

School of Medicine
Postgraduate Medical Education
Education Advisory Board: Terms of Reference

A. Mandate:

The Education Advisory Board (EAB) is a special committee convened by the Associate Dean, Postgraduate Medical Education (PGME), responsible for assisting with academic planning for residents in need. (See Item C below)

B. Policy References:

Assessment, Promotion and Appeals Policy References:

9.0 Unsatisfactory Assessment

- 9.3 The Associate Dean, Postgraduate Medical Education will convene the Education Advisory Board (EAB) to review the file of the resident in academic difficulty and the draft remediation plan.
- 9.4 An unsatisfactory assessment will result in (a) a repeat of the rotation or (b) completion of a period of remediation (see item 10.0 below), or (c) may result in a probationary period (see 11.0 below).
- 9.5 In exceptional circumstances, the EAB may recommend that none of the options listed in item 9.4 apply.

10.0 Remediation

- 10.2.2 The Associate Dean, PGME must be advised when a resident is placed on remediation and a copy of the draft remediation plan and complete resident file must be forwarded to the PGME office for review by the EAB.
- 10.2.3 The EAB will review the complete resident file and forward recommendations relating to (a) the process by which the need for remediation was determined, and (b) the quality of the proposed remediation plan to the RPC and Associate Dean, PGME.

11.0 Probation

- 11.3.2 The Associate Dean, PGME must be advised when a resident is placed on probation and a copy of the draft probationary plan and complete resident file must be forwarded to the PGME office for review by the EAB.
- 11.3.4 The EAB will review the complete resident file and forward recommendations relating to (a) the process by which the need for probation was determined, and (b) the quality of the proposed probationary plan to the RPC and Associate Dean, PGME.

C. Major Responsibilities:

- The EAB is advisory to Program Directors, Residency Program Committees or delegate subcommittees and the Associate Dean, PGME in addressing residents in academic difficulty.

- The EAB **must** review all remediation and probation plans for residents in academic difficulty.
- The EAB will review and provide recommendations relating to: (a) the process by which the need for remediation, probation, or individualized educational planning was determined, and (b) the quality of the proposed remediation, probation or individualized educational plan.

D. Access to Information:

In all cases, members of EAB working groups will have access to residents' files, ITERs and other relevant documents and reports including without limitation assessments/recommendations of an independent process or board, such as the Academic Review Board (ARB).

All documents will be uploaded into the password protected EAB MEdTech community.

E. Membership:

Core Committee

Designated Chair (faculty member)
 Deputy Chair (faculty member)
 Faculty Panel (minimum of four faculty members)
 Five postgraduate residents

Ex Officio members (by "*virtue of office*"):

Director of Resident Affairs

Director of Assessment and Evaluation, PGME

- The committee should strive to include faculty and resident representation from each pillar of medicine, including: Anesthesia, Family Medicine, Internal Medicine, the Surgical Specialties, and Psychiatry.
- Membership will be reviewed, and members appointed, by the Associate Dean, PGME in consultation with the Vice-Dean Education in July of each year.

F. Functions:

Annual Review and Orientation Process

An annual meeting will be held between July 1st and September 15th of each year. The focus of the annual meeting will be to provide opportunity to:

- Review EAB overall functionality and Terms of Reference
- Review Chair's annual report to the Associate Dean, PGME
- Share lessons learned during the preceding year, including but not limited to outcomes of plans implemented during that period.
- Orient in-coming members

Working Groups (responsible for reviewing individual cases)

- Working Groups will develop recommendation by consensus.
- The Chair or Deputy-Chair may approve an amended remediation/probation plan submitted by a Program Director or send it back to the committee for further review.
- Reports are advisory to the Associate Dean, PGME and RPCs or delegate subcommittees

Working Group composition

Lead (drawn from the Faculty Panel on a rotating schedule*)

A minimum of 1 additional member of the Faculty panel

1 postgraduate resident (provided no conflict of interest exists)

Ex Officio members

*The rotating schedule for the Faculty Panel will be established based on date of joining the EAB.

