

POSTGRADUATE MEDICAL EDUCATION COMMITTEE

Postgraduate Medical Education

TERMS OF REFERENCE

Approved by PGME Committee: November 12, 2025

Approved by JSC: November 21, 2025

Date of Next Scheduled Review: 2028

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 (RCPSC) Residency Programs and Areas of Focused Competence (AFC) Programs
- 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 is accountable to the Dean and to Joint Schulich Council (JSC).

MEMBERSHIP

Voting Members

- Associate Dean, PGME (Chair)
- Vice Dean, Medical Education (ex-officio)
- Chair of Clinical Chairs, or delegate (ex-officio)
- Associate Dean, Windsor (ex-officio)
- Assistant Dean, Distributed Education (ex-officio)
- Assistant Dean, Postgraduate Learner Experience, or delegate (ex-officio)
- Associate Dean, Continuing Professional Development (ex-officio)
- Associate Dean, Equity and Social Accountability (ex-officio)
- Program Directors of RCPSC and CFPC accredited training programs (ex-officio)
- Program Directors of RCPSC accredited AFC Programs (ex-officio)
- Two representatives of the Program Administrators, elected by peers
- Three resident representatives selected by PARO

Non-Voting Members

- Vice Dean, Clinical Academic Affairs (ex-officio)
- Associate Dean, Undergraduate Medical Education (ex-officio)
- Associate Dean, Learner Experience, or delegate (ex-officio)
- Two representatives from Medical Affairs, London Hospitals (ex-officio)
- Two representatives from Medical Affairs, Windsor Hospitals (ex-officio)
- Director, Medical Education (ex-officio)
- Director, PGME Curriculum and Assessment (ex-officio)
- Director, PGME Accreditation and Quality Improvement (ex-officio)
- Manager, PGME (ex-officio)
- PGME staff member (note-taker)
- Associate and Assistant Program Directors of RCPSC and CFPC accredited training programs (ex-officio)
- Program Director, Oral & Maxillofacial Surgery (ex-officio)
- Community representative

Guests may be invited to join meetings at the discretion of the Chair.

MEETING ADMINISTRATION

The PGME Committee will meet 10 times per year from September to June. All voting members are expected to attend at least 70% of meetings. Attendance records will be maintained. The majority of PGME Committee meetings will be conducted virtually to permit maximum attendance.

The agenda and minutes of the previous meeting will be circulated via email to PGME Committee members in advance of each meeting, with a request to submit any additional agenda items for discussion. The agenda and minutes will be circulated to all Program Administrators and Department Chairs for information sharing. They will also be posted on the PGME website.

QUORUM

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

DECISION MAKING

Decisions will be made by consensus following discussion. When a decision to approve is required, the decision will be based on majority vote (50% plus 1). In case of a tie, the Chair will be the deciding vote.

RESPONSIBILITIES

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, resident, AFC, and fellow selection, assessment, supervision, promotion, information management, and trainee and patient safety.
2. Ensure that policies are regularly reviewed and updated.
3. Provide oversight of the academic progression of residents, AFC trainees and fellows, including remediation, appeals and dismissal.
4. Facilitate program directors, AFC programs, and residency programs in meeting the specific

standards of accreditation for the discipline and achieving the Schulich School of Medicine & Dentistry's vision/mission, including its social accountability mandate.

5. Advocate for adequate resources and supports to allow residency programs to meet accreditation standards.
6. Approve of the allocation of residency positions for individual programs, as recommended by the Residency Allocation Subcommittee.
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 (RCPSC) and the College of Family Physicians of Canada (CFPC).
8. Promote a positive learning environment free of harassment and intimidation.
9. Develop central monitoring measures, specific policies, and educational resources to support equity, diversity, and inclusion in all training programs, specifically related to marginalized, Black, and Indigenous communities.
10. 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.
11. Maintain effective working relationships with residency, AFC and fellowship education stakeholders, including:
 - program directors, residency and AFC program committees and program administrators
 - undergraduate education, continuing professional development, and faculty development
 - learning sites
 - certifying colleges, medical regulators, and international sponsors as appropriate.

SUBCOMMITTEES

The PGME Committee may delegate responsibilities to specific subcommittees. Each subcommittee will develop and regularly review their terms of reference. The terms of reference for each subcommittee must be approved by PGME Committee. The Chair, or delegate, of each Subcommittee will provide an annual report to the PGME Committee.

The following subcommittees report to the PGME Committee:

- Area of Focused Competence Subcommittee
- Awards Subcommittee
- Internal Review Subcommittee
- PGE Advisory Board
- Policy Subcommittee
- Residency Allocation Subcommittee
- Schulich Postgraduate Appeals Committee