



Max Rady College of Medicine

Postgraduate Medical Education (PGME) Program Directors and Administrators Council Terms of Reference

1. PURPOSE AND MANDATE

1.1. Purpose/Mandate: The Postgraduate Medical Education (“**PGME**”) Program Directors and Administrators Council (“**Council**”) of the Max Rady College of Medicine (“**College**”), Rady Faculty of Health Sciences (“**RFHS**”) is established to:

- (a) Facilitate communication and exchange opinions on matters related to the administration and management of postgraduate residency programs in the College.
- (b) Act as the decision body in relation to the election of Program Directors for membership on the PGME Executive Committee.

2. REPORTING AND ACCOUNTABILITY

2.1. Accountability: The Committee is established by, and accountable to, the PGME Office and the Associate Dean, PGME.

2.2. Reporting: The Council is a forum for information sharing with no reporting requirements.

2.3. Subcommittees: none.

3. CHAIRPERSON AND COMMITTEE MEMBERSHIP

3.1. Chair: The Committee Chair (the “**Chair**”) is the Associate Dean, PGME. The Chair is responsible for the following:

- (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 distributed;
- (d) Facilitating discussion;
- (e) Adjourning meetings after business is concluded.

3.2. Membership: The Council members include:

- Representatives from the PGME Office, including:
 - Assistant Dean, PGME Accreditation
 - Business Manger, PGME, IMG, PGME Student Affairs/ Wellness, Professionalism and CIP
 - PGME, Team Lead
- All Program Directors (or delegates) and all Program Administrators (or delegates) of all Residency, AFC and Fellowship Programs at the College
- Other members, as necessary invited by the Chair.

4. TERM OF OFFICE

- 4.1.** The term of office of each Council member continues while the individual is in the position as a Residency Program Director or as Program Administrator.

5. FUNCTIONS AND ACTIVITIES OF COMMITTEE

- 5.1.** The Council is the forum for the PGME Office and the Associate Dean, PGME to share information with the Program Directors and Program Administrators of each Residency Program and Fellowship Program. It is a forum for Program Directors and Program Administrators to share their opinions on all matters related to residency education. The Council is the forum for election of one (1) Residency Program Director and one (1) Fellowship Program Director for PGME Executive Committee membership for a two (2)-year term.

6. MEETINGS

- 6.1. Number of Meetings:** The Council shall meet at least four (4) times per academic year, or subject to the call of the Chair.
- 6.2. Notice of Meetings:** Notice of a Council meeting must be provided to Council members, at least seven (7) days advance of the meeting.
- 6.3. Agenda:** Agenda items should be sent to the Council secretary at least forty-eight (48) hours in advance of the meeting. The agenda should be prepared and distributed to the members of the Committee prior to the meeting.
- 6.4. Quorum:** A quorum is not required as the council is for sharing of information and is not a decision-making body.

6.5. Confidentiality: All in attendance at a Council meeting or privy to Council information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Council, unless such information is otherwise approved for public information.

6.6. Minutes & Confidentiality: Minutes are to be taken of business occurring during Council meetings.

7. COUNCIL ADMINISTRATIVE SUPPORT

7.1. The Council shall receive administrative support from PGME. The administrative support shall be provided through an individual whose duties shall include:

- (a) Assisting the Chair with preparation of meeting agendas and distributing notification of meetings;
- (b) Ensuring follow-up of action items;
- (c) Information gathering;
- (d) Preparation and distribution of meeting material;
- (e) Minute-taking; and
- (f) Maintaining Council records.

8. AMENDMENTS TO TERMS OF REFERENCE

8.1. Amendments to these Terms of Reference may be proposed by the Council to the Associate Dean, PGME and the PGME office for approval.

9. DATES OF APPROVAL, REVIEW AND REVISION

9.1. Date approved: January 27, 2021 – Postgraduate Office and Associate Dean, PGME; approved at PGME Executive Committee February 9 2021

9.2. Review: Formal review of these terms will be conducted every four (4) years.

9.3. Supersedes: not applicable