NOTE: The Working Group Lead assumes responsibility for writing the case report.

G. Leadership:

Leadership Roster

A leadership roster will be established based on faculty members' date of joining the EAB. Upon joining the EAB new faculty members will be added to the bottom of the leadership roster. Members will move up the leadership roster as chairs complete their term. Out-going chairs will cycle to the bottom of the leadership roster once they have completed their term.

Designated Chair

Will be determined by the leadership roster and be for a duration of one year, renewable for one additional term.

Responsibilities: Chair Annual and Core committee meetings; prepare and submit an annual report to the Associate Dean, PGME.

Deputy Chair

Will be determined by the leadership roster and be for a duration of one year, renewable for one additional term.

Responsibility: Assume Chair responsibilities in situation when the Designated Chair is determined to be in conflict of interest.

Normally the Deputy Chair will be considered the Chair elect.

H. Term of Membership:

Faculty membership

- All faculty members will commit to a full three-year term, renewable for an additional term.
- Membership should be staggered to ensure a regular turnover.

Resident membership

Postgraduate residents will commit to a one-year term, renewable for a second term.

Ex Officio membership

Permanent members of the committee

I. Responsibilities of Members:

Attend Core committee meetings

Read pre-circulated material

Participate in working groups as required, including:

- Reviewing case documentation
- Providing feedback on proposed remediation/probation plans
- Composing reports based on case reviews (Leads for working groups only)

J. Frequency and Duration of Meetings:

Core Committee will meet annually, at minimum.

K. Quorum for Core committee:

A majority of members

L. Decision-Making:

Core committee

- As an advisory committee to the Associate Dean, the EAB may submit recommendations for consideration by the Associate Dean, PGME.

- The committee is encouraged to reach consensus on recommendations made to the Associate Dean, but may vote should consensus not be reached.

Working groups

- Working groups will develop recommendation by consensus.
- Reports are advisory to the Associate Dean, PGME and RPCs or delegate committees.

M. Conflict of Interest:

An EAB member **must** declare a potential conflict of interest with any case presented for his/her review. Faculty panel and resident members concerns must be disclosed to the Designated Chair, who will determine an appropriate course of action.

Should a potential conflict of interest arise for the Designated Chair, s/he **must** declare this to the Deputy Chair who will subsequently assume leadership responsibility.

Potential conflicts of interest **could** include, but are not limited to:

- Any EAB member's close personal relationships with a resident under review,
- Clinical teacher or resident directly involved in a rotation/learning experience of concern.

N. Confidentiality:

All documents and files reviewed and prepared by members of the EAB are confidential.

O. Administrative Support:

Administrative support (secretarial) will be provided by the Postgraduate Medical Education Office.

Tasks will include but are not limited to:

- Uploading all relevant documents for individual cases into the EAB MEdTech community.
- Documenting minutes of core committee meetings.
- Tracking responsibility of EAB members by case and types of remediation/probation issues.

P. Agendas & Minutes:

- Agendas and minutes of core committee meetings to be uploaded into the EAB MEdTech community by the recording secretary within 1 week of meetings.

- Agenda and minutes will be stored in the EAB password protected MEdTech community with access restricted to Board members.

Q. Reporting Relationship:

Core Committee

- Submit an Annual Report to the Associate Dean, PGME outlining the number and nature of cases reviewed and types of recommendations made.
- Submit recommendations for enhanced committee functionality to Associate Dean, PGME as necessary.

Working groups

- Submit recommendations to the Associate Dean, PGME, Residency Program Committee or delegate committee of relevance and upload to EAB Committee's MEdTech community.

R. Evaluation:

Terms of reference will be formally reviewed by the EAB on an annual basis, normally during the Annual meeting held between July 1st and September 15th of each year and as required. Recommended changes will be submitted to the Associate Dean, PGME for review.

REVISED – June 23, 2017

APPROVED at PGMEC meeting - June 28, 2017

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.