



Max Rady College of Medicine
Postgraduate Medical Education Distributed Education Committee
(a subcommittee of the PGME Executive Committee)
Terms of Reference

1. PURPOSE AND MANDATE

1.1. Purpose/Mandate: The Distributed Education Committee (“**Committee**”) is a subcommittee of the Postgraduate Medical Education (PGME) Executive Committee, established to manage all matters related to the planning, organization and evaluation of postgraduate education for Residency, Area of Focused Competency and Fellowship Programs in clinical sites outside of Winnipeg (“distributed sites”). Specifically, it is to:

- (a) Promote PGME opportunities by fostering relationships and communication with distributed sites.
 - i. Facilitate and foster collaboration with the following:
 - Rady Faculty of Health Sciences
 - RFHS Rural and Northern Student Practice Steering Committee
 - Manitoba Health Care Providers’ Network
 - Shared Health: Health Workforce Planning
 - Distributed education Sites
- (b) Assist in the design and delivery of postgraduate education by developing and maintaining education capacity for PGME Programs at distributed sites.
 - i. Develop, maintain, and periodically review a data base of PGME distributed education that includes Residency, AFC and Fellowship Programs with distributed sites in Manitoba and beyond.
- (c) Advocate for necessary resources and its equitable allocation to distributed sites.
 - i. Develop, maintain, and periodically review an inventory data base of resources for learners and teaching faculty at the distributed sites, including but not limited to the following:
 - Living accommodations
 - On-call room resources
 - Travel resources
 - Internet and other communication resources
 - Academic resources and other learning opportunities
 - Career opportunities

- (d) Facilitate and foster social accountability and career planning through education opportunities at distributed educational sites.
- (e) Promote and support continuous quality improvement for PGME distributed sites.
 - i. Assist distributed sites in meeting relevant accreditation standards.
- (f) Report decisions made by the Committee to the PGME Executive Committee.
- (g) Review, provide feedback and/or recommend on items needing other level(s) of approval (PGME Executive Committee, College Executive Council/College Council, RFHS Faculty Executive Council/Faculty Council, Provost, Senate, Board of Governors; the Government of Manitoba).

1.2. Clarification of Mandate/Timelines: This Committee is intended to complement existing University resources which address matters of distributed medical education 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 established by, and accountable to, the PGME Executive Committee.

2.2. Reporting: The Committee, through the Chair, shall provide a verbal report at each PGME Executive Committee and provide a written report semi-annually to the PGME Executive Committee.

3. CHAIRPERSON AND COMMITTEE MEMBERSHIP

3.1. Chair: The Committee Chair (the “Chair”) shall be appointed by the Associate Dean, PGME.

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:

(a) Members by position:

- Associate Dean, PGME
- Associate Dean, Brandon Satellite Program
- Assistant Dean, PGME Accreditation
- Associate Head, Medical Director, Manitoba Health Care Providers' Network
- Project Coordinator, Manitoba Health Care Providers' Network
- Business Manager, PGME, CIP, PGME Student Affairs/Wellness, Professionalism
- Provincial Lead, Health Workforce, Shared Health (or delegate)
- Director of Administration/Operations, Rady Faculty of Health Sciences
- Department Head, Family Medicine (or delegate)
- Three (3) Residency Program Directors, appointed by the Chair
- Three (3) leadership representative, each from a different distributed site, appointed by the Chair
- Two (2) residents appointed by the Professional Association of Residents and Interns of Manitoba (PARIM)
 - One (1) from a Family Medicine distributed site
 - One (1) RCPSC specialty resident from a distributed site
 - In the absence of a resident, the Executive Director of PARIM can attend and participate as a full voting member of the Committee

(b) 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 option for renewal for an additional two (2)-year term. The resident and fellow appointments shall be for one (1)-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 PGME Executive Committee 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 PGME Executive Committee, 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 four (4) 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 not vote unless to break 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 PGME Executive Committee.

10. DATES OF APPROVAL, REVIEW AND REVISION

10.1. Date approved: April 13 2021 – PGME Executive Committee

10.2. Review: Formal review of these terms will be conducted every two (2) years. In the interim, these terms of reference may be revised or rescinded if the PGME Executive Committee deems necessary, or if the Committee recommends revisions or rescission to the PGME Executive Committee.

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

10.4. Committee Administrative Support: Administrative Support, Brandon Satellite Program Associate Dean

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