

## RESIDENCY ALLOCATION SUBCOMMITTEE

### Postgraduate Medical Education Committee

#### TERMS OF REFERENCE

**Approved by PGME Committee:** January 14, 2026

**Date of Next Scheduled Review:** 2029

#### PURPOSE

The Residency Allocation Subcommittee (RAC) will make decisions regarding the allocation of the CaRMS PGY1 positions to PGY1 programs. The RAC will also review and support decisions regarding internal and external transfers for MOH funded residency positions.

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. The social accountability mandate includes commitments as they relate to marginalized communities, Black communities, and Indigenous communities.

#### 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.

Please see [Appendix A](#) for information relating specifically to the MOH expansion.

#### 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. All members will be required to complete Western's Building Inclusivity Through Anti-Racism modules at the time of the appointment.

## 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.

## 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 requests from programs to increase or decrease stream-specific (CMG and/or IMG) allocations.
4. 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.
5. Make decisions annually and forward PGY1 allocation numbers to COFM for approval (COFM then sends numbers to the MOH on behalf of all schools).
6. Be advisory to the PGME Dean in reviewing transfer decisions for MOH-funded residency positions.

## 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. Changes in resident numbers resulting from transfers may be considered in the allocation of residents within the program.

PGY1 residency allocation decisions made by the Residency Allocation Committee are valid for one year, with allocations determined annually.

## PROCESS

1. In March, the PGME office will reach out to PGY1 entry programs to assess interest in changes to quota allocation. Although not required, programs will be invited to submit a Program Submission form with a deadline of April 30<sup>th</sup>. The program summary can include:
  - 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 highlight:
    - 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.
  3. 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.
  4. The RAC decision will be presented to the PGME Committee.
  5. The RAC allocation decision will be final.

## Appendix A

In 2022 the MOH tasked Ontario Medical Schools to increase residency training positions in Family Medicine. It was noted that 60% of positions will be dedicated to Family Medicine, of which 30% are to be in Enhanced Skills; specialty PG positions will be in areas of known need such as Emergency Medicine, Psychiatry and Anesthesiology. The expansion project began in 2023 with the goal of reaching steady state by 2028.

Below is the most updated expansion chart provided by the COU.

University Name	2022	2023	2024	2025	2026	2027	2028	2023	2024	2025	2026	2027	2028	
	<b>UG</b>							<b>PG</b>						
McMaster		14	14	14	14	14	14	6	19	38	42	47	50	
NOSM U	5	14	29	39	44	44	44	10	10	30	43	60	63	
Ottawa		14	14	14	14	14	14	10	15	38	42	47	50	
Queen's		34	34	34	34	34	34	10	7	40	43	49	52	
Toronto		14	39	54	54	54	54	15	16	49	59	64	67	
TMU				94	94	94	94			105	109	114	117	
Western		16	16	16	16	16	16	9	15	38	42	47	50	
York							80						102	
<b>Total</b>	<b>5</b>	<b>106</b>	<b>146</b>	<b>265</b>	<b>270</b>	<b>270</b>	<b>350</b>	<b>60</b>	<b>82</b>	<b>338</b>	<b>380</b>	<b>428</b>	<b>551</b>	