



## Max Rady College of Medicine

### Postgraduate Medical Education – Academic Curriculum Committee Terms of Reference

#### 1. PURPOSE AND MANDATE

**1.1. Purpose/Mandate:** The Academic Development Committee (“**Committee**”) is a subcommittee of the Postgraduate Medical Education (PGME) Executive Committee. It is established to advise the PGME Executive Committee on matters related to centrally administered mandatory and non-mandatory PGME academic curriculum offered to PGME learners, PGME Program Directors and PGME Program Administrators involved in PGME. The Committee is not involved in the development and management of curriculum specific to each Residency Program, Clinical Fellowship and Areas of Focused Competence Program. Specifically, the Committee is entrusted to:

- (a) Develop, manage, and conduct continuous review and improvement of mandatory academic curriculum for learners, Program directors and Program Administrators involved in PGME.
  - i. The Committee will forward recommendations for changes to any mandatory academic curriculum to the PGME Executive Committee for its review and approval.
  - ii. Examples of mandatory academic curriculum include, but are not limited to the following:
    - PGME Core Curriculum
    - Teaching Development Program
    - Program Director Workshops
    - Program Administrator Workshops
- (b) Develop, manage, and conduct continuous review and improvement of non-mandatory academic curriculum for learners, Program directors and Program Administrators involved in PGME.
  - i. The Committee is empowered to make decisions independently on matters involving existing non-mandatory academic curriculum but is required to report regularly to the PGME Executive Committee about such decisions.
  - ii. The Committee is required to seek approval from PGME Executive Committee regarding any new non-mandatory academic curriculum.
- (c) Manage the implementation and conduct continuous review and improvement of any new academic curriculum approved by PGME Executive Committee and delegated to the Committee to operationalize.
- (d) Recommend policies and procedures regarding mandatory and non-mandatory academic curriculum when requested by the PGME Executive Committee.

**1.2. Clarification on Purpose/Mandate:** This Committee is intended to complement existing University resources which address matters of centrally administered PGME academic curriculum 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(s), will provide an annual written report to the PGME Executive Committee as well as provide regular verbal reports at each PGME Executive Committee meeting.

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

**3.1. Chair:** The Committee Co-Chairs (the “Co-Chairs”) shall be the Director, PGME Academic Curriculum and the Director, Office of Educational and Faculty Development (OEFD)

**3.2.** The Co-Chairs are 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 then consist of the following voting members, including the Co-Chairs:

- Associate Dean, PGME
- Three (3) faculty members representing RCPSC, CFPC and Post-Doctoral /Clinical Psychology Residency Programs, appointed by the Co-Chairs
- One (1) faculty member representing Areas of Focused Competence Programs
- One (1) Program Administrator or Education Manager representing Residency and AFC Programs
- PGME Team Lead
- One (1) member from the Office of Educational and Faculty Development (OEFD)
- CanMEDS Intrinsic Role Expert
- One (1) representative from Ongomiizwin
- One (1) resident appointed by the Professional Association of Residents and Interns of Manitoba (PARIM)
- PARIM Executive Director
- Associate Dean, PGME Student Affairs & Wellness

- Other members as 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 (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 at least two (2) 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 Co-Chair chairing the committee 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/Revised:** February 9 2021 at PGME Executive Committee; May 10 2022 at PGME Executive Committee

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

**10.3. Supersedes:** PGME-EDC Committee Terms of Reference (04/2016)

**10.4. Committee Administrative Support:** Core Curriculum support

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