



## Max Rady College of Medicine

### Postgraduate Medical Education Internal Review Subcommittee

#### (a subcommittee of the PGME Continuous Quality Improvement (CQI) Committee) Terms of Reference

## 1. PURPOSE AND MANDATE

**1.1 Purpose/Mandate:** The Internal Review Subcommittee (“**Subcommittee**”) is a subcommittee of the Max Rady College Postgraduate Medical Education (PGME) Continuous Quality Improvement (CQI) Committee (“**Committee**”), established to:

- (a) Assist with the ongoing accreditation assessment of existing postgraduate programs through the:
  - i. Review of pre-survey documents (CanAMS documents) for Internal and External Reviews, progress reports (Action Plan Outcomes Reports), responses to Survey Reports and other relevant accreditation documents.
  - ii. Provision of feedback and recommendations to the individual postgraduate program following review of documents.
  
- (b) Assist with new postgraduate program applications through the:
  - i. Review of application documents (e. g. CanAMS documents) prepared for submission to accrediting bodies (CFPC, RCPSC, other) for new postgraduate programs.
  - ii. Provision of feedback to the local sponsor of the new postgraduate program and recommendations to the PGME CQI Committee.

**1.2. Clarification on Purpose/Mandate:** At any time, the Chair may consult with the Committee Chair in clarifying the parameters and timelines associated with the assigned mandate.

## 2. REPORTING AND ACCOUNTABILITY

**2.1. Accountability:** The Subcommittee is established by the PGME Executive Committee and is directly accountable to the PGME CQI Committee.

**2.2. Reporting:** The Subcommittee Chair shall provide the PGME CQI Committee with periodic updates of the Subcommittee work and progress.

### **3. CHAIRPERSON AND SUBCOMMITTEE MEMBERSHIP**

**3.1. Chair:** The Subcommittee Chair (the “**Chair**”) shall be the Assistant Dean, PGME Accreditation.

**3.2.** The Chair is responsible for the following at Subcommittee 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 Subcommittee (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 Subcommittee.

**3.3 Membership:** The Chair of the Subcommittee membership shall recruit the membership deemed necessary to carry out the work on the assigned mandate, and shall consist of the following members, all of whom are voting members (unless stated otherwise) including the Chair:

- Three (3) Postgraduate Program Directors (It is the expectation that all Postgraduate Program Directors will participate as members on a rotational basis)
- CanMEDS Intrinsic Roles Expert
- PGME team Lead
- One (1) member representing the Office of Educational and Faculty Development (OEFD)
- Other members (non-voting) as necessary, invited by the Chair

**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 Subcommittee members.

**3.5 Liaisons:** Subcommittee members shall serve as liaison persons with others in the areas from which they are appointed.

**3.6 Best Interests:** Subcommittee members shall deal with matters before the Subcommittee 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 Subcommittee may call upon various resources as it deems required.

#### **4. TERM OF OFFICE**

**4.1.** The term of office of each Subcommittee member shall be for the duration of the assigned mandate, unless the Chair determines otherwise.

#### **5. FUNCTIONS AND ACTIVITIES OF SUBCOMMITTEE**

**5.1.** As part of its Mandate, the Subcommittee will engage in the following activities:

- (a) **Make Recommendations:** The Subcommittee will make recommendations regarding its Mandate to the Committee, including the identification of priority issues and implementation strategies.
- (b) **Receive Recommendations:** The Subcommittee will receive recommendations regarding its Mandate from the Committee, including the identification of priority issues.

#### **6. MEETINGS**

**6.1. Number of Meetings:** The Subcommittee shall meet as required, subject to the call of the Chair.

**6.2. Notice of Meetings:** Notice of a Subcommittee meeting must be provided to Subcommittee members, at least five (5) business days advance of the meeting, unless waived by the Subcommittee members at the meeting.

**6.3. Agenda:** The agenda should be prepared and distributed to the members of the Subcommittee prior to the meeting.

**6.4. Quorum:** Four (4) 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, the varying recommendations for resolution will be presented by the Chair to the CQI Committee for decision.

**6.6. Electronic Discussion and Meetings:** The Chair may consult with Subcommittee members electronically, and may arrange email, telephone or other electronic meetings, instead of in-person meetings, as the circumstances may require.

**6.7. Subcommittee 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 Subcommittee members, resource persons, consultants, guests and administrative support persons who may be in attendance at a Subcommittee meeting or privy to Subcommittee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Subcommittee, unless such information is otherwise approved for public information.

**6.9. Minutes & Confidentiality:** Minutes are to be taken of business occurring during Subcommittee meetings. However, the Subcommittee 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. SUBCOMMITTEE ADMINISTRATIVE SUPPORT**

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

## **8. AMENDMENTS TO TERMS OF REFERENCE**

**8.1.** Amendments to these Terms of Reference may be proposed by the Subcommittee to the CQI Committee and/or by the CQI Committee to the Max Rady College Postgraduate Medical Education (PGME) Executive Committee

## **9. DATES OF APPROVAL, REVIEW AND REVISION**

**9.1. Original Approved:** PGME Executive Committee/Max Rady College of Medicine Executive Council

**9.1.1** Revised/Approved:

**9.2. Review:** Formal review of these terms will be conducted every five (5) years. In the interim these terms may be revised or rescinded if the Committee deems necessary.

**9.2.1 Revised/Approved:** PGME Executive Committee – May 11, 2021

**9.3. Supersedes:** Previous TOR versions:

**9.4. Subcommittee Administrative Support:** PGME Admissions Assistant

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