

**POSTGRADUATE MEDICAL EDUCATION**  
**Postgraduate Medical Education Advisory Board (PGME AB)**

**TERMS OF REFERENCE**

Date approved PGME Committee: November 8, 2023

Scheduled review: 2026

**PREAMBLE**

The PGME Advisory Board (PGME AB) is a committee constituted by the Associate Dean PGME that is responsible for approving remediation and probation plans, and upon request, assisting in the design of individual learning plans, remediation plans and probation plans.

**POLICY REFERENCES**

[Resident Assessment and Appeals Policy](#)

[Area of Focused Competence Appeals Policy](#)

[Fellowship Probation Suspension and Appeal Policy](#)

**GOVERNANCE**

The PGME Advisory Board reports to the Associate Dean, PGME.

**MEMBERSHIP**

- Five (5) faculty members appointed by the Associate Dean, Postgraduate Medical Education, who are familiar with postgraduate medical education but are not current Program Directors;
- One (1) resident appointed by the PGME office;
- Manager, PGME Office, or delegate.

PGME will also appoint an additional resident as an alternate who shall serve on the Board in the event of the unavailability of the resident member.

The Chair shall be appointed by the Associate Dean, Postgraduate Medical Education, from the five faculty members of the PGME AB.

Appointments to the PGME AB are for two years and are renewable.

Committee members must declare any conflict of interest or potential conflict of interest. In such cases the Chair may excuse the committee member. If the Chair has potential conflict of interest the Chair may delegate another committee member to act as Chair.

## **MEETINGS**

Meetings are scheduled monthly during the academic year. Documents to be reviewed should be submitted to the PGME AB a minimum of two weeks prior to the scheduled meeting.

## **RESPONSIBILITIES**

1. To review and approve all remediation plans and probation plans prior to implementation.
2. Upon request, to assist residency program committees in the design of a remediation plan or probation plan or independent learning plan.
3. At the request of the UWO PGME Committee and/or the Associate Dean of Postgraduate Medical Education to provide advice on matters relevant to resident assessment, remediation, probation or promotion.

The Chair and Advisory Board may consult with such individuals as they determine necessary to fulfill these responsibilities.

All committee members and administrative support persons are required to protect and keep confidential all committee information received, both verbal and written.