



## Fellowship Training Committee - Postgraduate Medical Education Terms of Reference

### Purpose:

This committee will be responsible for development and regular review of policies and procedures related to Fellowship training at the Cumming School of Medicine (CSM)

### Committee Responsibilities:

The committee will:

- Provide leadership for fellowship education
- Consider and approve acceptable funding strategies for Fellowship training
- Review English Language Requirements as determined in cooperation with CPSA
- Develop and approve policies and procedures which govern all Fellowship programs, including (but not limited to) trainee assessment, remediation & probation
- Consider issues related to development of Royal College AFC program at CSM
- Promote positive learning environments and fellow wellness
- Ensure fellowship education aligns with needs for social accountability
- Promote a collaborative relationship with the Postgraduate Medical Education Office

### Committee Processes:

- The Director, Fellowship Programs will function as Chair
- Administrative support will be provided by PGME office
- Agendas will be circulated in advance of committee meetings
- Minutes will be maintained and circulated to members
- Membership will be for 2 years, renewable once.
- Membership will be reviewed annually
- Committee will meet three times per year.
- Quorum will consist of 50% of the membership plus 1

### Committee Membership:

Permanent members will include:

- Associate Dean, PGME
- Director, Fellowship Programs
- PGME Clinical Fellowship Coordinator
- PGME Education and Administration Manager
- 4 -5 Fellowship Program Directors
- 1 Current Fellow
- The Chair may invite non-members or guests as needed. Such guests will be non-voting.

## Role of the Chair:

The Chair is responsible for:

- Calling for agenda items and setting the agenda
- Ensuring meetings are effective and professional
- Identifying an alternate Chair in the event of being personally unavailable for the meeting
- Reviewing minutes for clarity and accuracy
- Advise Fellowship Program Directors of decisions made by the committee

### Role of Members:

- Members will be expected to attend meetings
- Provide input and direction to the chair
- Approve items for decision
- Recommend items for discussion

*May 2019, revised Feb 2020*