



## **Max Rady College of Medicine**

### **Postgraduate Medical Education (PGME) Executive Committee Terms of Reference**

#### **1. PURPOSE AND MANDATE**

**1.1. Purpose/Mandate:** The Postgraduate Medical Education (“PGME”) Executive Committee (“Committee”) of the Max Rady College of Medicine (“College”), Rady Faculty of Health Sciences (“RFHS”) is established to support the postgraduate dean in planning, organizing, and evaluating all aspects of residency education (CanERA requirement/indicator 1.3.2.2), including the following:

(a) Design and Delivery of Postgraduate Education:

- i. The Committee will provide central oversight of residency programs supporting each program to meet or exceed the accreditation requirements as established by CanERA Accreditation Standards and equivalent for Areas of Focused Competence (AFC) Programs, Post-Doctoral Residency Programs and the Clinical Psychology Residency Program. (2.2.1.2)
- ii. The Committee will support residency programs in integrating the vision and mission of the PGME as well as the Max Rady College of Medicine, including its social accountability goals. (2.2.1.1, 2.2.1.3)
- iii. The Committee will ensure residents are appropriately supervised (4.1.1) and work in an environment where patient safety is promoted. (4.1.2)
- iv. The Committee will provide central oversight of Clinical Fellowship Programs.
- v. The Committee will promote wellness and safety among PGME learners and faculty. (4.1.3, 4.1.4)
- vi. The Committee will assist individual PGME Programs in building educational capacity.
- vii. The Committee will review and approve the annual process of allocation of residency positions; ensuring a fair and transparent process while meeting the needs of the population served. (2.2.1.4)
- viii. The Committee is responsible for the design and delivery of any central PGME curricular offerings.

(b) Management and Standard Setting:

- i. The Committee will be responsible for the development of policies and procedures and will ensure their effective adoption, dissemination, and accessibility. (2.1.1.1, 2.1.1.2)
- ii. The Committee will assist PGME Programs and Program Directors in identifying and advocating for necessary resources including their equitable allocation. (2.2.2.1, 2.2.2.2)
- iii. The Committee will ensure a confidential system of resident and teacher information management is maintained. (2.2.3)
- iv. The Committee will develop and maintain open lines of communication and collaboration with all stakeholders in postgraduate education. (2.3.1)
- v. The Committee will develop and maintain a standardized job description for Program Directors and for administrative personnel that outlines the mandate, expectations, supports, resources, protected time, reporting and accountability for the role. (1.2.4.1, 7.1.1.1)
- vi. The Committee will report on its activities to the Dean, Max Rady College of Medicine and to the College Executive Council/College Council.

(c) Institutional and Program Evaluation and Continuous Quality Improvement:

- i. The Committee will engage in regular review of its policies and procedures. (2.1.1.4)
- ii. The Committee will engage in regular review of its structure and governance for ongoing improvement. (8.1.1, 8.1.3)
- iii. The Committee will organize regular Internal Reviews of Residency and AFC Programs with results of such reviews used for by programs and the committee for ongoing improvement. (8.2.1, 8.2.3)
- iv. The Committee will conduct regular review of its learning sites and of the learning environments of each program. (9.1)
- v. The Committee will review and implement changes in postgraduate medical education in accordance with changes in relevant accreditation standards.

(d) Receive Reports:

- i. The Committee will receive regular status reports and recommendations from its subcommittees (and working groups when established) and will ensure that such reports are a standing item on its meeting agendas.
- ii. The Committee will receive regular reports from members who are program directors who represent all residency programs. (1.3.1.1)
- iii. The Committee will receive recommendations for academic progression, remediation or dismissal of residents. (5.1.1)

(e) Review and Recommend:

- i. The Committee will review, provide feedback and/or recommend on items needing other level(s) of approval (College Executive Council/College Council, RFHS Faculty Executive Council/Faculty Council, Provost, Senate, Board of Governors).

**1.2. Clarification on Purpose:** This Committee is intended to complement existing University resources which address matters of PGME and to foster collaboration on such matters relating to the College. This Committee is not intended to act as a substitute, duplicate or alternate forum to address issues over which other areas of the University have specific jurisdiction.

## **2. REPORTING AND ACCOUNTABILITY**

**2.1. Accountability:** The Committee is established by, and accountable to, the College Council, Max Rady College of Medicine.

