



Max Rady College of Medicine

Postgraduate Medical Education Truth and Reconciliation Action Plan (TRAP) Committee Terms of Reference

1. PURPOSE AND MANDATE

BACKGROUND

The Reconciliation Action Plan of the Rady Faculty of Health Sciences, University of Manitoba was developed in response to the health-related Calls to Action (numbers 18-24) of the Truth and Reconciliation Commission.

As stated in the preamble of the Action Plan, “The Rady Faculty of Health Sciences fully accepts the Principles of Reconciliation as documented by the Truth and Reconciliation Commission of Canada to guide its renewed relationships with First Nations, Metis, and Inuit people.” These principles include:

1. The United Nations Declaration on the Rights of Indigenous Peoples is the framework for reconciliation.
2. First Nations, Inuit and Metis peoples have Treaty, constitutional and humanrights that must be respected.
3. Reconciliation is a process of healing of relationships that requires truth sharing, apology, and commemoration that acknowledge and redress past harms.
4. Reconciliation requires constructive action on addressing the ongoing legacies of colonialism that have destructive impacts on Indigenous peoples’ health.
5. Reconciliation must create a more equitable society and close the gaps in health.
6. All Canadians share the responsibility.
7. The perspectives and understandings of Traditional Knowledge Keepers are vital.
8. Reconciliation requires political will, joint leadership, trust building, accountability, transparency and a substantial investment of resources.

The Action Plan has been developed in the following five theme areas:

- Honouring traditional knowledge systems and practices;
- Safe learning environments and professionalism
- Student support, mentorship and retention
- Education across the spectrum
- Closing the gap in admissions

Each of these theme areas contains specific action items with timelines and measurable landmarks.

1.1. Purpose/Mandate: The Truth and reconciliation Action Plan Committee (“**Committee**”) is a committee in the Max Rady College Postgraduate Medical Education established to:

- (a) Provide leadership and support for the development and implementation of PGME cross-disciplinary programs and activities, including an Indigenous curriculum to support the Reconciliation Action Plan of the University of Manitoba Rady Faculty of Health Sciences.
- (b) Provide advice to the Associate Dean PGME regarding the specific ways and means to support the development and implementation of PGME cross-disciplinary programs and activities, including an Indigenous curriculum to support the Reconciliation Action Plan of the University of Manitoba Rady Faculty of Health Sciences.
- (c) Create working groups and task groups to develop and implement specific programs and activities as directed by the Committee.
- (d) Identify specific actions, responsibilities, timelines, and measurable landmarks that are consistent with the Reconciliation Action Plan and the mandate and scope of the Postgraduate Medical Education Program.
- (e) Recommend content and methods for resident and faculty learning and assessment of the specific CanMEDS roles and competencies which are required to support the actions of the Reconciliation Action Plan.
- (f) Work with the PGME Academic Curriculum Committee, other organizations and individuals in a collaborative manner to advance the Reconciliation Action Plan.
- (g) Provide an annual report on activities and outcomes to the Associate Dean, PGME and to the Vice-Dean, Indigenous, Rady Faculty of Health Sciences (RFHS).

1.2. Clarification on Purpose/Mandate: This Committee is intended to complement existing University resources which address matters of implementing the Reconciliation Action Plan of the University of Manitoba Rady faculty of Health Sciences 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 Associate Dean, PGME and to the Vice-Dean, Indigenous, RFHS.

2.2. Reporting: The Committee, through the Co-Chairs, shall provide verbal reports monthly to the PGME Executive Committee. The Committee shall provide a written report annually to Associate Dean PGME and to the Vice-Dean, Indigenous, RFHS.

3. CHAIRPERSON AND COMMITTEE MEMBERSHIP

3.1. Chair: The Committee Co- Chairs (the “**Co-Chairs**”) shall be appointed by mutual agreement of the Associate Dean, PGME and the Vice-Dean, Indigenous, RFHS.

