

Original Approval Date: December 9, 2024
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PGME EDI Committee Terms of Reference

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

Overview

As outlined in the General Standards of Accreditation for Institutions with Residency Programs set by the Canadian Residency Accreditation Consortium (CanRAC), the following standards apply:

- 2.2.1: The postgraduate dean and postgraduate education committee facilitate residency programs in meeting the specific standards for the discipline and in achieving the faculty of medicine’s mission, including its social accountability mandate.
- 2.2.1.3: The postgraduate dean and 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.

Purpose

The PGME Equity, Diversity, and Inclusivity (EDI) Committee is a sub-committee of the Postgraduate Medical Education Committee (PGEC) that assists the Chair in planning, overseeing, and carrying out EDI initiatives. It additionally acts as a sounding board for initiatives and policies that deal with the responsibilities outlined in the larger Postgraduate Medical Education (PGME) Committee’s terms of reference.

TERMS OF REFERENCE

1. RESPONSIBILITIES

- a. This committee is advisory to the Postgraduate Medical Education Committee as it relates to PGME policies, procedures, guidelines, and best practices.
- b. This committee helps the Chair plan, oversee, and carry out EDI educational initiatives.
- c. This committee provides support in the development of EDI initiatives and tools, including but not limited to educational material/resources, curriculum development, and needs assessments.

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

- a. There is representation from trainees, program directors, learning sites, and postgraduate administrative personnel. All members are voting members as follows:
 - i. Director of Equity, Diversity, and Inclusion (EDI), PGME (Chair)
 - ii. Education Team Lead, PGME
 - iii. Administrator, PGME (non-voting)
 - iv. At least three (3) program directors (or assistant program directors), as follows (where possible):
 1. One (1) to represent large programs (>50 trainees)
 2. One (1) to represent medium-sized programs (15-50 trainees)
 3. One (1) to represent smaller-sized programs (<15 trainees)
 - v. At least four (4) trainees representatives, as follows (where possible):
 1. Two (2) from programs accredited by the Royal College of Physicians and Surgeons (RCPSC)
 2. One (1) from a program accredited by the College of Family Physicians of Canada (CFPC)
 3. One (1) trainee, either from an RCPSC or CFPC program with the perspective of a lived experience with racism.
 - vi. At least three (3) general faculty representatives
 - vii. Two (2) program administrators, one of which should be from the Program Administrators Advisory Committee (PAAC)
 - viii. One (1) University of Alberta community member within the College of Health Sciences (CHS) who holds an EDI-specific role
- b. PGME members are members by virtue of their appointment.
- c. All non-PGME members are appointed for a two-year (renewable) term by the Chair, in consultation with the Associate Dean, PGME.
- d. The Chair will typically organize composition to ensure a representation respecting the principles of Equity, Diversity, Inclusivity, Decolonization, and Indigenization.
- e. The number of members is usually fluid to allow for a manageable workload of activities.

3. MEETINGS

- a. This committee will meet on a monthly basis, but to a maximum of ten (10) times per year.
- b. Additional meetings may be called at the discretion of the Chair.

4. COMMUNITY ENGAGEMENT GROUP (Refer to Appendix B for current members)

- a. The Community Engagement Group will act in a consultative manner to the PGME EDI Committee.
- b. Membership may differ year-to-year, but will include, at minimum:
 - i. PGME Lead, Wápanachakos, Indigenous Health Program
 - ii. FoMD Assistant Dean Equity, Diversity & Inclusion, Faculty Affairs Office
 - iii. At least six (6) community representatives from identified equity-deserving groups
 1. Examples of equity-deserving groups from which representatives are selected may include, but are not limited to: Black, Indigenous, Unhoused, Socio-economic status, newcomers, LGBTQIA2S+, rural, the North, youth (age 18-25), senior, etc.
 - iv. One (1) FoMD Clinical Department Chair
 - v. One (1) University of Alberta community member outside of the FoMD
 - vi. One (1) University of Alberta undergraduate student outside of the FoMD

- c. Membership is discussed on an annual basis, at minimum.
- d. The Community Engagement Group will join the EDI Committee meetings quarterly.

