



Max Rady College of Medicine

Postgraduate Medical Education Family Medicine Subcommittee

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

1. PURPOSE AND MANDATE

1.1. Purpose/Mandate: The Family Medicine Subcommittee (“**Subcommittee**”) is a subcommittee of the Max Rady College Postgraduate Medical Education (PGME) Continuous Quality Improvement (CQI) Committee (“**Committee**”), established to support the Family Medicine Residency Programs at the Max Rady College of Medicine in meeting compliance with the current and evolving CanERA Standards of Accreditation. Specifically, it is established to:

- (a) Monitor CanERA Standards of Accreditation to guide the Family Medicine Core and Enhanced Skills Residency Programs in meeting current and evolving requirements.
- (b) Assist the Family Medicine Core and Enhanced Skills Residency Programs in addressing areas for improvement (AFI) to comply with CanERA Standards of Accreditation and local standards.
- (c) Assist the Family Medicine Core and Enhanced Skills Residency Programs in identifying and addressing evolving internal and external issues which may result in new AFI.
- (d) Guide the Family Medicine Core and Enhanced Skills Residency Programs on the completion of pre-Survey documents (CanAMS documents), progress reports (Action Plan Outcomes Reports), responses to Survey Reports and other relevant documents.

1.2. Clarification on Purpose/Mandate: This Subcommittee is intended to complement existing University resources which address matters of Family Medicine accreditation and to foster collaboration on such matters relating to the PGME. This Subcommittee 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 Subcommittee is established by the PGME Executive Committee and is directly accountable to the PGME CQI Committee.

2.2. Reporting: The Subcommittee Co-Chairs shall provide the Committee with periodic updates of the Subcommittee work and progress.

3. CHAIRPERSON AND SUBCOMMITTEE MEMBERSHIP

3.1. Chair: The Subcommittee Co-Chairs (the “Co-Chairs”) shall be the Assistant Dean, PGME Accreditation and the Associate Dean, PGME.

3.2. The Co-Chairs are 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 Subcommittee membership shall consist of the following members, all of whom are voting members (unless stated otherwise) including the Co-Chairs:

- Department Head, Family Medicine
- Program Director, Family Medicine Core Residency Program
- Program Director, Family Medicine Overarching Enhanced Skills Program
- Associate Dean, PGME Student Affairs and Wellness
- Associate Dean, Quality Improvement and Accreditation
- Educational Specialist, Office of Educational and Faculty Development (OEFD)
- Business Manager, PGME, IMG, PGME Student Affairs/ Wellness, Professionalism and CIP
- PGME Team Lead
- Managing Director, Family Medicine
- Education Manager, Family Medicine
- Projects and Program Evaluation Coordinator, Family Medicine
- Director, Integrated Accreditation Unit, Rady Faculty of Health Sciences

- One (1) resident in Family Medicine, appointed by the Professional Association of Residents and Interns of Manitoba (PARIM)
- Other members (non-voting) as necessary, invited by the Co-Chairs

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 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.

3.6 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 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 appointment shall be for one (1)-year term, renewable once;
- (b) the term of the appointment ends;
- (c) the appointment is rescinded by the appointer; or
- (d) the individual resigns from the Subcommittee.

5. FUNCTIONS AND ACTIVITIES OF SUBCOMMITTEE

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

- (a) **Prioritize:** The Subcommittee will identify Family Medicine accreditation priorities to achieve its Mandate.
- (b) **Make Recommendations:** The Subcommittee will make recommendations regarding its Mandate to the PGME CQI Committee, including the identification of priority issues and implementation strategies.
- (c) **Receive Recommendations:** The Subcommittee will receive recommendations regarding its Mandate from the Max Rady College Postgraduate Medical Education (PGME) CQI Committee, including the identification of priority issues.

6. MEETINGS

- 6.1. Number of Meetings:** The Subcommittee shall meet four (4) times per year or subject to the call of the Co-Chairs.
- 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 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. 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 Subcommittee members in attendance at the meeting is required to be in favour of the issue under consideration in order to decide the issue definitively. The Co-chairs will not vote unless to break a tie.
- 6.6. Electronic Discussion and Meetings:** The Co-chairs 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 Subcommittee 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 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 Co-Chairs 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 CQI Committee and/or by the CQI Committee to the Max Rady College of Medicine 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. Committee Administrative Support: PGME Admissions Assistant

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