



<b>Document</b>	PGME Advisory Subcommittee
<b>Date Approved</b>	March 23, 2023
<b>Approved By</b>	Postgraduate Medical Education Committee
<b>Effective Date</b>	March 23, 2023
<b>Review to Commence</b>	March 23, 2026
<b>Responsible Portfolio/Unit/Committee</b>	Postgraduate Medical Education Committee
<b>Responsible Officer(s)</b>	Associate Dean, Postgraduate Medical Education

## **PGME Advisory Subcommittee**

### **Terms of Reference**

The Postgraduate Medical Education (PGME) Advisory Subcommittee is an executive-level group supporting the Associate Dean PGME (AD-PGME). This group will be a subcommittee of the Postgraduate Medical Education Committee (PGMEC). It provides high-level executive review of policies, procedures, and other educational matters as well as strategic planning, to effectively support Queen's University residency and fellowship programs. Items coming forward from this group will be referred to the Postgraduate Medical Education Committee (PGMEC), as the committee charged with review and ultimate ratification of educational matters and policies.

### **Roles and Responsibilities**

The roles and responsibilities of the Advisory Subcommittee include the following:

- a) To advise on issues related to governance, administrative, education or financial oversight
- b) To serve as a forum for discussion of issues, opportunities or threats related to the educational and research missions of PGME
- c) To provide input toward the strategic direction of PGME
- d) To review policies, procedures, and guidelines with a PGME-wide impact
- e) To advise on issues brought forward by the PGME community

### **Meeting Frequency**

The subcommittee will meet in person, at least quarterly, and at the discretion of the Associate Dean, Postgraduate Medical Education to review operational goals

and objectives, implementation strategies, and identify priority areas for attention.

## **Reporting Structure**

The subcommittee is Chaired by the Associate Dean, PGME.

The Associate Dean will provide regular updates on the subcommittee at PGMEC meetings.

## **Membership**

The senior leadership team of the PGME Office:

- Associate Dean, PGME, Chair
- CBME Faculty Lead
- Educational Scholarship Lead
- Accreditation Faculty Leads
- Director, Resident Wellness
- EDIIA Faculty Lead
- Director, Assessment and Evaluation
- Director, Marketing and Recruitment
- Manager, PGME Office

Guests may be invited to present and contribute to subcommittee discussions, at the direction of the Chair. These may include but are not limited to: Regional Education Assistant Dean; Medical Program Associate Dean; Chief of Medical and Academic Affairs KHSC; Executive Director, Medical Affairs, Patient Flow and Research, PC; Vice Dean, Health Sciences Education; co-Chair of QMREC; PARO, etc.

## **Administrative Support**

The Manager, PGME Office will provide secretarial support to the committee