5. 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 50% of voting members (or their delegate), plus the Chair
- e. The Chair may invite non-Committee members of staff, trainees, program directors, and faculty to address specific issues. These guests are non-voting.
- f. Non-policy related recommendations, decisions, and initiatives will usually be made by consensus. When a consensus cannot be reached, recommendations and decisions will be made by a vote requiring 50% plus one of voting members present to pass.
- g. The Chair only votes in the event of a tie.
- h. Items on a consent agenda may 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.

6. ACCOUNTABILITY

- a. The Chair will present a report summarizing the year's activities on an annual basis to the PGME Committee.

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).
Equity, Diversity, and Inclusivity or EDI	
Trainees	Refers to residents or fellows registered in accredited postgraduate residency or Area of Focused Competence (AFC) programs.
Royal College of Physicians and Surgeons of Canada or RCPSC	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 or CFPC	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.
Program Administrator	Refers to any position that supports any formal administration required for a residency or Area of Focused Competence (AFC) program to meet its educational requirements. These positions may be uniquely titled depending on the structure of the program's department under which it falls. Includes (but is not limited to): Program Administrator, Administrative Assistant, Program Coordinator, etc.

APPENDIX A: Current Membership
Most recent update: October 10, 2024

POSITION	MEMBER	TERM
<i>PGME</i>		
Director of Equity, Diversity, and Inclusion (EDI), PGME (Chair)	Dr. T. Ladha	Voting
Associate Dean, PGME	Dr. L. Cheung	Voting
PGME Lead, Wâpanachakos, Indigenous Health Program	Dr. N. Cardinal	Voting
Education Team Lead, PGME	Ms. T. Cocchio	Voting
Administrator, PGME	Ms. E. Curtis	Non-Voting
<i>Program Directors</i>		
Family Medicine	Dr. M. Tieu	Voting
Occupational Medicine	Dr. Q. Durand-Moreau	Voting
Family Medicine Enhanced Skills - Obstetrics	Dr. S. Kostov	Voting
General Internal Medicine	Dr. L. Bridgland	Voting
Pediatrics	Dr. J. Foulds	Voting
<i>Resident Representatives</i>		
General Surgery Resident	Dr. P. Lerner	Voting
Psychiatry Resident and Indigenous Medical and Dental Students' Association (IMDSA) Alumni	Dr. A. Volk	Voting
<i>Vacant TBD</i>		
<i>Vacant TBD</i>		
<i>General Faculty</i>		
Psychiatry	Dr. K. Hibbard	Voting
Emergency Medicine (Adult)	Dr. J. Khangura	Voting
Obstetrics & Gynecology	Dr. R. Rich	Voting
General Surgery	Dr. M. Kim	Voting
Obstetrics & Gynecology	Dr. M. Hyakutake	Voting

<i>Program Administrators (2)</i>		
Family Medicine - Enhanced Skills	Ms. A. Alberto	Voting
Program Administrators Advisory Committee (PAAC)	Ms. J. Marshall	Voting
<i>College of Health Sciences (CHS)</i>		
EDI Strategic Initiatives Officer, CHS	Ms. A. Marshall	Voting

Current number of voting members: 19

APPENDIX B: Community Engagement Group Membership

Most recent update: October 10, 2024

POSITION	MEMBER
PGME Lead, Wápanachakos, Indigenous Health Program	Dr. N. Cardinal
FoMD Assistant Dean Equity, Diversity & Inclusion, Faculty Affairs Office	Dr. L. Purdy
FoMD Clinical Department Chair	Dr. D. Ross
University of Alberta Community Member (non-FoMD)	
University of Alberta Undergraduate Student (non-FoMD)	
<i>Community Representatives (6)</i>	
<i>Vacant TBD</i>	
<i>Vacant TBD</i>	
<i>Vacant TBD</i>	
<i>Vacant TBD</i>	
<i>Vacant TBD</i>	
<i>Vacant TBD</i>	