POSTGRADUATE MEDICAL EDUCATION FELLOWSHIP TRAINING COMMITTEE

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, Learner Resources and 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

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
COMMITTEE MEMBERSHIP
Permanent members will include:
• Associate Dean, PGME
• Director, Learner Resources and Fellowship Programs
• PGME Clinical Fellowship Coordinator
• PGME Education and Administration Manager
• University of Calgary legal counsel
• 4-5 Fellowship Program Directors
• 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

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