

## **POSTGRADUATE MEDICAL EDUCATION COMMITTEE**

### **Postgraduate Medical Education Policy Subcommittee**

#### **TERMS OF REFERENCE**

**Approved by PGME Committee:** November 8, 2023

**Date of Next Scheduled Review:** 2026

#### **PREAMBLE**

The Schulich Postgraduate Medical Education (PGME) Policy Subcommittee is a standing subcommittee of the PGME Committee that is responsible for policy development and regular policy review as required by the General Standards of Accreditation for Institutions with Residency Programs. (Standard 2.1).

#### **POLICY REFERENCES**

[General Standards of Accreditation for Institutions with Residency Programs](#)

[PGME Policy on Policies](#)

#### **GOVERNANCE**

The PGME Policy Subcommittee reports to the PGME Committee.

#### **MEMBERSHIP**

- Associate Dean, Postgraduate Medical Education (Chair);
- Four (4) Schulich faculty members appointed by the Associate Dean, PGME. At least two (2) will be current program directors. All are expected to have experience in postgraduate medical education;
- Two to three (2 to 3) residents appointed by the Associate Dean, PGME in conjunction with consultation with Professional Association of Residents of Ontario (PARO).

Ad hoc working groups may be formed to assist with the development or review of particular policies. Western legal counsel may be consulted as appropriate for review of drafts or policy revisions.

## **TERMS**

- Faculty: Three (3) years renewable
- Residents: One (1) year renewable

## **MEETINGS**

The PGME Policy Subcommittee will meet a minimum of three (3) times per year. Agenda and minutes will be circulated to the Policy Subcommittee, and to the PGME Committee for information.

## **RESPONSIBILITIES**

1. Review of PGME policies every three years, or more often as needed based on changes in practice, educational standards, legislation or feedback from resident, program directors, fellowship directors, individuals involved in postgraduate medical education, and clinical Chairs.
2. Draft policies may be developed by the Policy Subcommittee, or an ad hoc working group. Draft policies will be review by the PGME Policy Subcommittee, with legal and other input as required.
3. After development and review the PGME Policy Subcommittee will forward draft policies to the PGME committee for discussion, feedback, and final approval of the policy by PGME.
4. Note: Policies that have been approved by the PGME Committee will be forwarded to Joint Schulich Council for approval.