



Policy	PGY1 Allocation Subcommittee
Date Approved	November 21, 2021
Approved By	PGY1 Program Directors
Effective Date	November 21, 2021
Review to Commence	January 2025
Responsible Portfolio/Unit/Committee	Postgraduate Medical Education Committee
Responsible Officer(s)	Associate Dean, Postgraduate Medical Education

Terms of Reference

Part 1: Mandate and Responsibilities

Mandate:

To review requests and make a recommendation to the Associate Dean, Postgraduate Medical Education on the annual PGY 1 position allocations for the CaRMS intake cycle.

The allocation subcommittee will consider requests from program directors based on factors including program capacity, provincial priorities in health human resource planning and previous allocation decisions. The subcommittee will rely on the PGY 1 Allocation Principles document in making their recommendation to the Associate Dean, Postgraduate Medical Education.

The Associate Dean, in their sole discretion, makes the final determination of the allocation of positions.

Major Responsibilities:

1. Review the annual allocation requests from programs based on the allocation principles document.
2. Consider all relevant information from the programs, prior year allocations, and any provincial directives on health human resource planning.
3. Make a recommendation to the Associate Dean on the allocation for that year.
4. The Associate Dean, Postgraduate Medical Education will provide a report back to the allocation subcommittee on the outcome of the recommendation.

5. The allocation subcommittee will provide feedback on the process annually and will be asked to provide feedback every three years as part of the ongoing review of the principles document.

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

Membership Chair

Associate Dean, PGME

Members

2 RCPSC former PGY 1 PDs or educational leaders
1 CFPC former PGY 1 PD or educational leader
A PGME Associate Dean or Vice Dean Education (current or past).

Term of Membership

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

Responsibilities of Members

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

Part 3: Meeting Procedures

Frequency and Duration of Meetings

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

Decision-Making

Committee members are encouraged to work towards consensus-based decision-making.

Conflict of Interest

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

Confidentiality

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

Part 4: Administrative Support & Communication

Administrative Support

Provided by the Postgraduate Medical Education Office.

Agendas & Minutes

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

Reporting Relationship

The allocations subcommittee reports to PGMEC via the Associate Dean.

Evaluation

Terms of reference to be formally reviewed by the PGY 1 Program Directors and brought to PGMEC every 3 years, and as required to meet operational requirements.