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Postgraduate Medical Education (PGME) Committee Terms of Reference

Office of Accountability:	Faculty of Medicine & Dentistry (FoMD)
Office of Administrative Responsibility:	Postgraduate Medical Education (PGME)
Approver:	Dean’s Executive Committee
Classification:	Terms of Reference
Scope:	Members of the committee

Overview

Under the authority of the Faculty of Medicine and Dentistry, reporting through the Vice-Dean Education to the dean’s executive committee, the Postgraduate Education Committee is the authority through which Postgraduate Medical Education Programs operate.

Purpose

The purpose of the committee is to facilitate governance and oversight of all residency programs and to support the Associate Dean, PGME in planning, organizing, and evaluating all aspects of accredited residency and Area of Focused Competence (AFC) fellowship education.

POLICY

1. RESPONSIBILITIES

In accordance with Element 1.3 in the General Standards of Accreditation for Institutions with Residency Programs (which are the national set of standards maintained by the Canadian Residency Accreditation Consortium or CanRAC), the responsibilities of the postgraduate medical education committee include:

- a. Establishing the central policies of residency and AFC fellowship education;
- b. Establishing and maintaining appropriate liaison mechanisms with the directors of the integrated accredited residency and AFC fellowship programs and the administrators of affiliated sites;
- c. Conducting internal reviews of all accredited residency and AFC fellowship programs between accreditation surveys by the Royal College of Physicians and Surgeons of Canada and the College of Family Physicians of Canada;
- d. Ensuring appropriate distribution of the resources necessary for effective education in accredited residency and AFC fellowship programs;
- e. Establishing and maintaining an appeal mechanism for matters related to postgraduate medical education decisions;



- f. Ensuring a proper educational environment free of harassment and intimidation with mechanisms in place to deal with such issues as they arise;
- g. Ensuring that all accredited residency and AFC fellowship programs teach and evaluate the trainees' CanMEDS competencies as defined within the CanMEDS/CanMEDS-FM framework;
- h. Ensuring that there are adequate opportunities to access faculty development, including activities to assist faculty in teaching, evaluating, and mentoring residents' CanMEDS competencies as defined within the CanMEDS/CanMEDS-FM framework;
- i. Establishing policies to ensure reasonable measures are in place to maintain trainee safety and promote resident health and well-being;
- j. Prioritizing social accountability and helping build capacity within accredited residency and AFC fellowship programs to meet the needs of the population(s) served;
- k. Establishing and monitoring policies for the operation of standing subcommittees – PG Executive Subcommittee, Quota and Allocations of Training Positions Subcommittee, Internal Review Committee, Academic Review Board, and EDI Committee;
- l. Appointing ad hoc committees as necessary to explore specific issues and receive reports.

2. MEMBERSHIP (refer to Appendix A for current committee members)

There is representation from residents, program directors, learning sites, and postgraduate administrative personnel. All members are voting members as follows:

- a. Associate Dean, PGME - Chair
- b. Assistant Dean, PGME
- c. All Residency Program Directors
- d. All AFC Fellowship Program Directors
- e. Education Site leads of the large teaching hospitals:
 - i. Royal Alexandra Hospital
 - ii. Grey Nuns Hospital
 - iii. Misericordia Hospital
 - iv. University of Alberta Hospital
- f. Directors within the PGME office:
 - i. Fellowships
 - ii. Quality Improvement and Patient Safety
 - iii. Resident Transfers
 - iv. CBME Oversight
 - v. PG Core Curriculum
 - vi. Equity, Diversity, and Inclusion
 - vii. Research+
- g. PARA, resident representation
- h. PARA, Chief Executive Officer
- i. Assistant Dean, Resident and Fellow Affairs
- j. Director, Office of Rural and Regional Health
- k. PGME lead, Wâpanachakos, Indigenous Health Program
- l. Administrative Education Leads from the following Departments which account for the majority of residency programs:
 - i. Medicine
 - ii. Pediatrics



- iii. Surgery
- iv. Family Medicine
- v. LOOP (Laboratory Medicine & Pathology, Obstetrics & Gynecology, Ophthalmology & Visual Sciences, Psychiatry)
- m. Manager, PGME Administration
- n. Education Team Lead, PGME

3. MEETINGS

- a. The Committee will meet every September, December, March, and June.
- b. Additional meetings may be called at the discretion of the Chair.

