



## Max Rady College of Medicine

### Postgraduate Medical Education Fellowships Committee (a subcommittee of the PGME Executive Committee) Terms of Reference

#### 1. PURPOSE AND MANDATE

**1.1 Purpose/Mandate:** The Fellowships Committee (“**Committee**”) is a subcommittee of the Postgraduate Medical Education (PGME) Executive Committee at the Max Rady College of Medicine. Specifically, it is established to:

- (a) Oversee, facilitate, and make decisions regarding the management and operations of all PGME fellowship training and all matters specific to PGME Fellowship Programs, including the following:
  - Clinical Fellowships
  - Areas of Focused Competence (Diploma) Programs
- (b) Review all newly-developed and all re-activated Clinical Fellowships and Areas of Focused Competence Programs and grant approval when all requirements are met.
- (c) Provide advice, identify and share best practices, and develop guidelines on matters relating to Clinical Fellowships and Areas of Focused Competence (Diploma) Programs.
- (d) Forward decisions affecting policy for review and final approval by the PGME Executive Committee.

**1.2 Clarification on Purpose/Mandate:** This Committee is intended to complement existing University resources, which address matters of PGME Fellowships, and to foster collaboration on such matters relating to the College. 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 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, all of whom are voting members (unless stated otherwise) including the Chair:

- The Chair(s) PGME Committees of Surgery, Internal Medicine, Anesthesia and Pediatrics
- The Director(s) of Fellowship for the Departments of Medicine, Surgery, Anesthesia and Pediatrics
- Three (3) Fellowship Program Directors appointed by the Associate Dean, PGME
- One (1) Residency Program Director appointed by the Associate Dean, PGME
- One (1) AFC Program Director appointed by the Associate Dean, PGME
- Two (2) University of Manitoba clinical fellows appointed annually by the Associate Dean, PGME (alternates will be chosen if fellows are from the same program being reviewed)
- PGME Team Lead
- Other members (non-voting), as necessary, invited by the Chair

**3.4. Equitable, Inclusive and Diverse Membership:** The 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 the College 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) **Inventory:** The Committee will inventory Fellowship activities occurring within the College.
- (b) **Prioritize:** The Committee will identify Fellowship priorities to achieve its Mandate.
- (c) **Make Recommendations:** The Committee will make recommendations regarding its Mandate to the Chair, PGME Executive Committee including the identification of priority issues and implementation strategies.
- (d) **Receive Recommendations:** The Committee will receive recommendations regarding its Mandate from the Chair, PGME Executive Committee including the identification of priority issues.
- (e) **Referral to Working Groups:** The Committee may refer priority issues connected to its Mandate which require review, collaboration and analysis to Committee working groups.

#### **6. MEETINGS**

- 6.1. Number of Meetings:** The Committee shall meet two (2) times per academic 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 advance of the meeting, unless waived by the Committee members at the meeting.
- 6.3. Agenda:** Agenda items should be sent to the Committee 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 minimum of five (5) Committee members must be present at a meeting in order to 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. Committee Meeting Guests:** 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. Electronic Discussion and Meetings:** The Chair may consult with Committee members by email or arrange telephone meetings, instead of in-person meetings, as the circumstances may require.

**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 Fellowship issues of priority, confirmed by the Associate Dean, PGME as requiring review, collaboration and analysis, to one (1) or more Working Groups, which may be College-specific, as the circumstances require.

**8.2. Working Group Leads:** Each Working Group shall have one (1) or more Leads, as appointed by the

Committee Chair, in consultation with the Committee. The Lead need not necessarily be a Committee member. The Lead shall provide the Committee Chair with periodic updates of the Working Group work and progress and shall provide a final report to the Committee Chair at the completion of the Working Group's project.

**8.3. Working Group Reporting:** Committee Working Groups shall report to the Committee Chair through their identified leads ("Leads"), who will then consult with the Committee and report to the Associate Dean, PGME.

**8.4. Working Group Mandate:** Each Lead (or Co-Leads) shall consult with the Committee Chair in clarifying the parameters and timelines associated with the assigned issue/project.

**8.5. Working Group Membership:** The Lead(s) of each Working Group shall recruit the membership they deem necessary to carry out the work on their assigned issue/project.

**8.6. Working Group Terms of Reference:** In addition to the above provisions on Working Groups:

- (a) The Leads shall bear in mind the College's commitment to diversity when recruiting Working Group members;
- (b) The terms of office for each Working Group member shall be for the duration of the assigned project, unless the Lead determines otherwise; and
- (c) The above provisions dealing with Committee Meetings shall apply as the circumstances permit (except that minute-taking is not a requirement at Working Group meetings, given that administrative support may not be available).

## **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 Original Approved:** September 10, 2013, Dean's Council & FEC

**10.1.1.** Revised/Approved Fellowship Advisory Committee, June 3, 2014, May 29, 2018

**10.1.2.** Revised/Approved: PGME Executive Committee, Aug 19, 2014, June 12, 2018, March 9 2021