### **2.2. Reporting:**

- (a) The Committee, through the Chair, shall report to the College Council, Max Rady College of Medicine and the Dean, Max Rady College of Medicine, at least once per calendar year.
- (b) The Committee also provide regular reports to the Dean's Council of the College respecting decisions rendered by the Committee, informing operating/administrative matters affecting the PGME Curriculum. The Dean's Council is the forum for communication and collaboration with undergraduate medical education, postgraduate medical education, continuous professional development, and faculty development. (2.3.1.2)

**2.3.** Subcommittees shall report to the Committee. These include without limitation, the following:

- PGME Competency Based Medical Education Committee
- PGME Assessments & Entrada Committee
- PGME Allocations Committee
- PGME Awards Committee
- PGME Committee for Education Support and Remediation
- PGME Alternate Resident Entry and Transfer Committee
- PGME Fellowships Committee
- PGME Academic Curriculum Committee
- PGME Policy Development Committee
- PGME Continuous Quality Improvement Committee
- PGME Accreditation Steering Committee
- PGME Distributed Education Committee

**2.4.** Additional committees and working groups may be established by PGME Executive Committee. These committees and working groups shall report to the Committee or subcommittees as established by their mandate.

### **3. CHAIRPERSON AND COMMITTEE MEMBERSHIP**

**3.1. Chair:** The Committee Chair (the “**Chair**”) is the Associate Dean, PGME who is a voting member in the event of a tie. The Chair is responsible for the following at Committee meetings:

- (a) Calling the meeting to order;
- (b) Establishing an agenda and ensuring agenda items are addressed;
- (c) Ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);
- (d) Facilitating discussion to reach consensus on matters under consideration in a professional manner;
- (e) Adjourning meetings after business is concluded; and
- (f) Acting as the main representative of the Committee.

**3.2. Membership:** The Committee membership shall consist of the following members, in addition to the Chair (1.3.1.2). All are voting members with exception of those identified.

- Assistant Dean, PGME Accreditation
- Associate Dean, PGME Student Affairs and Wellness
- Associate Dean, Brandon Satellite Program (representing PGME distributed education)
- Director, PGME Academic Curriculum
- Director, Equity, Diversity and Inclusion, Rady Faculty of Health Sciences
- One (1) representative appointed by the Executive Director, Indigenous Academic Affairs, Ongomiizwin
- Chairs of Subcommittees:
  - Academic Lead, Competency Based Medical Education
  - PGME Assessments & Entrada Committee
  - PGME Allocations Committee
  - PGME Awards Committee
  - PGME Committee for Education Support and Remediation
  - PGME Alternate Resident Entry and Transfer Committee
  - PGME Fellowships Committee
  - PGME Academic Curriculum Committee
  - PGME Policy Development Committee
  - PGME Continuous Quality Improvement Committee
  - PGME Accreditation Steering Committee
  - PGME Distributed Education Committee
- Two (2) Faculty representatives (as appointed by the Dean, Max Rady College of Medicine on recommendation of the Chair):
  - Chairperson, Postgraduate Medical Education Committee, Department of Medicine
  - Director, Surgical Postgraduate Education, Department of Surgery
- One (1) member from the Innovation and Scholarship in Medical Education (ISME)
- The Chief Medical Officers (or delegate) of:

- Shared Health (currently the Director – Provincial Medical Administration Office)
- Winnipeg Regional Health Authority
- One (1) representative from the College of Physicians and Surgeons of Manitoba (CPSM)
- One (1) representative from the Government of Manitoba, Department of Health
- Director of WRHA Quality Improvement & Patient Safety Unit (or designate)
- Program Director (or delegate) from each of the following programs:
  - Internal Medicine (representing all Internal Medicine Residency Programs)
  - Family Medicine
  - Surgical Residency Program (representing all Surgical Residency Programs)
  - Obstetrics and Gynecology and Women’s Health
  - Pediatrics and Child Health (representing all Pediatric Residency Programs)
  - Psychiatry
  - Emergency Medicine
  - Anatomical Pathology (representing all laboratory medicine programs)
  - Diagnostic Radiology (representing all diagnostic medicine programs)
  - Non-medical Residency Program (one (1) representative from Post-Doctoral programs and one (1) representative from the Clinical Psychology Residency Program)
  - IMG Program
  - Clinician Investigator Program
- Elected Program Directors:
  - One (1) Program Director elected by program directors for a 2-year term
  - One (1) Fellowship Program Director PGME elected by Fellowship/AFC Program Directors for a 2-year term
- Two (2) residents appointed annually by the Professional Association of Residents and Interns of Manitoba (PARIM) (or delegate)
- Non-voting members:
  - PGME Team Lead
  - Business Manager, PGME, IMG, PGME Student Affairs/ Wellness, Professionalism and CIP
  - Executive Director of PARIM
  - Member of the Continuing Professional Development office
  - Other members as necessary, invited by the Chair

**3.3. Equitable, Inclusive and Diverse Membership:** PGME strives to achieve equitable, inclusive and diverse membership on its committee that is reflective of its commitment to equity, diversity and inclusion and this should be considered in the appointment of Committee members.

**3.4. Liaisons:** Committee members shall serve as liaison persons with others in the areas from which they are appointed.

**3.5. Best Interests:** Committee members shall deal with matters before the Committee in such a way that the best interests of PGME take precedence over the interests of any of its constituent parts in the event that those interests are in conflict or appear to be in conflict.

