Postgraduate Medical Education Patient Safety Council
Terms of Reference

Background and Purpose:
Patient safety is a discipline in the health care sector that applies safety science methods toward the goal of achieving a trustworthy system of health care delivery. Patient safety is also an attribute of health care systems; it minimizes the incidence and impact of and maximizes recovery from adverse events. Review of patient safety events must adhere to principles of “Just Culture” and support a process of continuous quality improvement. The focus must be on system-level improvements to enhance the delivery of health care.

Committee Responsibilities:
• Regular review of Patient Learning Summaries (PSL) submitted by Alberta Health Services
• Extraction of common themes that can be used to
  a. provide feedback to programs and medical learners
  b. inform decisions around the organization of educational programs
  c. highlight the importance of patient safety considerations in the design and implementation of academic curricula and clinical service delivery by postgraduate medical learners
• Reports to PGME Committee (PGMEC) on a bi-annual basis on the work and recommendations of the Council
• Development of process to support postgraduate trainees involved in patient complaints or patient safety events
• Review and reporting to PGMEC on any other matter that arises relating to the intersection between educational processes and patient safety.

Committee Process:
• The Council will have a co-chair model that includes a faculty member and postgraduate medical learner.
• The faculty chairperson will be nominated by committee members for a 2-year term
• The postgraduate learner co-chair will be selected separately by residents and fellows and proposed to the committee.
• The postgraduate learner co-chair will be elected for a maximum 2-year term, or shorter depending on the duration of training.
• The committee will meet q3monthly, or at the call of the co-chairs
• 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
• Rotating membership will be for 3 years, renewable once.
• Resident and fellow representatives may serve shorter terms as appropriate to length of residency program
• Confidential documents will be housed on a secure IT platform
• Committee members will be familiar with process and procedure around privacy and confidentiality.

Committee Membership:
Permanent members will include:
• PGME Education and Research Lead
• Teaching faculty with interest/expertise in patient safety (2) -may include Program Directors
• PGME Director of Advocacy & Accountability
• Resident representatives (2)
• Fellow representatives (2)
• PGME Associate Dean as Ex Officio member
Committee Membership:
Communicating members will include:
- Medical Director, Quality & Safety, Calgary Zone (AHS)

Quorum will be 60% of the voting membership of the permanent members

Role of the Co-Chairs:
The co-chairs will be responsible for:
- Calling for agenda items and setting the agenda
- Ensuring meetings are effective and professional
- Reviewing minutes for clarity and accuracy
- Identifying the lead individual for specific action items
- Ensuring development and implementation of action plans as determined by this committee
- Evaluating the effectiveness of changes recommended/implemented by this committee or its stakeholders

Role of Members:
Members are responsible to:
- Regularly attend committee meetings
- A minimum attendance at 50% of committee meetings will be required
- Provide input and direction to the chair
- Recommend items for discussion
- Follow up on action items
- Ensure confidentiality of discussion

Accountability
- The committee will be responsible for developing reporting metrics including number of PSL’s reviewed during any reporting period
- Develop recommendations for PG Dean and PGME Committee related to PSL reviews and any other matters related to educational processes as they relate to patient safety.
- Update Terms of Reference as required

October 2021
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