



<b>Document</b>	PGMEC Terms of Reference
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<b>Approved By</b>	Postgraduate Medical Education Committee
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<b>Review to Commence</b>	3 years from approval of SOMAC, or as needed to meet PGME operational requirements
<b>Received by</b>	Faculty Board, May 29, 2024
<b>Responsible Portfolio/Unit/Committee</b>	Postgraduate Medical Education
<b>Responsible Officer(s)</b>	Associate Dean, Postgraduate Medical Education

## Postgraduate Medical Education Committee Terms of Reference

### Part I: Mandate and Responsibilities

#### 1. Mandate:

The Postgraduate Medical Education Committee (PGMEC) supports the Associate Dean, Postgraduate Medical Education at Queen's University in planning, organizing and evaluating all aspects of residency education. The Committee is responsible for: developing appropriate policies and processes to oversee residency education; advocating for resources to facilitate and enhance residency education; and, addressing social accountability within residency programs ensuring the needs of the population are served.

The Committee will include all program directors and representation from residents, learning sites, postgraduate administrative personnel and key community partners.

#### 2. Policy References:

The CanERA General Standards of Accreditation for Institutions with Residency Programs version 2.1 governs PGMEC composition, responsibilities, and reporting relationships. The Institutional Standards are available at:

<http://www.canrac.ca/canrac/general-standards-e>

**3. Major Responsibilities:** (aligned with the Domain of Institutional Governance, Standards 1,2 and 3; the Domain of Continuous Improvement, Standard 8 and 9):

#### The PGME Committee:

3.1. Develops, adopts, reviews, and disseminates policies and processes for all aspects of residency education at Queen's University (including but not limited to: policies related



to selection, evaluation, promotion, and withdrawal of residents in all programs; policies related to resident safety; policies related to wellness; and policies related to faculty assessment.

- 3.2. Facilitates residency programs in meeting the specific standards for the discipline and achieving the School of Medicine's vision/mission, including its social accountability mandate.
- 3.3. Ensures there are, and advocates for, adequate resources and support to allow residency programs to meet accreditation standards.
- 3.4. Ensures a confidential system of residency and teacher information management is maintained.
- 3.5. Maintains effective working relationships with all residency education partners, including but not limited to: program directors, residency program committees, administrative personnel, medical degree (MD) program, continuing professional development, faculty development, all learning sites, other health professionals, government, and the certifying colleges and medical regulatory authorities.
- 3.6. Reviews and improves the quality of postgraduate medical education structures and governance on a regular basis.
- 3.7. Oversees the internal review process for all residency programs between regularly mandated on-site surveys and as specifically mandated by the accrediting Colleges.
- 3.8. Provides effective follow-up mechanisms to ensure implementation of recommended changes emerging from Internal Reviews and Accreditation processes to enhance all residency programs.
- 3.9. Builds capacity and facilitates residency programs to identify, monitor, and correct issues through continuous improvement.
- 3.10. Establishes and maintains an appeal mechanism for matters related to postgraduate medical education decisions.
- 3.11. Ensures residents are allocated to teaching institutions based on educational priorities.
- 3.12. Gives clear direction to Program Directors and assures that they are supported by their Department/Division Head and the Associate Dean in the conduct of their educational programs, including the allocation of residents.
- 3.13. Ensures a proper educational environment free of intimidation, harassment, and abuse, with mechanisms in place to deal with such issues as they arise.
- 3.14. Ensures there is a collaborative process to review and improve the quality of the learning environment at all learning sites.
- 3.15. Ensures there are adequate guidelines for the supervision of residents.
- 3.16. Ensures there is adequate opportunity for faculty development.
- 3.17. Ensures its terms of reference are reviewed regularly.

#### **4. Access to Information:**

Members of the committee will have access to documents required to inform the effective management of postgraduate medical education.

## Part II: Leadership & Membership

### 5. Membership:

#### **Core Committee: Voting Members**

- Associate Dean PGME (Chair)
- All Program Directors (or delegated Assistant PD voting on behalf of the program)
- Family Medicine Enhanced Skills Program Director
- Family Medicine Category 1 Enhanced Skills Program Directors (Anesthesia, Care of the Elderly, Emergency Medicine, Palliative Care)
- Assistant Dean, Distributed Medical Education
- Director, Resident Wellness
- EDIIA Faculty Lead
- Educational Scholarship Lead
- CBME Faculty Lead
- Planetary Health Lead
- Accreditation Faculty Lead(s)
- One QRMEC representative
- Resident Representation\*: One of each PARO representative, CFPC program, RCPSC program.