4. PROCEDURES

- a. Agenda and meeting materials will be pre-circulated unless otherwise noted.
- b. Minutes will be kept, and pre-circulated before each meeting.
- c. Minutes and agenda will be approved by vote.
- d. Quorum is 25% of voting members, plus the Chair.
- e. The Chair may invite non-Committee members of staff, students and faculty to address specific issues. These guests are non-voting.
- f. The Chair only votes in the event of a tie.
- g. Items on a consent agenda will be presented at the beginning of the meeting and may be removed from the consent agenda on the request of any member. Items not removed may be adopted by general consent without debate. Removed items will be placed onto the regular agenda.

5. SUBCOMMITTEES (AND RESPECTIVE CHAIRS)

- a. Quotas and Allocation (Associate Dean, PGME)
- b. Internal Reviews (Assistant Dean, PGME)
- c. PG Executive (Associate Dean, PGME)

6. REPORTS (refer to Appendix B for standing agenda items)

At select meetings throughout the academic year, the committee will hear reports from the following:

- a. Chair, Quotas and Allocation Subcommittee
- b. Chair, Internal Review Subcommittee
- c. Chair, CBME Oversight Committee
- d. Chair, Resident Well Being Committee
- e. Director, Resident Transfers
- f. Director, Office of Rural and Regional Health
- g. PGME lead, Wâpanachakos Indigenous Health Program
- h. PARA, resident representative
- i. Director, PG Core Curriculum
- j. Director, EDI
- k. Director, Research+
- l. Chair, Review of PGME Governance and Structure

DEFINITIONS

Definitions are listed in the sequence they occur in the document (i.e. not alphabetical).

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
General Standards of Accreditation for Institutions with Residency Programs	The General Standards of Accreditation for Institutions with Residency Programs are national standards that apply to the accreditation of institutions with residency programs. These standards are maintained by the Canadian Residency Accreditation Consortium which includes the Royal College of Physicians and Surgeons of Canada (RCPSC), College of Family Physicians of Canada (CFPC), and Collège des médecins du Québec (CMQ). The standards apply to faculties of medicine, postgraduate offices, and learning sites, written to provide a framework which aims to provide clarity of expectations, while maintaining flexibility for innovation.
Canadian Residency Accreditation Consortium or CanRAC	The Canadian Residency Accreditation Consortium is composed of the three residency education accrediting colleges in Canada: Royal College of Physicians and Surgeons of Canada (RCPSC), College of Family Physicians of Canada (CFPC) and Collège des médecins du Québec (CMQ).
Royal College of Physicians and Surgeons of Canada	The Royal College of Physicians and Surgeons of Canada is the national professional association that oversees the medical education of specialists in Canada.
College of Family Physicians of Canada	The College of Family Physicians of Canada (CFPC) is the professional organization that establishes the standards for and accredits postgraduate family medicine training in Canada.
CanMEDS	CanMEDS is a framework that identifies and describes the abilities physicians require to effectively meet the health care needs of the people they serve. These abilities are grouped thematically under seven roles.

APPENDIX A: PGME Committee Membership

Most recent editorial update: June 19, 2024

Position	Member	Term
Dr. L. Cheung	Associate Dean, PGME - Chair	Voting
Dr. S. Koski	Assistant Dean, PGME	Voting
Dr. G. Steel	Anesthesiology	Voting
Dr. S. Meyer	Cardiac Surgery	Voting
Dr. J. Senaratne	Cardiology (Adult)	Voting
Dr. E. Tham	Cardiology (Pediatric)	Voting
Dr. L. VanRiper	Child & Adolescent Psychiatry	Voting
Dr. S. McMurtry	Clinician Investigator Program (CIP)	Voting
Dr. A. Romanovsky	Critical Care Medicine (Adult)	Voting
Dr. J. Duff (Acting)	Critical Care Medicine (Pediatric)	Voting
Dr. J. Rao	Dermatology (Adult)	Voting
Dr. S. Eliason	Developmental Pediatrics	Voting
Dr. L. Canterbury	Diagnostic and Clinical Pathology <i>(formerly General Pathology)</i>	Voting
Dr. E. Chapman	Diagnostic and Molecular Pathology <i>(formerly Anatomical Pathology)</i>	Voting
Dr. C. Ferguson	Diagnostic Radiology	Voting
Dr. D. Ha	Emergency Medicine (Adult)	Voting
Dr. B. Stauffer	Emergency Medicine (Pediatric)	Voting
Dr. M. Ghosh	Endocrinology & Metabolism (Adult)	Voting
Dr. C. Grimbly	Endocrinology & Metabolism (Pediatric)	Voting
Dr. M. Morros	Family Medicine	Voting
Dr. N. Dhaliwal	Family Medicine Enhanced Skills (FM ES)	Voting
Dr. M. Rose	FM ES – Addiction Medicine	Voting
Dr. L. Charles	FM ES – Care of the Elderly	Voting
Dr. N. Dhaliwal	FM ES – Emergency Medicine	Voting
Dr. M. Prins	FM ES – Enhanced Surgical Skills	Voting

