Update- Chair, Quotas and Allocation Subcommittee Update- New Business<ul style="list-style-type: none">- Policy Approvals or Reapprovals