



Document	Assessment and Evaluation Subcommittee Terms of Reference
Date Approved	January 27, 2022
Approved By	Postgraduate Medical Education Committee
Effective Date	January 27, 2022
Review to Commence	January 27, 2025
Responsible Portfolio/Unit/Committee	Postgraduate Medical Education Committee
Responsible Officer(s)	Associate Dean, Postgraduate Medical Education

A. Mandate:

The Assessment & Evaluation Subcommittee (AES) is a subcommittee of the Postgraduate Medical Education Committee (PGMEC), responsible for making recommendations about assessment and evaluation policies and processes informed by internal policy, the CanERA documents, and relevant research literature.

B. Policy References:

- Queen's PGME internal documents
 - Assessment, Promotion and Appeals Policy
 - Faculty Assessment & Rotation Evaluation Policy
- CanERA Documents
 - CanERA policy manual
 - General Standards of Accreditation for Institutions with Residency Programs
 - General Standards of Accreditation for Residency Programs

C. Major Responsibilities:

The AES is advisory to PGMEC and the Associate Dean, PGME in addressing assessment and evaluation policies and processes across PGME.

D. Access to Information:

- Members of AES will have access to assessment and evaluation related documents.
- All documents will be uploaded to a shared OneDrive folder.

E. Membership:

Chair: Director, Assessment and Evaluation, PGME

Faculty members

Postgraduate residents

Elentra representative

Regional Education representative

Member(s) at large

- The committee should strive to include representation from a broad selection of disciplines.
- Membership will be reviewed annually in consultation with the Associate Dean, PGME.

F. Functions:

The AES will consider issues related to assessment and evaluation policies and processes across PGME informed by relevant research literature and formulate recommendations as required.

Working groups will consider individual issues, consult relevant research literature and other stakeholder groups (as required) to formulate recommendations for presentation at PGMEC.

Working groups will:

- Assume responsibility for reviewing individual issues
- Review relevant policy, standards, and literature
- Consult stakeholder groups (as required)
- Draft the AES recommendation template for presentation at PGMEC

G. Chair Responsibilities:

- Draft meeting agendas
- Chair meetings
- Assign working groups as required
- Support the function of working groups (e.g., collecting/sharing relevant resources)
- Assist working groups in preparing recommendation templates (as required)
- Present reports and recommendations to PGMEC
- Alternatively, the chair may elect to nominate a working group member to present recommendations to PGMEC

H. Term of Membership:

- Faculty members will normally commit to a full three-year term, renewable.
 - Membership should be staggered to ensure a regular turnover.
- Resident membership will commit to a one-year term, renewable.

I. Responsibilities of Members:

- Attend committee meetings
- Read pre-circulated material
- Participate in working groups as required

J. Frequency and Structure of Meetings:

- The AES will normally meet monthly between September and June. Additional meetings may be called by the chair should circumstances require.
- Meeting structure may alternate between full committee meetings and break-out working group sessions.

K. Quorum:

- A majority of members

L. Decision-Making:

- The committee is encouraged to reach consensus on recommendations made to PGMEC but may vote should consensus not be reached.
- As a subcommittee of the PGMEC the AES may submit recommendations about issues related to assessment and evaluation for consideration by the PGMEC.

M. Conflict of Interest:

- Members' concerns about a potential conflict of interest must be disclosed to the Chair in advance, who will determine an appropriate course of action.

N. Confidentiality:

- Some documents reviewed and prepared by the AES may be confidential.

O. Administrative Support:

- Administrative support will be provided by the PGME Office.
- Tasks will include, but are not limited to:
 - Eliciting agenda items from committee members in advance of meetings
 - Circulating links to agendas and past minutes in advance of meetings
 - Uploading relevant documents (e.g., agendas, minutes, reports, recommendations) to a shared OneDrive folder.
 - Minuting meetings.

P. Agendas & Minutes:

- Agendas and meeting minutes will be uploaded into a shared OneDrive folder by the recording secretary.

Q. Reporting Relationship:

- The AES is advisory to the Associate Dean, PGME and PGMEC

R. Evaluation:

- Terms of reference will be reviewed by the AES membership as required. Recommended changes will be submitted to the Associate Dean, PGME for review and presented to PGMEC for approval.

Notes:

Formerly the CBME Assessment Subcommittee (ASC)

APPENDIX A: CONSENSUS-BASED DECISION MAKING

Rules for Building a Consensus

A consensus requires that everyone involved in the decision must agree on the individual points discussed before they become part of the decision. Not every point will meet with everyone's complete approval. Unanimity is not the goal, although it may be reached unintentionally. It is not necessary that everyone is satisfied, but everyone's ideas should be thoroughly reviewed. The goal is for individuals to understand the relevant data, and if need be, accept the logic of differing points of view.

The following rules are helpful in reaching a consensus:

- Avoid arguing over individual ranking or position. Present a position as lucidly as possible, but seriously consider what the other group members are presenting.
- Avoid "win-lose" stalemates. Discard the notion that someone must win and thus someone else must lose. When an impasse occurs, look for the next most acceptable alternative for both parties.
- Avoid trying to change minds only in order to avoid conflict and achieve harmony. Withstand the pressure to yield to views that have no basis in logic or supporting data.
- Avoid majority voting, averaging, bargaining, or coin flipping. These techniques do not lead to a consensus. Treat differences of opinion as indicative of an incomplete sharing of information, and so keep probing.
- Keep the attitude that the holding of different views by group members is both natural and healthy. Diversity is a normal state; continuous agreement is not.
- View initial agreement as suspect. Explore the reasons underlying apparent agreement on a decision and make sure that all members understand the implication of the decision and willingly support it.