



Max Rady College of Medicine

Postgraduate Medical Education Policy Development Committee (a subcommittee of the PGME Executive Committee) Terms of Reference

1. PURPOSE AND MANDATE

1.1. Purpose/Mandate: The Policy Development Committee (“**Committee**”) is a subcommittee of the Postgraduate Medical Education (PGME) Executive Committee responsible for the development, ongoing review, and dissemination of PGME policies. Specifically, the Committee is established to:

- (a) Review and update existing PGME policies ensuring they are compliant with existing policies and regulations in the Max Rady College of Medicine, Rady Faculty of Health Sciences and University of Manitoba.
 - i. The Committee will maintain a standardized job description for Program Directors that outlines the mandate, expectations, supports, resources, protected time, reporting and accountability for the role.
- (b) Develop new policies on the instruction of PGME Executive Committee.
- (c) Collaborate with other committees during the review and revision of existing policies or the creation of new policies that impact the function of the other committees.
- (d) Ensure new and existing policies are compliant with relevant accreditation standards, as well as relevant guidelines from the Royal College of Physicians and Surgeons of Canada, the College of Family Physicians of Canada, and the equivalent for the Post-Doctoral Residency Programs and the Clinical Psychology Residency Program.
- (e) Forward any new, reviewed, or revised policies for approval by the PGME Executive Committee and through the PGME Executive Committee for other level(s) of approval.
- (f) Develop and manage the dissemination of PGME policies as delegated by the PGME Executive Committee.

1.2. Clarification on Purpose/Mandate: This Committee is intended to complement existing University resources which address matters of **policies** 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 an administrative committee of the PGME Executive Committee and is therefore advisory to 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.

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:

- Assistant Dean, PGME Accreditation
- One (1) member appointed by the Executive Director, Indigenous Academic Affairs, Ongomiizwin
- Business Manager, PGME, IMG, CIP, PGME Student Affairs/Wellness and Professionalism
- PGME Team Lead
- Three (3) Residency Program Directors from Programs including Post-Doctoral Residency Programs/Clinical Health Psychology Residency Program, appointed by the Associate Dean, PGME
- One (1) resident appointed by the Professional Association of Residents and Interns of Manitoba (PARIM)
- PARIM Executive Director
- Other members (non-voting) as necessary, 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 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 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.

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 Associate Dean, PGME.

10. DATES OF APPROVAL, REVIEW AND REVISION

10.1. Date approved: March 9 2021 – PGME Executive Committee

10.2. Review: Formal review of these terms will be conducted every two (2) years. In the interim, these terms of reference may be revised or rescinded if the Associate Dean, PGME deems necessary, or if the Committee recommends revisions or rescission to the Associate Dean, PGME.

10.3. Supersedes: PGME-Policy Development Committee Terms of Reference (May 2, 2016)

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.