**3.6. Consultation:** In carrying out its role, the Committee may call upon various resources as it deems required.

#### **4. TERM OF OFFICE**

**4.1.** The term of office of each Committee member shall be until the first of the following occurs:

- (a) the individual no longer holds the position noted in 3.2
- (b) the term of the appointment ends;
- (c) the appointment is rescinded by the appointer; or
- (d) the individual resigns from the Committee.

#### **5. FUNCTIONS AND ACTIVITIES OF COMMITTEE**

**5.1.** As part of its Mandate, the Committee will engage in the following activities:

- (a) **Make Decisions:** The Committee will make decisions respecting its mandate that do not require higher levels of approval.
- (b) **Make Recommendations:** The Committee shall have the power to make recommendations to the College Executive Council/College Council, Max Rady College of Medicine, or to appropriate persons or bodies with respect to any matters of concern to the Committee.
- (c) **Receive Recommendations:** The Committee will receive recommendations from the College Executive Council/College Council, its subcommittees, working groups or other stakeholders.
- (d) **Referral to Subcommittees or Working Groups:** The Committee may refer issues connected to its Mandate to subcommittees or working groups.

#### **6. MEETINGS**

**6.1. Number of Meetings:** The Committee shall meet at least ten (10) times per academic year, or subject to the call of the Chair. (1.3.2.3)

**6.2. Notice of Meetings:** Notice of a Committee meeting must be provided to Committee members, at least four (4) days advance of the meeting, unless waived by the Committee members at the meeting.

**6.3. Agenda:** Agenda items should be sent to the Committee secretary at least 48 hours in advance of the meeting. The agenda should be prepared and distributed to the members of the Committee prior to the meeting.

**6.4. Quorum:** Fourteen (14) voting members including a minimum of two program directors and a minimum of one PARIM resident representative shall constitute a quorum.

- 6.5. Decision-Making:** The preferred model for decision-making is consensus. If consensus cannot be reached, a vote shall be held. A majority of the votes cast by Committee members with voting privileges in attendance at the meeting is required to be in favour of the issue under consideration in order to definitively decide the issue. The Chair will not vote unless to break a tie.
- 6.6. Committee Meeting Guests/Observers:** All other Residency Program Directors that are not current members are considered invited guests/observers and may attend the Committee meetings as such. With exception of the above, Committee meetings will be limited to members only unless the Chair otherwise grants approval for certain individuals to attend all or a portion of the meeting.
- 6.7. Electronic Discussion and Meetings:** The Chair may consult with Committee members electronically, and may arrange email, telephone or other electronic meetings, instead of in-person meetings, as the circumstances may require.
- 6.8. Confidentiality:** All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public information.
- 6.9. Minutes & Confidentiality:** Minutes are to be taken of business occurring during Committee meetings. However, the Committee may move “in camera” to deal with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy legislation.

## **7. COMMITTEE ADMINISTRATIVE SUPPORT**

- 7.1.** The Committee shall receive administrative support from PGME. The administrative support shall be provided through an individual whose duties shall include:
- (a) Assisting the Chair with preparation of Committee meeting agendas and distributing notification of meetings;
  - (b) Ensuring follow-up of Committee action items;
  - (c) Information gathering;
  - (d) Preparation and distribution of meeting material;
  - (e) Minute-taking; and
  - (f) Maintaining Committee records.

## **8. SUBCOMMITTEES or WORKING GROUPS**

**8.1. Referral to Subcommittees or Working Groups:** The Committee may refer issues to one (1) or more subcommittees or working groups as the circumstances require. Each subcommittee shall have its own terms of reference that sets out its mandate, which terms of reference shall be approved by the Committee.

**8.2. Subcommittee/Working Group Reports:** A report from its subcommittees or working groups shall be a standing item on the Committee meeting agenda. A rotating schedule of reporting is sent by the Committee secretary to the subcommittee/working group chairs.

## **9. AMENDMENTS TO TERMS OF REFERENCE**

**9.1.** Amendments to these Terms of Reference may be proposed by the Committee to the College Executive Council/College Council, Max Rady College of Medicine, for approval.

## **10. DATES OF APPROVAL, REVIEW AND REVISION**

**10.1. Date approved:** January 26 2021 – College Executive Council, Max Rady College of Medicine; PGME Executive Committee – September 17 2024

**10.2. Review:** Formal review of these terms will be conducted every four (4) years. In the interim, these terms of reference may be revised or rescinded if the College Executive Council/College Council deems necessary, or if the Committee recommends revisions or rescission to the College Executive Council/College Council.

**10.3. Supersedes:** CPGME Executive Committee Terms of Reference (June 12, 2018)

**10.4. Committee Administrative Support:** Assistant to Associate Dean PGME

**10.5. Effect on Previous Statements:** These terms shall supersede all previous PGME terms on the subject matter herein.