

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

Purpose:

This committee will be responsible for developing a 5–year 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 residency 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 and proactive and approach to evolving concepts and 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

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 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
- Directors of Assessment
- Director (or Assistant Dean) for Advocacy and Accountability
- Accreditation Chair
- PGME Research Lead
- PGME managers



- Supervisor of Business Operations
- Director of Resident Affairs & Physician Wellness
- PGME Education Resource Specialist
- Resident representatives
- Assistant Dean (or Director) of Learner Resources & Fellowship Programs
- Associate Dean UME or delegate
- Associate Dean DLRI or delegate

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

Role of Members:

- Members will be expected to attend meetings
- Provide input and direction to the chair
- Recommend items for discussion
- Associate Dean or delegate will report to PGME committee on an as-needed basis

April 2019

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