



## Max Rady College of Medicine

### Postgraduate Medical Education Continuous Quality Improvement (CQI) Committee (a subcommittee of the PGME Executive Committee) Terms of Reference

#### 1. PURPOSE AND MANDATE

**1.1. Purpose/Mandate:** The Continuous Quality Improvement (CQI) Committee ("**Committee**") is a subcommittee of the Postgraduate Medical Education ("PGME") Executive Committee, established to:

- (a) Assess the quality of and recommend improvements to postgraduate medical education programs at the Max Rady College of Medicine.
- (b) Assess the quality of and recommend improvements to Postgraduate Medical and Non-Medical Residency Programs and the AFC (Diploma) Programs.
- (c) Assist postgraduate programs in meeting compliance with the national accreditation and local standards.
- (d) Facilitate and manage the process of Internal Reviews, External Reviews, Progress Reports and Regular Surveys of Residency Programs.
- (e) Provide feedback and recommendations to postgraduate programs regarding pre-survey documents (CanAMS documents), progress reports (Action Plan Outcome Reports), responses to survey reports and other relevant documents.
- (f) Oversee the work of the PGME Internal Review Working Group(s) and Subcommittee(s) to improve individual program's identified weaknesses or areas of non-compliance while maintaining program strength(s).
- (g) Assess the quality of and recommend improvements to the PGME Office at the Max Rady College of Medicine.
- (h) Assist the PGME Office in meeting compliance with the national accreditation and local standards.
- (i) Review and recommend changes to PGME policies and procedures.
- (j) Assess the quality of and recommend improvements to the PGME training sites at the Max Rady College of Medicine.

- (k) Assist the PGME training sites in meeting compliance with the national accreditation and local standards.
- (l) Provide recommendations to and implement recommendations from the PGME Executive Committee and the PGME Accreditation Steering Committee.

**1.2. Clarification on Purpose/Mandate:** This Committee is intended to complement existing University resources which address matters of **Accreditation** and to foster collaboration on such matters relating to the PGME. 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 a subcommittee of the PGME Executive, and is therefore advisory to and reports to the PGME Executive Committee. The Committee works closely with the PGME Accreditation Steering Committee.

**2.2. Reporting:** The Committee, through the Chair, shall, at least semi-annually, provide a written report to the Associate Dean, PGME, provide verbal reports to PGME Executive on a monthly basis and report to the PGME Accreditation Steering Committee.

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

**3.1. Chair:** The Committee Chair (the “**Chair**”) shall be the Assistant Dean, PGME Accreditation.

**3.2.** 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.

**3.3 Membership:** The Committee membership shall consist of the following members, all of whom are voting members (unless stated otherwise) including the Chair:

- Chair, Department of Surgery PGME Committee
- Chair, Department of Internal Medicine PGME Committee
- Family Medicine Program Director

- Five (5) Residency Program Directors appointed by the Associate Dean, PGME
- PGME Team Lead
- Business Manager, PGME, IMG, PGME Student Affairs/Wellness, Professionalism, CIP and Humanities
- One (1) member from the Office of Educational and Faculty Development
- Associate Dean, Quality Improvement and Accreditation
- Director, RFHS Integrated Accreditation Unit (or delegate)
- CanMEDS Intrinsic Roles Expert
- One (1) resident appointed by the Professional Association of Residents and Interns of Manitoba (PARIM)
- Executive Director of PARIM
- Other members (non-voting) as necessary, invited by the Chair

**3.4 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.

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

**3.6 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.

**3.7 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 3.3; or in the case of the appointed Residency Program Directors and Fellowship Program Directors, for a two (2)-year term with one (1) two (2)-year term optional renewal. The resident and fellow appointments shall be for one-year terms;
- (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 Associate Dean, PGME 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 Associate Dean, PGME, its working groups or other stakeholders.
- (d) **Referral to Working Groups:** The Committee may refer issues connected to its Mandate to Committee working groups.

## 6. MEETINGS

- 6.1. Number of Meetings:** The Committee shall meet six (6) times per year or subject to the call of the Chair.
- 6.2. Notice of Meetings:** Notice of a Committee meeting must be provided to Committee members, at least five (5) business days in advance of the meeting, unless waived by the Committee members at the meeting.
- 6.3. Agenda:** The agenda should be prepared and distributed to the members of the Committee at least forty-eight (48) hours prior to the meeting.
- 6.4. Quorum:** A simple majority of the voting members of the Committee 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 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 vote only in the event of a tie.
- 6.6. 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.
- 6.7. Committee Meeting Guests:** All 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.
- 6.8. 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 the PGME Office. 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. WORKING GROUPS**

**8.1. Referral to Working Groups:** The Committee may refer issues to one (1) or more working groups as the circumstances require. Each working group shall have its own mandate, approved by the Committee.

**8.2. Working Group Reports:** A report from its working groups shall be a standing item on the Committee meeting agenda.

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

**9.1** Amendments to these Terms of Reference may be proposed by the Committee to the Associate Dean, PGME.

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

**10.1. Date approved:** February 1 2021; approved at PGME Executive Committee on February 9 2021

**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 Associate Dean, PGME deems necessary, or if the Committee recommends revisions or rescission to the Associate Dean, PGME.

**10.3. Supersedes:** no previous Terms of Reference for this Committee

**10.4. Committee Administrative Support:** PGME Admission Assistant

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