

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 (QRMEC) 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
- Expertise in teaching
- Co-creation
- Wellness

Introduction

QRMEC 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-chair to attend the PGMEC meetings, and act as the liaison (e.g., presenting two times a year) between these committees. QRMEC will meet regularly to review any issues related to residency education from the resident perspective.

Composition

Membership of QRMEC includes two resident co-chairs, resident representatives from each postgraduate program at Queen's University, one PARO representative, and two or three faculty advisors. Representatives from 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 Associate Dean, PGME, will also be invited to select meetings when appropriate, with advance notice provided to committee members.

Qualifications

All members of the subcommittee 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, will be booked and organized by the co-chairs.

Accountabilities

QRMEC is accountable to the PGMEC.

Appointment and Review Process

Members should be selected by their individual program CBME lead and/or Program Director. Resident representatives may retain their membership to this committee for the duration of their residency, provided they are regularly attending meetings and remain in good standing with their program and the PGME Office. In the event that they finish or step down, the onus will be on the outgoing resident to find a suitable representative from their program and to provide handover. This process must be done fairly, with equal opportunity afforded to each interested resident with input from the program director. In the event that

multiple residents are interested in the role, they may either split the duties or create a delegate may select the representative by equitable means with input from the program director.

Responsibilities and Roles

QRMEC is responsible for the following:

Co-chairs: The 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 Associate Dean, PGME, 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 voted on by the committee if there are multiple interested residents.

Faculty Advisors: Faculty advisors are responsible for regularly attending meetings with active participation. The role of each faculty advisor is primarily to support the resident committee by providing staff mentorship and perspective on committee proceedings. Faculty advisors are also expected to help foster scholarship and may choose to assume a leadership role in medical education related research projects. Faculty advisors may serve a two-year term, renewable once. There will be a maximum of 3 faculty advisors on the committee. Where there are more interested faculty advisors, a vote by the resident body will be held to select members.

Resident Members:

- 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

QRMEC 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 provided, and voting will take place electronically to facilitate maximum participation from committee members. At least 75% agreement between present members is required for a vote to be valid.

Decision-Making

Committee members are encouraged to work toward consensus-based decision making. Motions will be passed by when 75% of eligible voting member cast their 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 relying on the [PGMEC Conflict of Interest Policy](#)

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. Minutes will not be shared with the PGMEC committee. Reports of the committee, and its work, will be presented twice a year at PGMEC.

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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