#### **Ex-Officio: Non-Voting Members**

- Vice-Dean Education, Queen's Health Sciences
- One Department Head
- Representatives of Affiliated Teaching Hospital: KHSC, Providence Care, Lakeridge Health
- Assistant Program Directors
- Family Medicine Site Directors
- Family Medicine Category 2 Program Directors
- Associate Director, Operations, PGME
- Director, Assessment and Evaluation
- Director, Postgraduate Services
- Chair of the Education Advisory Board
- Chair of the Resident Advisory Committee
- Chair or Co-Chair of the Queen's Resident Medical Education Committee
- 2 Representatives of the Fellowship Education Advisory Committee
- 1 CFPC Program Administrator\*
- 1 RCPSC Program Administrator\*
- 1 Educational Consultant Representative\*
- 1 Member of the Public\*

#### **Guests/Observers: (Non-Voting Members)**

- PGME Operations Staff

- QHS IT representative(s)
- Manager, Regional Education
- Others as invited by the Associate Dean, PGME

**Standing Subcommittees:**

- PGY 1 Subcommittee
- PGME Advisory Subcommittee
- PGY 1 Allocation Subcommittee
- Subspecialty Subcommittee
- Subspecialty Allocation Subcommittee
- Education Advisory Board
- Resident Advisory Committee
- Fellowship Education Advisory Committee
- Internal Review Subcommittee (IRSC)
- Queen’s Resident Medical Education Committee (QRMEC)
- Critical Care Allocation Subcommittee
- Assessment and Evaluation Subcommittee
- Planetary Health Subcommittee
- Ad Hoc Committees as required

**6. Leadership:**

**Chair**

Chaired by the Associate Dean, Postgraduate Medical Education.

**Subcommittees**

Chair, selected by Associate Dean PGME, or as defined by the Terms of Reference for the subcommittee.

**Ad Hoc Committees**

Selected by Associate Dean PGME.

**7. Term of Membership:**

All members are permanent by virtue of office except:

- Resident Representatives are appointed annually and are renewable for an additional one-year term.
- A CFPC Program Administrator selected by the Program Director, appointed annually, renewable.
- A RCPC Program Administrator selected by the Program Administrators Executive, appointed annually, renewable.
- An Educational Consultant to be selected by their own internal group, appointed annually, renewable.
- 2 members of the Fellowship Education Advisory Committee will be selected by their Chair of FEAC and appointed to PGMEC for a three-year term, renewable once.

- Member of the Public is nominated by Program Directors for a two-year term, renewable once.

Vacancies may be filled throughout the year.

#### **8. Responsibilities of Members:**

- Attend meetings
- Read pre-circulated material
- Participate in discussions
- Communicate committee activities and report feedback at meetings
- Participate in Ad Hoc committees as required

### Part III: Meeting Procedures

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

- The PGMEC meets at a minimum six times per year (September to June)
- Other Subcommittees meet in accordance with their Terms of Reference
- Additional meetings may be called at the discretion of the Chair.

#### **10. Quorum:**

##### **Core Committee**

Minimum of 11 Core Committee members

##### **Sub-committees & Ad Hoc**

Majority of members

#### **11. Decision-Making:**

- Committee members are encouraged to work towards consensus-based decision making.
- Motions will be passed with a minimum of 11 core committee members:
  - One vote per program (e.g., the PD and the APD can't both vote)
  - Enhanced Skills Category One programs are unique programs and may vote independent of the Family Medicine Enhanced Skills Program
  - Resident representatives have one vote each to represent their constituency

#### **12. Conflict of Interest:**

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

#### **13. Confidentiality:**

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

## Part IV: Administrative Support & Communication

### **14. Administrative Support:**

Provided by the Postgraduate Medical Education Office.

### **15. Agendas & Minutes:**

Agendas and Minutes to be distributed electronically to all members

Agendas and minutes are available to others upon request.

### **16. Reporting Relationship:**

**Core Committee:** Chair reports to School of Medicine Directors as required

**Subcommittees:** report to Core Committee annually, and as required

**Ad Hoc committees:** report to Core Committee as required

### **17. Evaluation:**

Terms of reference to be formally reviewed by the Core committee every third (3) year, and as required to meet operational requirements.