Position	Member	Term
Dr. W. Flexer	FM ES – Family Practice Anesthesia	Voting
Dr. S. Kostov	FM ES – Obstetrics	Voting
Dr. Q. Durand-Moreau	FM ES – Occupational Medicine	Voting
Dr. A. Chabassol	FM ES – Palliative Care	Voting
Dr. K. Anstey	FM ES – Sport and Exercise Medicine	Voting
Dr. T. Dixon	Forensic Pathology	Voting
Dr. L. Zedkova	Forensic Psychiatry	Voting
Dr. S. Jayakumar	Gastroenterology (Adult)	Voting
Dr. J. Silverman	Gastroenterology (Pediatric)	Voting
Dr. L. Bridgland	General Internal Medicine	Voting
Dr. M. McCall	General Surgery	Voting
Dr. A. Hussain	Geriatric Medicine	Voting
Dr. S. Magnan	Geriatric Psychiatry	Voting
Dr. B. Walker	Hematological Pathology	Voting
Dr. L. Bolster	Hematology (Adult)	Voting
Dr. C. Corriveau-Bourque	Hematology/Oncology (Pediatric)	Voting
Dr. I. Chiu	Infectious Diseases (Adult)	Voting
Dr. A. Tse-Chang	Infectious Diseases (Pediatric)	Voting
Dr. T. Carpenter	Internal Medicine	Voting
Dr. S. Choo	Maternal-Fetal Medicine	Voting
Dr. N. Zelyas	Medical Microbiology	Voting
Dr. S. Basi	Medical Oncology	Voting
Dr. S. Cormier	Neonatal-Perinatal Medicine	Voting
Dr. A. Eberhart	Nephrology (Adult)	Voting
Dr. M. Ruhl	Nephrology (Pediatric)	Voting
Dr. W. Hussain	Neurology (Adult)	Voting
Dr. C. Wilbur	Neurology (Pediatric)	Voting
Dr. M. Chow	Neurosurgery	Voting

Position	Member	Term
Dr. A. Tamm	Nuclear Medicine	Voting
Dr. C. Aubrey	Obstetrics & Gynecology	Voting
Dr. Q. Durand-Moreau	Occupational Medicine	Voting
Dr. H. Strungaru	Ophthalmology	Voting
Dr. M. Sommerfeldt	Orthopaedic Surgery	Voting
Dr. D. Côté	Otolaryngology – Head & Neck Surgery	Voting
Dr. S. Burton-MacLeod	Palliative Medicine (Adult)	Voting
Dr. L. Jamieson	Pediatric Radiology	Voting
Dr. J. Foulds	Pediatrics	Voting
Dr. H. Lindstrom	Physical Medicine & Rehabilitation	Voting
Dr. J. Zhu	Plastic Surgery	Voting
Dr. Y. Zhang	Psychiatry	Voting
Dr. A. Doroshenko (Acting)	Public Health & Preventive Medicine	Voting
Dr. A. Duimering	Radiation Oncology	Voting
Dr. C. Chung	Respirology (Adult)	Voting
Dr. T. Kherani	Respirology (Pediatric)	Voting
Dr. A. Johnson (Acting)	Rheumatology (Adult)	Voting
Dr. J. Nagendran	Surgical Foundations	Voting
Dr. S. Turner	Thoracic Surgery	Voting
Dr. P. Metcalfe	Urology	Voting
Dr. N. Bakshi	Education Site Lead, Royal Alexandra Hospital	Voting
VACANT	Education Site Lead, Grey Nuns Hospital	Voting
Dr. G. Brassard	Education Site Lead, Misericordia Hospital	Voting
Dr. Dylan Taylor	Education Site Lead, University of Alberta Hospital	Voting
Dr. C. Joynt	Director, Fellowships	Voting
Dr. L. Mereu	Director, Resident Transfers	Voting
Dr. A. Oswald	Director, CBME	Voting
Dr. S. Dong	Director, Postgraduate Core Curriculum	Voting

