



Document	Queen's Resident Medical Education Committee (QRMEC)
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Responsible Portfolio/Unit/Committee	Postgraduate Medical Education Committee
Responsible Officer(s)	Associate Dean, Postgraduate Medical Education

Mission Statement:

The Queen's Resident Medical Education Committee's mandate is to represent the interests of the greater resident body at Queen's University through the prioritization of excellence in resident education. This mission statement encompasses the optimization of Competency Based Medical Education (CBME) and the learning environment, fostering innovative teaching strategies in both staff and resident physicians, educational collaboration across programs, updating shared curricula, and encouraging medical education scholarship opportunities.

Values

The Resident Medical Education Committee promotes a culture of equity, diversity, accessibility, and inclusion designed to foster a supportive learning environment for residents and staff with diverse backgrounds and identities.

Other fundamental values that are the tenets of our committee's vision and purpose:

- Collaboration
- Psychological safety
- Coaching
- Co-creation
- Wellness

Introduction

The Resident Medical Education Committee is a subcommittee of the Postgraduate Medical Education Committee (PGMEC), which may collaborate with other subcommittees of the PGMEC when appropriate. It is the responsibility of the Co-Chairs to attend the PGMEC meetings as needed, and act as the liaison between these committees. The Resident

Medical Education Committee will meet regularly to review any issues related to residency education from the resident perspective.

Composition

Membership of the Resident Medical Education Committee includes two co-chairs (one resident and one faculty member), resident representatives from each postgraduate program at Queen's University, one PARO representative, one surgical foundations representative, and two or three faculty advisors. Representatives from Elentra Corporation and Queen's Health Science Information Technology are also invited to attend as non-voting members. Members of the committee should be selected by their individual programs based on an interest in leadership, medical education and collaboration with interdisciplinary colleagues. Specific selection processes are considered by each individual program. The PGME Associate Dean will also be invited to select meetings when appropriate, with advance notice provided to committee members.

Qualifications

All members of the Resident Medical Education Committee should have a demonstrated interest in medical education and/or leadership, with approval from their program.

Resource Requirements

Meeting space: virtual meetings will take place via Zoom or other video conferencing platform to be organized by the Co-Chairs. Physical meeting space, when appropriate, should be booked and organized by the Co-Chairs.

Accountabilities

The Resident Medical Education Committee is accountable to the PGMEC.

Appointment and Review Process

The Queen's Resident Medical Education Committee members should be selected by their individual program CBME lead and/or Program Director. A committee appointment will normally be for a minimum of 1 year, renewable annually, and for a maximum of the member's residency training period. An overlap period between exiting and entering committee members from the same program is encouraged to facilitate role transition. Faculty leads will be appointed by invitation from the committee. Committee members may nominate faculty candidates, with final appointment approved by the Co-Chairs and input from the PGME Associate Dean.

Responsibilities and Roles

The Resident Medical Education Committee is responsible for the following:

Co-chairs: The faculty and resident Co-Chairs are responsible for the general management and direction of the committee, as well as acting as a direct liaison between the resident committee and the PGME Associate Dean, as well as the PGMEC. Further, they are also responsible for setting meeting dates, agendas, meeting minutes, and responding to all email communications related to committee activity. Selection of incoming Co-Chairs will be acclaimed if only one person is interested in the role, and voted on by the committee if there are multiple interested residents, with the input of the Associate Dean PGME.

Faculty Leads: Faculty leads are responsible for regularly attending meetings with active participation. The role of each faculty lead is primarily to support the resident committee by providing staff mentorship and perspective on committee proceedings. Faculty leads are also expected to help foster scholarship and may choose to assume a leadership role in medical education related research projects.

Resident Leads:

- Regularly attending committee meetings, with the expectation of active participation
- Acting as a liaison between their individual program resident body and their program CBME faculty lead and/or program director in matters related to CBME and others as it relates to the mission statement
- Helping to transition new resident leads at the end of their term of membership
- Encouraged to attend program leaders' workshops and other leadership initiatives targeted at residents
- Optionally participating in: medical education research, leadership roles in subcommittees, QI projects, working groups

Meeting Procedures

Frequency and duration of meetings

The Resident Medical Education Committee should meet at least every two months, or as required at the discretion of the co-chairs, plus one half day per year for an annual retreat. It is expected each meeting will be 60-90 minutes in duration.

Quorum

Every effort will be made to achieve consensus on major decisions affecting the committee. However, if a vote is deemed necessary, advance notice of at least one week will be honored, and voting will take place electronically to facilitate maximum participation from

committee members. At least 50% of active members need to participate in a vote to be valid, with 75% agreement.

Decision-Making

Committee members are encouraged to work toward consensus-based decision making. Motions will be passed by a 75% majority vote. Each program is expected to come to a consensus on voting matters and submit one vote collectively.

Conflict of Interest

Members shall declare a conflict of interest to the Co-Chairs in advance, who will determine an appropriate course of action.

Agendas and Minutes

The agenda will be determined by the Co-Chairs, with requests by members included. Agendas and meeting minutes will be distributed electronically in a timely manner before and after committee meetings. Meeting minutes will be recorded by the resident or faculty Co-Chair; no administrative staff is required.

Amendments:

Draft date: June 7th, 2023

Last modified: June 7th, 2023 by Dr. Alison Banwell and Dr. Jessica Trier and committee

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Last approved by: The Postgraduate Medical Education Committee