

**Postgraduate Medical Education Committee  
Terms of Reference**

**Purpose:**

The Postgraduate Medical Education (PGME) Committee (the “Committee”) provides effective governance for the overall development and review of all aspects of residency education under the governance of the Cumming School of Medicine at the University of Calgary. The Committee reports to and is a Standing Committee of the Faculty Council of the Cumming School of Medicine at the University of Calgary.

The following Principles of Governance will govern the Committee:

- To support and promote delivery of the components of residency education
- To provide leadership for residency education
- To establish a culture of open debate, forthright examination of all issues, due process and to act honestly and in good faith
- To provide policy leadership and promote excellence in postgraduate medical education
- To ensure effective and timely communication with Program Directors, Resident Representatives, Undergraduate Medical Education, and Alberta Health Services

**Committee Responsibilities:**

Responsibilities of the Committee are established based on the Accreditation Standards and requirements set forth in the General Standards of Accreditation mandated by the accrediting bodies of the Royal College of Physicians and Surgeons of Canada (RCPSC) and the College of Family Physicians of Canada (CFPC).

- Establish and regularly review general policies and procedures for residency education
- Establish and supervise policies for residents in all programs with respect to:
  - Selection
  - Evaluation
  - Promotion
  - Dismissal
- Ensure that all residency programs teach and evaluate CanMEDS/CanMEDS-FM competencies
- Ensure the educational environment is free of intimidation, harassment, discrimination and abuse and establish mechanisms to deal with such issues as they arise.
- Promote resident wellness and a positive learning environment
- Ensure that there are adequate opportunities for faculty development



- Ensure adequate resources for professional development of Program Administrators
- Ensure appropriate distribution of resources necessary for effective residency education
- Ensure residency education adequately addresses a mandate for social accountability and specifically includes teaching and learning around Indigenous Health and vulnerable populations
- Ensure that programs appropriately address patient safety and maintain a culture that promotes continuous quality improvement (CQI)
- Establish any sub-committees as needed to support the Committee's work and approve their Terms of Reference
- Promote and develop excellence in PGME at the University of Calgary
- Promote and support scholarship in education
- Maintain the confidentiality of material discussed and presented as appropriate
- Identify any conflict of interest whether real or perceived
- Ensure and support the existence of collaborative relationships between residency programs
- Ensure residency programs are appropriately supported in addressing and meeting accreditation standards
- Advise the Associate Dean PGME on other matters relating to residency education
- Promote collaborative relationships with the offices of Undergraduate Medical Education and Continuing Medical Education

### **Committee Process**

- The Associate Dean Postgraduate Medical Education will function as Chair
- Administrative support will be provided by the PGME Office
- Meetings will be held monthly at the call of the chair between July and June of each academic year
- Minutes will be kept and reviewed for clarity and accuracy
- Special meetings may be called at the discretion of the Chair
- Quorum will be 50% of the voting members plus 1
- Membership will be reviewed on a regular basis and no less than every 2 years to ensure appropriate representation
- Each committee member will have one vote, with the exception of the Chair and those members identified as non-voting.
- Decision making will be by consensus where possible or by majority if consensus cannot be obtained
- In the event of a tie vote, the Chair will vote
- Any discussion of confidential matters will occur *in camera* with participation by voting members only

Guests and observers may be invited and/or attend sessions with advance approval of the Chair



### Committee Membership

#### **Permanent Voting Members:**

Associate Dean Postgraduate Education (Chair)

Permanent voting members must represent programs with a minimum of 10 residents:

Program Directors from the following accredited disciplines:

- Anatomical Pathology
- Anesthesiology
- Clinician Investigator Program (CIP)
- Dermatology
- Diagnostic Radiology
- Emergency Medicine
- Family Medicine
- Family Medicine – Enhanced Skills
- General Pathology
- General Surgery
- Internal Medicine
- Neurology (Adult)
- Neurosurgery
- Obstetrics/ Gynecology
- Ophthalmology
- Orthopedic Surgery
- Pediatrics
- Physical Medicine & Rehabilitation
- Plastic Surgery
- Psychiatry
- Public Health and Preventive Medicine

Calgary Zone Medical Director, Alberta Health Services (AHS), or delegated physician representative

Physician Services Representative, Medical Affairs Office, Calgary Zone, AHS

PARA representative Calgary and Southern Zone

Four (4) resident representatives

Two to three (2-3) medical students

- Nominated by the UME student association

- Student/resident term of appointment will be for 2 years

#### **Rotating Voting Members**

Purpose – to represent small entry-level programs and subspecialty programs

Membership will be for four academic years, and then it will pass to another program in rotational sequence.



Rotating voting members are represented by Program Directors with fewer than 10 residents. In the event that resident numbers increase to the minimum threshold of 10, a change of status to Permanent Voting Membership will be considered.

Smaller accredited entry-level programs:

Three (3) Program Directors from the following group:

- Cardiac Surgery
- Medical Genetics
- Neurology (Pediatrics)
- Neuropathology
- Otolaryngology
- Radiation Oncology

Accredited Sub Specialty Programs:

- Three (3) Program Directors from the Pediatrics Subspecialty Grouping
- Four (4) Program Directors from the Medicine Subspecialty Grouping
- Two (2) Program Director from the Surgical Subspecialty Grouping
- One (1) Program Director for Psychiatry Subspecialty Grouping
- One (1) Program Director from Family Medicine Enhanced Skills

(1) Program Administrator selected by the PA community

### **Non-Voting Members**

Chair Surgical Postgraduate Education Committee  
Chair Pediatric Education Committee  
Chair Internal Medicine Education Lead  
Chair PGME Accreditation  
Program Director PGY1 Common Program Rocky View Hospital  
Assistant Dean, Education & Assessment  
PGME Director of Assessment  
Director, Advocacy and Accountability  
Director, Resident Affairs & Physician Wellness  
Director, Learning Resources  
Director, Fellowship Programs  
Assistant Dean/Director, Learner Resources & Fellowship Programs  
PGME Education Resource Specialist  
PGME Management staff  
Surgical Foundations Program  
Assistant Dean, Undergraduate Medical Education (designated by Associate Dean UME)  
Community Representative  
Associate Dean Distributed Learning and Rural Initiatives



Executive Director AIMG Program  
Representative from the College of Physicians and Surgeons of Alberta

Additional non-voting members may be added at the discretion of the Committee

All current Program Directors are invited to submit agenda items and are welcome to attend Committee meetings.

Minutes will be distributed to all Program Directors and Committee members

### **Terms of Office**

- Members are either ex officio and remain on the committee for the length of their appointment; or appointed by the organization they represent on the Committee for a four-year term except in the case of UME students and residents
- Should a membership vacancy occur on the Committee, the Chair shall seek a nominee from the appropriate organization
- Committee members are expected to attend meetings or, if unable to do so, send advance notice of their absence. Assistant Program Directors may attend in the absence of the Program Director. Other delegates may attend with prior notification to and approval of the Chair

### **Role of Chair**

The Chair is responsible for:

- Calling for agenda items and setting the agenda
- Ensuring meetings are effective and professional
- Providing external representation on behalf of the Committee when needed
- Identifying an alternate Chair in the event of being personally unavailable for the meeting
- Reviewing minutes for clarity and accuracy
- Identifying the lead individual for specific action items
- Reviewing and determining action regarding any identified conflict of interest
- Providing reports as required to Faculty Council



**UNIVERSITY OF  
CALGARY**

**CUMMING SCHOOL OF MEDICINE  
Postgraduate Medical Education**

Updated December 11 2012  
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