

**POST-GRADUATE EDUCATION COMMITTEE
(RESIDENCY TRAINING COMMITTEE)**

**DEPARTMENT OF OTOLARYNGOLOGY – HEAD AND NECK SURGERY
WESTERN UNIVERSITY**

Terms of Reference

1. To oversee the development and operation of the residency training program to meet the general and specific standards of accreditation of the RCPSC.
2. To stimulate and promote excellence in postgraduate medical education including but not limited to guiding the educational policies and processes for the Department of Otolaryngology-Head and Neck Surgery to fulfill all CanMEDS roles.
3. To evaluate and promote current residents in the program, including a process for appeals.
4. To establish and maintain mechanisms for career planning, mentorship, and counseling for current residents.
5. To provide a process to deal with problems internal to the training program.
6. To conduct ongoing review of the quality of the educational experience and resources available to train the residents.
7. To maintain oversight of faculty teaching and teachers within the context of the residency training program.
8. To assist the Program Director in the selection of incoming trainees via the CaRMS process.

The PGE committee will meet at least four times a year. The Program Director will in turn report regularly to the full Department. The agenda and minutes of the committee meetings are to be circulated to all committee members, and in turn the Program Director's report will be circulated to all department members during routinely scheduled department staff meetings.

The membership of the PGE Committee shall be composed as follows:

- (a) Program Director
- (b) One representative from each participating training site and rotation
(appointed by Program Director)
- (c) One junior and one senior resident (elected by co-residents)
- (d) Chairman of the Department of Otolaryngology – Head & Neck Surgery
(*ex officio*)

Membership on the committee is a privilege and will be reviewed every two years.