



<b>Document</b>	Critical Care Medicine Position Allocation Subcommittee Terms of Reference
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<b>Responsible Portfolio/Unit/Committee</b>	Postgraduate Medical Education Committee
<b>Responsible Officer(s)</b>	Associate Dean, Postgraduate Medical Education

## Terms of Reference

### Part 1: Mandate and Responsibilities

#### 1. Mandate:

To review requests and make a recommendation to the Critical Care Medicine Training Program and Associate Dean, Postgraduate Education on the annual allocation of trainees participating in Critical Care Medicine at Queen's University Critical Care Medicine designated training sites.

The allocation subcommittee will consider requests from program directors for allocation of trainees to Critical Care Medicine Training sites based on:

- 1.1. The educational needs of the residents as determined by the home program in collaboration with the CCM allocation committee. This will be determined by their program and training level.
- 1.2. The personal needs of the resident from a wellness perspective.
- 1.3. The primary mission of a residency program is the education of learners and the secondary mission the provision of clinical services.
- 1.4. Maintaining a sufficient 'critical mass and mix of learners' to ensure:
  - 1.4.1. Peer learning and education.
  - 1.4.2. Peer support.

1.4.3. Peer supervision and leadership opportunities for more advanced learners.

1.5. Support of Clinical Services.

1.5.1. Consideration of the number of ICU beds.

1.5.2. Consideration of call coverage structures.

1.5.3. Considerations of unit workflow.

1.5.4. Access to other learners.

1.5.5. Access to other physician support

1.5.5.1. Locums

1.5.5.2. Clinical Associates

1.5.5.3. Electives from outside institutions

1.5.5.4. Allied healthcare professionals

1.6. Recognition that there must be maintenance of the core clinical and educational deliverables of the university at the primary learning site.

1.7. Historical Allocation

The subcommittee will rely on the CCM Allocation Principles document in making their recommendation to the Critical Care Medicine Training Program, and Associate Dean, Postgraduate Medical Education.

## **2. Major Responsibilities:**

2.1. Review the annual allocation requests from programs based on the allocation principles document.

2.2. Consider all relevant information from the programs, prior year allocations, rotation and learning environment feedback, personal considerations from individual residents, and any other relevant information.

2.3. Make a recommendation to the Critical Care Medicine Training program and Associate Dean, Postgraduate Medicine Education on the allocation for that year.

2.4. The Critical Care Medicine Training Program will provide a report back to the allocation subcommittee and to the Associate Dean, Postgraduate Medical Education on the outcome of the recommendations.

2.5. The allocation subcommittee will provide feedback on the process every three years, or when requested by the Associate Dean, Postgraduate Medical Education or Critical Care Training Program, as part of the ongoing review of the principles document.

2.6. Review the CCM principles of allocation every three years or when requested by the Associate Dean, Postgraduate Medical Education or Critical Care Training Program, as part of the ongoing review of the principles document.

### **3. Access to Information:**

Members of the committee will have access to documents required to inform the effective decision making of the allocation subcommittee.

## **Part 2: Leadership and Membership**

### **4. Membership:**

#### **Chair**

Critical Care Medicine Program Director

#### **Voting Members**

- 3 former program directors or educational leaders from programs with learners participating in Critical Care Medicine training at a designated Queen's University Critical Care Medicine training site to be appointed by the Chair.
- 1 Resident member from programs with learners participating in Critical Care Medicine training at a designated Queen's University Critical Care Medicine training site to be appointed by the chair.
- 1 Representative from each designated training site. (Currently there are two designated training sites: Kingston Health Sciences Center and Lakeridge Health. The chair is normally the representative from the Kingston Health Sciences training site.)
- 1 Representative from the Office of Postgraduate Medical Education or the Office of Regional Education appointed by the Associate Dean, Postgraduate Medical Education.

#### **Non-Voting Members**

Delegated staff

## **5. Term of Membership:**

3 years, once renewable, with a staggered turnover of committee membership. Membership will preferentially be sought on a volunteer basis.

## **6. Responsibilities of Members:**

- Attend meetings
- Read pre-circulated material
- Participate in discussions

## **Part 3: Meeting Procedures**

### **7. Frequency and Duration of Meetings:**

- The allocation subcommittee meets once a year
- Additional meetings may be called at the discretion of the Chair

### **8. Quorum:**

4 voting members

### **9. Decision-Making:**

- Committee members are encouraged to work towards consensus-based decision-making.
- Motions will be passed by a majority vote

### **10. Conflict of Interest:**

Members must declare conflict of interest to Chair in advance who will determine an appropriate course of action.

### **11. Confidentiality**

All documents and files reviewed and prepared by members of the committee are confidential unless otherwise stipulate

## **Part 4: Administrative Support & Communication**

### **12. Administrative Support:**

Provided by the Critical Care Medicine Training Program

### **13. Agendas & Minutes:**

- Agendas and Minutes to be distributed electronically to all members
- Agendas and minutes are available to others upon request.

#### **14. Reporting Relationship**

The allocations subcommittee reports to the Associate Dean, Postgraduate Medical Education, and the Critical Care Training Program

#### **15. Evaluation**

Terms of reference to be formally reviewed by PGMEC every 3 years, and as required to meet operational requirements.