

POSTGRADUATE MEDICAL EDUCATION COMMITTEE
Postgraduate Medical Education Internal Review Subcommittee

TERMS OF REFERENCE

Approved by PGME Committee: October 14, 2020

Approved by ECSC: November 2020

Date of next scheduled review: 2023

PREAMBLE

The General Standards of Accreditation for Institutions require a process to internally review and improve residency programs. The Schulich Postgraduate Medical Education (PGME) Internal Review Subcommittee is a standing subcommittee of the PGME Committee that is responsible for the internal review process.

POLICY REFERENCES

General Standards of Accreditation for Institutions with Residency Programs

<http://www.canrac.ca/canrac/general-standards-e>

GOVERNANCE

The PGME Internal Review Subcommittee reports to the PGME Committee.

MEMBERSHIP

- Associate Dean, Postgraduate Medical Education
- Program Evaluation/Project Coordinator (CQI and Accreditation) ex officio
- Faculty members:
 - A minimum of five (5) faculty members appointed by the Associate Dean, PGME. Faculty members may be program directors, former program directors or clinical educators with experience in postgraduate medical education (such as Competence Committee chairs or members for example).
 - One faculty member will be designated as Chair of the Internal Review Subcommittee.
- Two (2) resident representatives appointed by the Associate Dean PGME in conjunction with consultation with the Professional Association of Residents of Ontario (PARO).

TERMS

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

MEETINGS

- Meetings are ad hoc, with a minimum of four per year.

RESPONSIBILITIES OF THE INTERNAL REVIEW SUBCOMMITTEE

1. Ensures an internal review is conducted for each residency program at least once per regular accreditation cycle.
2. Ensures that the internal review process evaluates how well each residency program is meeting all applicable standards of accreditation, including the *General Standards of Accreditation for Residency Programs*, and the Royal College Specialty Training Requirements and Objectives of Training specific for Royal College programs, and the Standards of Accreditation for Residency Programs in Family Medicine (the 'Red Book').
3. Reviews survey reports and Action Plan Outcome Reports (APORs) and provides effective follow up to the programs on their identified areas for improvement (AFIs).
4. Identifies common areas for improvement across residency programs and reports this information to the PGME committee for discussion and planning of quality improvement initiatives common to a variety of programs.
5. Ensures that the internal review process includes reflection on the potential impacts of the hidden curriculum on the learning experience.