Policy Committee

Terms of Reference

PURPOSE:

The Postgraduate Medical Education (PGME) Policy & Procedures Committee (the "Committee") will be advisory to the PGME Committee. It will provide regular review and revision of all policies and operating standards which govern postgraduate training. The Committee will be responsible for ensuring that documents, guidelines, operating standards, and procedures are current, comprehensive, and consistent with the requirements of both the Royal College of Physicians and Surgeons of Canada and the College of Family Physicians of Canada. Operating Standards and procedures will also be developed in consideration of relevant sections of the current PARA as well as any applicable University of Calgary policies. Operating Standards and procedures approved by the Committee will be presented to the Postgraduate Medical Education Committee for discussion. Approval authority will rest with the PGME Committee.

COMMITTEE RESPONSIBILITIES:

The Committee will be responsible for:

- Review of existing policies/operating standards and procedures at 3 year intervals or as needed.
- Review of existing policies/operating standards and procedures in circumstances where substantive changes are made to University of Calgary policies or the PARA contract.
- Development of new operating standards, guidelines, and procedures as the need arises
- Providing updates to PGME Committee at regular intervals, or at request of Associate Dean, PGME

COMMITTEE PROCESS:

- The Committee is chaired by the Associate Dean, PGME
- Administrative support will be provided by PGME
- Meetings will be held bi-annually, or at the call of the Chair
- Minutes will be maintained and reviewed for clarity and accuracy
- Each committee member will have one (1) vote with the exception of the Chair
- Decision making will be by consensus where possible or by majority if consensus cannot be achieved

- In the event of a tie vote the Chair will cast a vote
- Quorum will be 50% of the voting members plus 1

COMMITTEE MEMBERSHIP:

- The Associate Dean, PGME will be a non-voting member
- 5 faculty members with experience in issues related to Postgraduate Medical Education (not limited to current Program Directors)
- At least 2 resident representatives
- PGME administrative staff as appropriate

TERM OF OFFICE:

Faculty members will be appointed to the Committee for a term of 2 years, renewable once.

ROLE OF CHAIR:

The Chair will be responsible for:

- Calling for agenda items and determining the agenda
- Ensuring the requisite number of annual meetings
- Identifying an alternate Chair in the event of being unavailable
- Reviewing minutes for clarity and accuracy
- Reporting to PGME Committee at regular intervals
- Seeking input from relevant stakeholders in the process of policy revision/development
- Presenting proposals to PGME Committee for policy and procedure revisions/developments as appropriate

Approved by PGME Committee March 2019

Approved by Policy Committee – November 2024

September 2026 – Updated

Approved by PGME Committee November 2026