Position	Member	Term
Dr. T. Ladha	Director, Equity, Diversity and Inclusion	Voting
Dr. D. Hamza	Director, Research & CBME Evaluation	Voting
Dr. B. Rutherford	PARA, Resident Representative	Voting
Ms. C. Murphy	PARA, Chief Executive Officer	Voting
Dr. R. Girgis	Associate Chair, Education, Faculty of Medicine & Dentistry - Pediatrics Dept	Voting
Dr. B. Nair	Assistant Dean, Resident and Fellow Affairs	Voting
Dr. K. Yang	Director, Office of Rural and Regional Health	Voting
Dr. N. Cardinal	PGME Lead, Wâpanachakos Indigenous Health Program	Voting
Ms. E. Siroski	Administrative Education Lead, Family Medicine	Voting
Ms. K. Kovithavongs	Administrative Education Lead, LOOP	Voting
Ms. D. Kurtz	Administrative Education Lead, Medicine	Voting
Ms. E. Blazey	Administrative Education Lead, Pediatrics	Voting
Ms. K. Nicholas	Administrative Education Lead, Surgery	Voting
Ms. V. Masson	Manager, PGME Administration	Voting
Ms. T. Cocchio	Education Team Lead, PGME	Voting
Mx. Erin Sekulich	PGME Executive Assistant	Non-Voting

Total number of voting members: 97

APPENDIX B: PGME Committee Standing Agenda Items

PGME Committee Meeting	Standing Agenda Items
September	<ul style="list-style-type: none"> - Call to Order <ul style="list-style-type: none"> - Approval of Agenda - Approval of Minutes from last meeting - Announcements - Presenters - Standing Items <ul style="list-style-type: none"> - Chair, CBME Oversight Committee - Chair, Resident Well Being Committee - PARA, resident representative - Director, PG Core Curriculum Annual Update - Director, QuIPS, Annual Update - Review of PGME Governance and Structure Annual Update - New Business <ul style="list-style-type: none"> - Policy Approvals or Reapprovals
December	<ul style="list-style-type: none"> - Call to Order <ul style="list-style-type: none"> - Approval of Agenda - Approval of Minutes from last meeting - Announcements - Presenters - Standing Items <ul style="list-style-type: none"> - Chair, CBME Oversight Committee - Chair, Resident Well Being Committee - PARA, resident representative - Director, Resident Transfers Annual Update - Director, Research+ Annual Update - New Business <ul style="list-style-type: none"> - Policy Approvals or Reapprovals
March	<ul style="list-style-type: none"> - Call to Order <ul style="list-style-type: none"> - Approval of Agenda - Approval of Minutes from last meeting - Announcements - Presenters - Standing Items <ul style="list-style-type: none"> - Chair, CBME Oversight Committee - Chair, Resident Well Being Committee - PARA, resident representative - Director, Office of Rural and Regional Health Annual Update - Orientation Reminder (policies, boot camps, buddy call, etc) - New Business



PGME Committee Meeting	Standing Agenda Items
	<ul style="list-style-type: none">- Policy Approvals or Reapprovals
June	<ul style="list-style-type: none">- Call to Order<ul style="list-style-type: none">- Approval of Agenda- Approval of Minutes from last meeting- Announcements- Presenters- Standing Items<ul style="list-style-type: none">- Chair, CBME Oversight Committee- Chair, Resident Well Being Committee- PARA, resident representative - Director, EDI Annual Update- PGME Lead, WIHP Annual Update- Chair, Quotas and Allocation Subcommittee Update- New Business<ul style="list-style-type: none">- Policy Approvals or Reapprovals