

## **POSTGRADUATE MEDICAL EDUCATION COMMITTEE**

### **Residency Allocation Subcommittee**

#### **TERMS OF REFERENCE**

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

**Date of Next Scheduled Review:** 2026

#### **PURPOSE**

The Residency Allocation Subcommittee (RAC) will make decisions regarding the allocation of the CaRMS PGY1 positions to PGY1 programs.

The process for allocation of PGY1 entry residency positions must be transparent, equitable and fair based on Ministry of Health recommendations for residency allocation, societal human health resource needs, program capacity and resources, and program excellence.

#### **PREAMBLE**

Funding for PGY1 International Medical Graduate (IMG) and Canadian Medical Graduate (CMG) positions is allocated annually to Schulich Medicine Postgraduate Medical Education (PGME) by the Ontario Ministry of Health (MOH). This funding provides for the training in College of Family Physicians of Canada (CFPC) and Royal College (RCPSC) programs. MOH funding availability may vary from year to year.

The Postgraduate Management Committee of the Council of Ontario Faculties of Medicine (PGME:COFM) is comprised of Postgraduate Deans representing the six medical schools in Ontario, with representation from the Ontario Ministry of Health. PGME:COFM will also include representation from the Metropolitan University School of Medicine. The Committee provides direction and oversight regarding Ontario's PGY1 CMG and IMG residency positions. The PGY1 quota allocation is a provincial process; the Ministry of Health (MOH) has final decision making with respect to PGY1 residency allocation.

#### **RELEVANT STANDARDS OF ACCREDITATION FOR INSTITUTIONS WITH RESIDENCY PROGRAMS**

- Requirement 2.2.1: The postgraduate dean and the postgraduate education committee facilitate residency programs in meeting the specific standards for the discipline and in achieving the faculty of medicine mission, including its social accountability mandate.
- Indicator 2.2.1.3: The postgraduate dean and the postgraduate education committee identify social accountability as a priority and help build capacity within individual residency programs to meet the needs of the population(s) served.
- Indicator 2.2.1.4: Where the postgraduate dean and postgraduate education committee are involved in the allocation of residency positions for individual programs, such allocation occurs in a fair and transparent manner, and with consideration of the needs of the population(s) served.

## **COMPOSITION**

The RAC will be Chaired by the Associate Dean, PGME.

The RAC membership will be appointed by the Associate Dean, PGME.

Members will include at least six (6) active or prior program directors, distributed as follows:

- At least one from Family Medicine
- At least two from a surgical specialty
- At least two from a non-surgical (medical or psychiatry or anesthesia etc.) specialty
- At least one from a laboratory or diagnostic specialty
- Manager, PGME

## **TERM**

Members will be appointed for two-year terms, except that members may be appointed for shorter terms in order to fill vacated positions. Members are eligible for reappointment up to three times, for a total term of six years.

## **QUORUM**

50% of the membership

## **CONFLICT OF INTEREST**

Members will declare a conflict of interest when residency allocation is being discussed which may affect their program.

## **Residency Allocation Subcommittee TASKS**

1. Review annually the allocation of residency positions in the PGY-1 match.
2. Consider requests from programs to increase or decrease resident quotas.
3. Consider directives from the Ontario Ministry of Health (MOH) and from the Council of Ontario Faculties of Medicine (COFM): Postgraduate Education group related to quota adjustments to address societal need.
4. Make decisions annually and forward PGY1 allocation to COFM and MOH for approval

## GENERAL PRINCIPLES

1. The PGY1 quota allocation is a provincial process; Western will participate and comply with any recommendations from the Ministry of Health.
2. Allocation of PGY1 positions will vary from year to year based on available positions as defined by the Ministry of Health.
3. The Residency Allocation Subcommittee may either decrease or increase available positions in a program based on criteria including, societal need, program resources, program excellence, available funding and MOH recommendations.
4. In general, PGY1 residency programs will maintain a minimum of one resident position per year, although there may be exceptions to this based on societal need, the strengths and the available resources of the academic program.
5. Capacity to train residents including the clinical resources available, available teaching faculty, and time and resources available for the program may impact residency allocation.
6. The academic strength of a program may impact residency allocation. This will be based on various review processes (CFPC, Royal College, internal reviews, resident reports, program submissions, and other additional information as available).
7. Transfers that have resulted in a decrease, or an increase in the number of residents within the residency program may be taken into consideration for resident allocation.

PGY1 Residency allocation decisions made by the Residency Allocation Committee will be for one year; the Committee will make allocation decisions annually.

## PROCESS

1. PGY1 Program Directors will be asked to submit to RAC by March 31<sup>st</sup> of each year (for decisions for the CaRMS PGY1 match the following academic year) a summary of their program that includes:
  - the current PGY 1 allocation (CMG and IMG)
  - any request by the program for a decrease in residency positions for the following academic year (for example for capacity or resource reasons)
  - if a program wishes to have their residency position allocation maintained or increased for the following academic year, information should be submitted regarding their program that highlights:
    - societal (health workforce) need in Southwestern Ontario, Ontario, and Canada (for example available career opportunities for graduates, and information from workforce planning for Ontario and Canada)
    - an indication of program excellence with initiatives or innovations over the prior three years; examples may include the educational program, faculty supervision and assessment indicators, integration of CanMEDS competencies into teaching and assessment, and initiatives such as incorporating Equity, Diversity and Inclusion or Wellness and Fatigue Risk Management into the program, or meeting of exemplary Standards. Information from a Royal College or Internal Review in the prior 3 years may be provided.
    - program resources and capacity
    - the need for residents for service provision or to meet call requirements will not be considered a criteria
  - note that program submission is not mandatory, but evidence of program excellence and health workforce requirements provided in the submission will inform the RAC

- process
  - the submission to the RAC for consideration should be a maximum two-page document excluding tables or appendices that the program may wish to provide
2. Justification for maintenance or increase of PGY1 positions for a program will be based primarily on health workforce need and program excellence
    - consideration will be given as to whether a program has had a recent reduction with the intent that a reduction will in general be for one academic year, with reversion to the original allocation for the following academic year
    - the intent will also be that a fair distribution of reductions will occur in the absence of other factors
    - The RAC will review the submissions and determine allocation for the subsequent academic year. Decisions will be communicated to programs and department/division chairs. The timeline will be in June generally for decisions for the following academic year.
  3. The RAC decision will be presented to the PGME Committee for information.
  4. The RAC allocation decision will be final.