

**POSTGRADUATE MEDICAL EDUCATION STRATEGIC ADVISORY COMMITTEE
TERMS OF REFERENCE**

Purpose:

This committee will be responsible for developing a strategic vision for Postgraduate Medical Education at the Cumming School of Medicine. The committee is advisory to the PGME Committee which provides governance for all aspects of residency education at the University of Calgary.

Principles of Governance:

- To address broad concepts in postgraduate medical education
- To establish a strategic vision which will inform decision-making, policy development, and program direction at the level of PGME committee
- To consider innovations and novel initiatives in postgraduate medical education
- To ensure that PGME maintains a proactive approach to evolving concepts, accreditation requirements, and the changing landscape of postgraduate medical education in Canada

Committee Responsibilities:

- As above – the committee will regularly review and make changes to the strategic direction of postgraduate medical education at University of Calgary
- The committee will function in an advisory capacity but will not have decision-making authority for program and policy implementation
- The committee will be responsive to evolving requirements and accreditation standards of the Royal College of Physicians & Surgeons of Canada and the College of Family Physicians of Canada
- The committee will be responsible for conducting PGME governance reviews at regular intervals

Committee Process:

- The Associate Dean, Postgraduate Medical Education will function as the Chair
- 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
- Membership will be for 4 years, renewable once.
- Membership for residents and fellows will be for a maximum of 2 years, renewable once
- Membership will be reviewed annually
- Guests and observers may be invited on an as-needed basis

Committee Membership:

Permanent members will include:

- Associate Dean, PGME,
- Assistant Dean(s) PGME
- Director of Assessment
- Director (or Assistant Dean) for Advocacy and Accountability
- Director (or Assistant Dean) of Fellowship Programs



**UNIVERSITY OF
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**CUMMING SCHOOL OF MEDICINE
Postgraduate Medical Education**

- Director (or Assistant Dean) of Learner Resources
- Director of Resident Affairs & Physician Wellness
- PGME Accreditation Chair
- Education Research Representative
- PGME managers
- PGME Education Resource Specialist
- Resident representatives (2)
- Fellowship trainee (1)
- Associate Dean UME or delegate (ex officio)
- Associate Dean DLRI or delegate
- Senior Associate Dean, Education (ex officio)

Rotating Members will include:

- Maximum of 6 Program Directors with representation from broad range of disciplines. At least one of these must include a program accredited by College of Family Physicians of Canada.

Role of the Chair:

The Chair is responsible for:

- Calling for agenda items and setting the agenda
- Ensuring meetings are effective and professional
- 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
- Inviting guests as appropriate to address agenda items
- Reporting on the work of this committee to PGME Committee at regular intervals

Role of Members:

- Members will be expected to attend meetings
- Provide input and direction to the chair
- Recommend items for discussion

Approved November 2019

Revised November 2021