



**PGME QI and Accreditation  
Subcommittee Terms of Reference**

**Purpose**

To support the Royal College of Physicians & Surgeons of Canada (RC) and the College of Family Physicians of Canada (CFPC) programs during the accreditation process through a lens of continuous quality improvement.

**Mandate**

To provide support to RCPSC and CFPC programs for the continual quality improvement of these programs as it relates to accreditation.

**Responsibilities**

- Review past, present, and future program internal review documents for assessment of completeness and clarity.
- Assign reviewers for internal reviews.
- Review and approve mandated internal review reports on behalf of the PGME committee.
- Participate in internal reviews, with particular focus on programs that do not have full accreditation status.
- Develop reviewer expertise among University of Calgary faculty.
- Provide advice and follow-up for those programs that have accreditation challenges.
- Evaluate strengths and common challenges among programs and communicate these to all programs to guide development of resources through the Postgraduate office.
- Assisting the Accreditation Manager, Accreditation Chair, and Associate Dean with preparations for the internal review and external review cycles.
- Distill data collected by PGME related to surveys (resident, PA, and PD) and program dashboards (among other sources) to identify areas for innovation and direct resources with a focus of continuous quality improvement.
- Maintain confidentiality with respect to committee discussions and program surveys.

**Reporting**

The accreditation subcommittee reports to the PGME, SAC, Associate Dean.

**Membership**

- Accreditation Chair
- RCPSC representatives
- CFPC representative
- Associate Dean, PGME – (Ex-Officio)
- Corresponding Members –
- Accreditation Manager
- Resident representatives

**New Members**

**There are two options for new Committee members:**

- 1) The Accreditation Chair solicits interest from physicians who have a background in medical education and, preferably, familiarity with accreditation. Potential Committee members submit a CV for review by the Accreditation Committee.
- 2) The Associate Dean, PGME circulates a memo to all Department Heads asking for nominations

to the Committee.

Nominees submit their CVs to the Accreditation Committee for review.

The Committee can a) add the new member to the Committee or b) have the potential member serve as a “shadow” reviewer prior to gain accreditation experience prior to full Committee membership.

Current Program Directors are excluded from the PGME Accreditation Committee due to potential conflicts of interest.

**Agenda and minutes**

Agenda to be set by the chair. Minutes to be taken, circulated in draft form, and approved at next meeting.

**Meeting frequency**

Quarterly, with additional meetings called as the need arises.

Revised: November 4, 2015

Revised: August 28, 2017

Revised: March 22, 2018

Revised: July 13, 2020

Revised: November 24, 2024