

## Postgraduate Medical Education Committee Terms of Reference

### Preamble

The Postgraduate Medical Education (PGME) Committee, a standing committee of Faculty Council, is responsible for supporting the Associate Dean, PGME, in planning, organizing, and evaluating all aspects of postgraduate medical education in the Faculty of Medicine, Memorial University of Newfoundland (Memorial).

### Purpose

To assist programs in maintaining the specialty training standards for the Royal College of Physicians and Surgeons of Canada (RCPSC) and the College of Family Physicians of Canada (CFPC).

### Membership

#### Voting Members

##### Ex Officio

- Associate Dean, PGME (Chair)
- Residency Program Directors (RCPSC and CFPC)
- Senior Director CQI, Program Evaluation
- Faculty Lead, Competency Based Medical Education
- Faculty Lead, Accreditation

##### Appointed

- Three (3) learner representatives from the Professional Association of Residents of Newfoundland and Labrador (PARNL)
- One (1) representative from the Newfoundland and Labrador Health Services (NLHS) from each zone:
  - Eastern Urban Zone
  - Eastern Rural Zone
  - Central Zone
  - Western Zone
  - Labrador Grenfell Zone
- One (1) representative from College of Physicians and Surgeons of Newfoundland and Labrador (CPSNL)

#### Non-Voting Members

- Assistant Dean, Medical Education (New Brunswick)
- Assistant Dean, DME
- Discipline Chairs
- Educational Director, Critical Care
- Educational Director, Quality Assessment/Quality Improvement
- Educational Director, Assessment and Education

## Faculty of Medicine

- Coordinator, PGME
- Academic Program Administrator, PGME
- Vice Dean, Education and Faculty Affairs
- Representative of Learner Well-being & Success
- PGME Secretary (recording secretary)

## Operations

- The PGME Committee will meet at least quarterly. When necessary, additional meetings may be held at the call of the Chair.
- Meeting minutes will be kept that reflect the activity of the committee.
- Quorum will be 50% plus one (1) voting member.
- Chair will only vote in the event of a tie.
- Committee members are expected to attend at least 75% of the meetings. If unable to attend a meeting, committee members are to send advance notice of their absence. A delegate may attend with prior notification to, and approval of, the Chair.
- The work of the committee may be facilitated by means of subcommittees.
- Subcommittees will meet as needed, keep minutes that reflect the activity of the subcommittee and report to the PGME Committee.
- Appointed members from the NLHS and the CPSNL will hold a three (3) year term, renewable.
- Appointed members from PARNL will hold a one (1) year term.
- PARNL will have two (2) votes.
- NLHS – Senior Medical Directors will have two (2) votes.
- Discipline Chairs will be invited to one (1) meeting annually, but will receive minutes of all meetings.
- The Chair will report to the Vice Dean, Education and Faculty Affairs.

## Responsibilities of the Committee

- Oversee all aspects of postgraduate medical education and ensure compliance with the Canadian Excellence in Residency Accreditation (CanERA) General Standards of Accreditation for Institutions with Residency Programs and General Standards of Accreditation for Residency Programs.
- Develop, approve and adopt policies, procedures and guidelines related to postgraduate medical education including, but not limited to:
  - learner well being, including absences and educational accommodation;
  - learner supervision;
  - learner physical, psychological and professional safety; and
  - learner selection, assessment, formal remediation and appeal.
- Ensure all postgraduate training programs teach and assess the learners' competencies as defined within the CanMEDS/CanMEDS-FM framework.
- Ensure the creation of a robust structure for the workings of Competence Committees, as well as establish and support a quality assurance program of these committees.



## Faculty of Medicine

- Ensure there are adequate opportunities for faculty development including activities to assist faculty in teaching, assessing and mentoring learners, particularly regarding the competencies as defined within the CanMEDS/CanMEDS-FM framework.
- Conduct internal reviews of each postgraduate training program between regularly mandated on-site surveys as required by the PGME Committee and/or specifically mandated by the Accreditation Committees of the Colleges (as per the CanERA accreditation standards).
- Advocate for the appropriate distribution of resources and support necessary for the effective functioning of quality postgraduate training programs.
- Establish and maintain an appeal mechanism for matters related to postgraduate medical education decisions.
- Ensure an educational environment free of intimidation, harassment and abuse and employ mechanisms in place to deal with such issues as they arise.

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