



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

- To advise on issues related to governance, administrative, education or financial oversight
- To serve as a forum for discussion of issues, opportunities or threats related to the educational and research missions of PGME
- To provide input toward the strategic direction of PGME
- To review policies, procedures, and guidelines with a PGME-wide impact
- 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
- Accreditation Faculty Leads
- Director, Resident Wellness
- Education Innovation Faculty Lead
- Planetary Health Faculty Lead
- Fellowship Faculty Lead
- Director, Assessment and Evaluation
- Director, Postgraduate Services
- Associate Director, Operations

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; MD program Associate Dean; Vice-President 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

Approval Date	Changes
March 23, 2023	None, new committee
September 29, 2025	Updated membership list to reflect changes in titles and changes in faculty lead roles.