



Max Rady College of Medicine

Postgraduate Medical Education Assessments and Entrada Committee (a subcommittee of the PGME Executive Committee) Terms of Reference

1. PURPOSE AND MANDATE

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

- (a) Provide advice to the PGME Executive Committee and to make decisions as directed regarding the system of assessment of PGME learners as well as the teaching faculty, training programs and departments involved in PGME
 - i. Identify and advocate for necessary resources for assessment including their equitable allocation
- (b) Maintain and manage changes to the confidential system and electronic information management system (Entrada) for PGME through:
 - i. Collection of user feedback about system functionality and user needs
 - ii. Prioritizing the development and implementation of additional functionalities related to scheduling, supervision, assessment, reporting, accreditation, communication and other tasks as identified by users
- (c) Develop functional, valid and consistent assessment tools and processes for competency-based and time-based PGME cohorts through:
 - i. Facilitating the incorporation of assessment tools into the PGME electronic information management system
 - ii. Review of assessment requirements from the Royal College, the College of Family Physicians of Canada and other relevant accreditation and credentialing authorities
 - iii. Ongoing review and revision where necessary of assessment tools and processes

- (d) Liaise and assist with PGME Policy Development Committee in the development and revision of policies and procedures regarding PGME assessments
- (e) Liaise and provide recommendations to other PGME Committees including the PGME Competency-Based Medical Education Committee on matters relating to assessment
- (f) Additional duties as assigned by PGME Executive Committee

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 or delegate.

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, including the Chair:

- Voting Members
 - Members by position:
 - Assistant Dean, PGME (Chair)
 - Associate Dean, PGME
 - Director, ISME (or Delegate)
 - Educational Specialist, Max Rady College of Medicine Liaison
 - One (1) Program Director or delegate from each of the following Programs (representing all):
 - Anesthesiology
 - Emergency Medicine (Adult)
 - Family Medicine
 - Core Internal Medicine
 - Internal Medicine Specialties
 - Obstetrics and Gynecology
 - Pediatrics
 - Psychiatry
 - Surgery
 - Postdoctoral/Clinical Psychology
 - Appointed members:
 - One (1) Fellowship Director (selected biannually by their peers)
 - Two (2) residents, appointed annually by the Professional Association of Residents and Interns of Manitoba (PARIM)
- Non-voting members
 - Business Manager, PGME
 - Team Lead, PGME
 - Entrada system analyst
 - Two (2) Program Administrators as selected by the Chair
 - 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, should those interests conflict or appear to 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) In the case of members by position, the individual no longer holds the position noted in 3.3;
- (b) In the case of appointed members
 - i. The appointed Fellowship Program Director, after a two (2)-year term with one two (2)-year term optional renewal.
 - ii. The resident and fellow appointments after one (1)-year terms
 - iii. The term of the appointment ends;
 - iv. The appointment is rescinded by the appointer; or
 - v. 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 also conduct electronic polling for issues raised in electronic or in-person meetings. At the discretion of the Chair, issues before the committee may be decided by an electronic vote. The majority of the voting membership of the Committee would be required to consider such a motion carried.

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: January 27 2021; Approved at PGME Executive Committee on February 9 2021; Approved at PGME Executive Committee – March 19, 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 PGME Executive Committee deems necessary, or if the Committee recommends revisions or rescission to the PGME Executive Committee.
- 10.3. Supersedes:** PGME-Assessments Committee Terms of Reference (June 25, 2019)
- 10.4. Committee Administrative Support:** PGME Resident Administrator
- 10.5. Effect on Previous Statements:** These terms shall supersede all previous PGME terms on the subject matter herein.