

POSTGRADUATE MEDICAL EDUCATION COMMITTEE

Postgraduate Medical Education

TERMS OF REFERENCE

Reviewed: January 15, 2023

Approved by PGME Committee: February 8, 2023

Approved by ECSC: May 5, 2023

Date of Next Scheduled Review: 2026

PREAMBLE

The Schulich Postgraduate Medical Education (PGME) Committee is a standing committee of the Schulich School of Medicine & Dentistry that is responsible for supporting the Associate Dean, PGME in planning, organizing and evaluating all aspects of residency education for:

- Royal College of Physicians and Surgeons of Canada (Royal College) Residency Programs and Areas of Focused Competence and
- College of Family Physicians Canada (CFPC) Residency Program and Family Medicine Enhanced Skills Programs.

POLICY REFERENCES

- [General Standards of Accreditation](#) for Institutions with Residency Programs
- [General Standard of Accreditation](#) for Residency Programs
- [General Standards of Accreditation](#) for Area of Focused Competence (AFC) Programs

GOVERNANCE

The PGME Committee reports to the Executive Committee of Schulich Council (ECSC).

Membership (Standard 1.3.1)

- Associate Dean, Postgraduate Medical Education (Chair)
- Dean, Schulich School of Medicine & Dentistry (ex-officio)
- Vice Dean, Clinical Faculty Affairs (ex-officio)
- Chair of Clinical Chairs or delegate (ex-officio)
- Associate Dean, Windsor (ex-officio)
- Vice Dean, Undergraduate Medical Education (ex-officio)
- Associate Dean, Learner Experience or delegate (ex-officio)
- Assistant Dean, Postgraduate Learner Experience (ex-officio)
- Associate Dean, Continuing Professional Development (ex-officio)

- Assistant Dean, Distributed Education (ex-officio)
- Manager, Postgraduate Medical Education (ex-officio)
- Director, PGME Curriculum and Assessment (ex-officio)
- Associate Dean Equity, Diversity, Inclusion and Decolonization
- Program Directors of Royal College and CFPC accredited training programs
- Program Directors of Royal College accredited Area of Focused Competence Programs
- One representative from the community
- One representative of the Program Administrators
- Two representatives from Medical Affairs
- Two resident representatives selected by PARO
- PGME staff member (note-taker, non-voting)

All members listed above are considered voting members unless specified as “non-voting”.

MEETINGS

The PGME Committee will meet 10 times per year from September to June. The agenda and minutes will be circulated to the PGME Committee members.

QUORUM

The quorum for the PGME shall be at minimum one half (50%) of the total number of voting members.

RESPONSIBILITIES

Standards refer to the Specific Standards of Accreditation for Institutions with Residency Programs.

1. Develop, adopt and disseminate general policies and processes for all aspects of residency, AFC and fellowship education. Policies include, but are not limited to, policies related to resident, AFC and fellow selection, assessment, supervision, promotion, information management, and trainee and patient safety. (Standards 2.1.1, 2.2.3, 4.1.1, 4.1.2, 4.1.3)
2. Ensure that policies are regularly reviewed and updated. (Standards 2.1.1, 2.2.3, 4.1.1, 4.1.2, 4.1.3)
3. Provide oversight of the academic progression of residents, AFC trainees and fellows, including remediation, appeals and dismissal. (Standard 5.1.1)
4. Facilitate program directors, AFC programs and residency programs in meeting the specific standards of accreditation for the discipline and achieving the Schulich Faculty of Medicine’s vision/mission, including its social accountability mandate. (Standard 2.2.1)
5. Advocate for adequate resources and support to allow residency programs to meet accreditation standards. (Standard 2.2.2)

6. Approve of the allocation of residency positions for individual programs, as recommended by the Residency Allocation Subcommittee. (Standard 2.2.1.4)
7. Oversee the internal review process for residency and AFC programs, which is conducted by the Internal Review Subcommittee, as required by the Royal College of Physicians and Surgeons of Canada (Royal College) and the College of Family Physicians of Canada (CFPC). (Standard 8.2.1)
8. Promote a positive learning environment free of harassment and intimidation. (Standards 4.1.4, 9.1.1)
9. Regularly review and improve the postgraduate structure and governance, including learning sites and residency, AFC and fellowship programs (continuous improvement), using information from multiple sources. (Standards 3.1.1, 8.2.2, 8.2.3, 9.1.2)
10. Maintain effective working relationships with residency, AFC and fellowship education stakeholders, including: (Standards 2.3.1)
 - program directors, residency and AFC program committees and program administrators
 - undergraduate education, continuous professional development, and faculty development
 - learning sites
 - certifying colleges, medical regulators, and international sponsors as appropriate

SUBCOMMITTEES OF THE PGME COMMITTEE

- Area of Focused Competence Subcommittee
- Internal Review Subcommittee
- Policy Subcommittee
- Residency Allocation Subcommittee
- PGE Advisory Board
- Schulich Postgraduate Appeals Committee
- Competency Based Medical Education Steering Committee