



Max Rady College of Medicine

Postgraduate Medical Education Committee for Education Support and Remediation (PGME-CESaR) (a subcommittee of the PGME Executive Committee) Terms of Reference

1. PURPOSE AND MANDATE

1.1. Purpose/Mandate: The Committee for Education Support and Remediation (“**Committee**”) is a subcommittee of the Postgraduate Medical Education (PGME) Executive Committee, established to:

- (a) Act as the main **discussion, advisory, decision** body in relation to postgraduate trainee progression and promotion, especially those related to possible Modified Learning Plan, Remediation, Probation, Suspension and Dismissal/Withdrawal from the Residency Program.
- (b) Develop, review and revise proposed Remediation, Probation or Modified Learning Plan documentation.
- (c) Recommend policies and procedures respecting Assessment and Promotion.
- (d) 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 on Purpose/Mandate: This Committee is intended to complement existing University resources which address matters of postgraduate trainee progression and promotion, especially those related to possible Modified Learning Plan, Remediation, Probation, Suspension and Dismissal/Withdrawal from the Residency Program 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 every meeting of the PGME Executive Committee. The Chair will provide a written report to the PGME Executive Committee semi-annually.

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 then consist of the following members, including the Chair:

- (a) Voting members
 - Members by position:
 - Director, Office of Innovation and Scholarship in Medical Education
 - Other voting members:
 - A minimum of five (5) teaching faculty members in addition to teaching faculty whose membership is by position
 - Three (3) residents representing the Professional Association of Residents and Interns of Manitoba (PARIM), one (1) of which should be from the Family Medicine Residency Program
- (b) Non-voting members
 - PGME Business Manager
 - PGME Team Lead
 - Max Rady College of Medicine Legal Counsel
 - Other members as necessary, invited by the Chair

All Committee members must be in good standing in their respective positions within the University of Manitoba.

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, individually and collectively, shall deal with matters before the Committee in such a way that the interests of the Max Rady College of Medicine 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. Therefore, members of the PGME-CESaR, including the Chair, must declare a potential conflict of interest with any case presented for review. The Designated Chair will determine an appropriate course of action. Potential conflicts of interest include, but are not limited to the following:

- (a) Any member having a close personal relationship with a resident under review.
- (b) Clinical teacher or resident directly involved in a rotation/learning experience of concern.

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 3.3b; or in the case of the appointed teaching faculty members, for a two (2)-year term with one (1) two (2)-year term optional renewal at the discretion of the Chair. 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 mandate to make recommendations to the PGME Executive Committee and or to appropriate persons or bodies with respect to any matters of concern to the Committee in relation to the following:
 - i. Advising the Associate Dean, PGME, Residency Program Directors, Residency Program Committees/Postgraduate Education Committee, Competence Committees/Resident Progress Committee on matters pertaining to residents in academic difficulty and/or pertaining to breaches of professional conduct.

- ii. Reviewing and approving Residency Program Committee/Postgraduate Education Committee, Competence Committee/Resident Progress Committee decisions for postgraduate learners in academic difficulty with respect to the following:
 - Modified Learning Plan
 - Remediation
 - Probation
 - Suspension
 - Dismissal/Withdrawal from the Residency Program
 - iii. Reviewing the process by which the need for Remediation, Probation or Focused/ Individualized Learning Plan was determined.
 - iv. Determining the quality of the proposed Remediation, Probation or Individualized/Modified Learning Plan.
 - v. In all cases, Committee members of the PGME-CESAR will have access to all documents, postgraduate learner portfolios and files.
 - vi. All postgraduate learner information reviewed and all documents prepared by members of the PGME-CESAR are confidential.
 - vii. The Committee will provide support, including promulgation of best assessment and organizational practices, mentorship, and advice by whatever specific mechanisms the Committee feels appropriate to Programs to accomplish the following:
 - a. Minimize the number of trainees ultimately requiring Remediation.
 - b. Ensure fair transparent and defensible decisions when trainees ultimately require Remediation.
- (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. This vote may be held electronically, or in a meeting. A majority of the voting Committee members 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, including;

(a) Allow members to participate in physical meetings of the Committee.

(b) Disseminate information, conduct discussion, and make decisions outside of physical meetings with respect to:

- Approval of modified learning plans, remediation requests, outlines and outcomes
- Approval of probation requests
- Approval of probation outlines and outcomes based on subcommittee report
- Committee functions, processes and policy

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: February 1, 2021. Approved at PGME Executive Committee February 9, 2021 and October 11 2022.

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-EAC Committee Terms of Reference (August 9, 2017, March 13, 2018; April 10, 2018, February 9, 2021)

10.4. Committee Administrative Support: PGME CESAR Administrator

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