

**Postgraduate Medical Education Policy & Procedures 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 which govern postgraduate training. The Committee will be responsible for ensuring that policies 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. Policies and procedures will also be developed in consideration of relevant sections of the current PARA as well as any applicable University of Calgary policies. Policies 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 and procedures at regular intervals
- Review of existing policies and procedures in circumstances where substantive changes are made to University of Calgary policies or the PARA contract.
- Development of new policies 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 will elect a Chairperson
- Administrative support will be provided by PGME
- Meetings will be held quarterly, 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)
- PGME legal counsel

**TERM OF OFFICE:**

Faculty members will be appointed to the Committee for a term of 2 years, renewable once. The Chairperson will be elected for a 3 year term, non-renewable.

**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