

<b>Document</b>	PGY 1 Allocation Subcommittee Terms of Reference
<b>Date Approved</b>	April 29, 2025
<b>Reviewed By</b>	PGY 1 Program Directors
<b>Effective Date</b>	April 29, 2025
<b>Review to Commence</b>	3 years post approval or as needed to operational goals
<b>Responsible Portfolio/Unit/Committee</b>	Postgraduate Medical Education Committee
<b>Responsible Officer(s)</b>	Associate Dean, Postgraduate Medical Education

## Terms of Reference

### Part I: 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 posit\_

#### 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 every three years, or as needed to meet operational requirements.

#### 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 & 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 allocation 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.

## Approval History

PGY 1/PGMEC	November 21, 2021
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