3.2. The Co-Chairs are 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 Co- Chairs:

- CanMEDS Intrinsic Roles Expert
- Two (2) Indigenous elders appointed by the Executive Director, Indigenous Academic Affairs, Ongomiizwin
- Associate Dean, Professionalism
- Associate Dean, PGME Student Affairs and Wellness
- Assistant Dean, PGME Accreditation
- Director, PGME Core Curriculum (or delegate)
- Director, Equity, Diversity and Inclusion, Rady Faculty of Health Sciences
- Director, UGME Indigenous Health Course
- One (1) member from the Office of Educational and Faculty Development (OEFD)
- Chairperson, Postgraduate Medical Education Committee (or delegate) from each the following:
 - Family Medicine
 - Internal Medicine
 - Pediatrics
 - Obstetrics and Gynecology
 - Surgery
- Two (2) residents appointed by the Professional Association of Residents and Interns of Manitoba (PARIM)
- Other members as necessary, invited by the Co-Chairs (members must demonstrate their support for the principles of reconciliation listed in the Background of these terms of reference)

3.4. Diversity of 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 resident members, the 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 Reconciliation Action Plan activities occurring within the College.
- (b) **Prioritize:** The Committee will identify Reconciliation Action Plan priorities specific to PGME to achieve its Mandate.
- (c) **Make Recommendations:** The Committee will make recommendations regarding its Mandate to the Associate Dean, PGME and the Vice-Dean, Indigenous, RFHS, including the identification of priority issues and implementation strategies.
- (d) **Receive Recommendations:** The Committee will receive recommendations regarding its Mandate from the Associate Dean PGME and the Vice-Dean, Indigenous RFHS including the identification of priority issues.
- (e) **Referral to Working Groups/Task Groups:** The Committee may refer priority issues connected to its Mandate which require review, collaboration and analysis to working groups and task groups.

6. MEETINGS

- 6.1. Number of Meetings:** The Committee shall meet monthly or subject to the call of the Co-Chairs.
- 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:** 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:** Five (5) members must be present at a meeting in order to constitute a quorum.
- 6.5. Equitable, Inclusive and Diverse Membership:** 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 Co-Chairs will not vote unless to break a tie.
- 6.6. Electronic Discussion and Meetings:** The Co-Chairs 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 Co-Chairs otherwise grant 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 Postgraduate Medical Education Office. The administrative support shall be provided through an individual whose duties shall include:
- a) Assisting the Co-Chairs 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.

7.2. Additional administrative support for the Committee and its Working Groups will be provided by the Postgraduate Medical Education Office and/or the Office of the Vice-Dean, Indigenous, RFHS if such resources are available.

8. WORKING GROUPS/TASK GROUPS

8.1. Referral to Working Groups: The Committee may refer specific issues of priority, confirmed by the Committee Co-Chairs as requiring review, collaboration and analysis, to one or more Working Groups or Task Groups, which may be College-specific, as the circumstances require.

8.2. Working Group/Task Group Leads: Each Working Group/Task Group shall have one or more Leads, as appointed by the Committee Co-Chairs, in consultation with the Committee. The Lead need not necessarily be a Committee member. The Lead shall provide the Committee Co-Chairs with periodic updates of the Working Group/Task Group work and progress and shall provide a final report to the Committee Co-Chairs at the completion of the Working Group's /Task Group's project.

8.3. Working Group/Task Group Reporting: Working Groups/Task Groups shall report to the Committee Co-Chairs through their identified leads ("Leads"), who will then consult with the Committee and report to the Associate Dean PGME and Vice-Dean, Indigenous, RFHS.

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

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

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

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

9. AMENDMENTS TO TERMS OF REFERENCE

9.1. Amendments to these Terms of Reference may be proposed by the Committee jointly to the Associate Dean PGME and the Vice-Dean Indigenous, RFHS or jointly by the Associate Dean PGME and the Vice-Dean, Indigenous. RFHS.

10. DATES OF APPROVAL, REVIEW AND REVISION

10.1. Original Approved: Associate Dean PGME and Vice-Dean Indigenous, RFHS

10.1.1 Revised/Approved: July 12 2021

10.2. Review: Formal review of these terms will be conducted annually. In the interim these terms may be revised rescinded if the Committee deems necessary.

10.2.1. Revised/Approved:

10.3. Supersedes: Previous TOR versions

10.4. Committee Administrative Support: PGME Admissions Assistant

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