



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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