FACULTY OF MEDICINE AND DENTISTRY

Postgraduate Medical Education Committee

Terms of Reference

1. Purpose:
Under the authority of the Faculty of Medicine and Dentistry, reporting through the Vice-Dean Education to the dean’s executive committee, the Postgraduate Medical Education Committee is the authority through which Postgraduate Medical Education Programs operate.

2. Responsibilities:

2.1 The responsibilities of the faculty postgraduate medical education committee, in accordance with RCPSC General Standards of Accreditation Standard A.1.3, include:

2.1.1 establishing general policies of residency education;
2.1.2 establishing and maintaining appropriate liaison mechanisms with the directors of the integrated residency programs and the administrators of affiliated sites;
2.1.3 conducting internal reviews of all residency programs between joint on-site surveys of the Royal College of Physician and Surgeons of Canada and the College of family Physicians of Canada as specifically mandated by the Accreditation Committees;
2.1.4 ensuring appropriate distribution of the resources necessary for effective education in the residency programs;
2.1.5 establishing and supervising policies for the selection, evaluation, promotion, and dismissal of residents in all programs;
2.1.6 establishing and maintaining an appeal mechanism for matters related to postgraduate medical education decisions;
2.1.7 ensuring a proper educational environment free of harassment and intimidation with mechanisms in place to deal with such issues as they arise;
2.1.8 establishing policies to ensure adequate supervision of residents in order to protect and preserve the best interests of the patient, the attending physician and the resident. Recognizing the principle of increasing professional responsibility in residency education, the faculty postgraduate medical education committee must ensure that there are adequate guidelines for the supervision of residents.

The components of resident supervision include:

2.1.8.1 a mechanism of disclosure of the fact that residents are involved in patient care, and for patient consent for such participation;
2.1.8.2 assurance of progressive competence and responsibility of the resident for graded independent performance;
2.1.8.3 policies for notification of, and discussion with the attending physician by the resident regarding decisions in patient care; and
2.1.8.4 policies regarding the physical presence of the attending physician during acts or procedures performed by the resident.

2.1.9 ensuring that all residency programs teach and evaluate the residents’ CanMEDS competencies as defined within the CanMEDS/CanMEDS-FM
2.1.10 ensuring that there are adequate opportunities for faculty development, including activities to assist faculty in teaching, evaluating and mentoring residents’ CanMEDS competencies as defined within the CanMEDS/CanMEDS-FM framework.

2.1.11 establishing policies to ensure reasonable measures are in place to maintain resident safety at all times and to promote resident health and well-being.

2.2 Establish and monitor policies for the operation of standing committees – Quotas and Selection, Internal Reviews, Resident Transfers, PARA, PGY-1 Coordinating, Resident Wellbeing. Each committee will meet at appropriate intervals and report through its Chair to the PGME Council on a regular basis.

2.3 Appoint ad hoc committees as necessary to explore specific issues, and receive reports.

3. Composition:

3.1 The Chair is the Associate Dean of Postgraduate Medical Education.
3.2 All Residency Program Directors.
3.3 Chairs, Education Committees, Teaching Hospitals as representatives of those sites.
3.4 Chairs of all standing committees (as listed in 2.2).
3.5 Representative – College of Physicians and Surgeons of Alberta.
3.6 PARA – four representatives.
3.7 All members are voting members.

4. Procedures:

4.1 No elections are required as all Program Directors are members.
4.2 The chair appoints the chairs of the standing committees for a two-year term (which is renewable).
4.3 PARA resident representatives are elected by the general resident population for a one year term.
4.4 Decisions are made through majority vote on motions.

5. Meetings:

5.1 Meetings will be held quarterly.
5.2 Timely notification of agendas will be sent to all voting members. A quorum will be 25% of the voting members.

Revised April 21, 2015
Updated: November 1, 2012 (Membership only)
Updated: June 12, 2017 (Membership only)

Approved PGME Council: 01 March 2010
Approved FLC: May 2010