

**LEARNER ACADEMIC SUPPORT AND ASSESSMENT COMMITTEE  
Terms of Reference**

**PURPOSE**

This committee will be responsible for supporting Programs and Program Directors with residents in academic difficulty. The goal is to provide the best strategies for success in developing goal-specific, and achievable learning, remediation and probation plans that serve the purpose of enhancing learning and narrowing the gap for learners who struggle in any of the CanMEDS and CanMEDS FM roles. In addition, the committee will be responsible for development and regular review of policies and procedures related to resident learners in difficulty as well as developing evidence-based approaches in the area of remediation in medical education.

**Membership**

The Committee will be composed of the following:

- Chair: Director of Learner Resources
- Vice-Chair: Learning and Education Resource Specialist
- At least 3 Faculty members none of whom should concurrently be a Director of a residency training program. Faculty are elected by the Committee and commit to a full 3-year term, with the option to renew once for an additional 3 years. One of each of the 3 members will be chosen from the Departments of Family Medicine, Surgery, and Royal College Non-surgical specialty.
- 1 Representative from the group of Directors of Resident Support who can sit on the committee on a rotating basis.
- Members of the Learner Resources Team

**Function/Purpose**

- To develop and advance best practices in supporting learners in difficulty.
- To engage in a process of CQI with respect to processes and resources available to support Residency Programs with learners in difficulty
- To consider educational scholarship related to learner remediation
- To review plans developed by Residency Programs to address and support learners in academic difficulty. These may include, but are not limited to:
  - Learning Support Plans
  - Remediation Contracts
  - Probation contracts
- To function in an advisory capacity to the Program and to the Associate Dean PGME with respect to the content and structure of any of the above.
- To report to the Associate Dean, PGME its deliberations and recommendations.



- To review all outcomes of remediation and probation.

### **Procedures**

- The procedures of this Committee and of the evaluation of postgraduate trainees are detailed in the documents [Policies and Operating Standards | POSTGRADUATE MEDICAL EDUCATION | Cumming School of Medicine | University of Calgary](#)
- The Committee can review all relevant material to the case presented, including, but not limited to, evaluations, Competence Committee documents, and Residency Training Committee minutes, learning support plans, remediation and/or probation contracts. This material will be provided by the Program Director (or his/her designate).
- The Chair may assign a member to review Program submission. The member will then report back to the committee, OR
- The Chair may determine that the Committee must be constituted in order to jointly review the submission
- In the case of a significant disagreement between the recommendations of the Committee and the Program Director (or her/his designate) or Program Residency Training Committee-final approval will be by the Associate Dean, Postgraduate Medical Education.
- A trainee whose learning support plan, remediation or probation contract is being considered by the Committee is not permitted to make a submission to the Committee.

### **Quorum**

- Chair (or Vice-Chair), and 2 of the members of the Board representing 50% plus 1 of the Committee membership.
- It is expected that members will attend at least 75% of scheduled meetings. Failure to attend the required percentage of meetings will result in removal from the committee.
- Meetings will be scheduled monthly or as required by request of the Chair.
- Non-Member Attendees: The Chair will invite those academic, administrative staff and appropriate health professional staff who are not members of the Committee to attend each meeting only as necessary for the full presentation of information concerning each case. Such visitors may be asked to leave after the presentation of their material.
- The Program Director (or her/his designate) will present all relevant material to the committee in advance of the meeting, provide a brief written summary to the Committee, and report the recommendations to her/his Residency Training Committee.

### **Conflict of Interest**

- A Committee member must declare a potential conflict of interest with any submission presented to the Committee. The concern will be disclosed by the member to the Chair, who will decide on the appropriate course of action.
- A resident whose case is under review, can declare a potential conflict of interest regarding any Committee member and disclose the concern to the Chair. In the case of a conflict of interest with the Chair, this will be disclosed to the PGME Associate Dean.



**Confidentiality**

- The Committee shall meet in camera. The documents provided to the Committee at meetings shall be retained by the Chair. All deliberations of the Committee and all information received by the Committee shall be confidential except for such disclosure as is necessary for the Committee's Report.

**Term of Office:**

- The PGME Director of Learner Resources will function as the Chair
- All members are appointed for a 3 year term, renewable once
- Should a membership vacancy occur on the Committee, the Chair shall seek a nominee