

**POSTGRADUATE MEDICAL EDUCATION  
PROGRAM ADMINISTRATORS' EXECUTIVE COMMITTEE  
TERMS OF REFERENCE**

**Mandate**

Acts as a liaison and change agent by providing valuable feedback and ideas for process improvement and implementation of new tools. Collaborates with the PGME office when decisions need to be made. Represents the PAs when discussing process matters with PGME Office, as well as in providing updates and news to PDs via PGEC meetings. Provides collaborative support, orientation, and essential knowledge pertaining to the Program Administrator (PA) role in medical education. Assists with the planning of the PA retreat, suggests ideas for professional development and provides updates at the general assemblies.

**Membership**

The PA Executive Committee is made up of a core group of approximately 10 Program Administrators with representation from all 5 affiliated partner hospitals working in postgraduate medical education at the University of Ottawa, plus at least 1 representative from the PGME Office.

<b>Committee Member</b>	<b>Term</b>	<b>Renewable</b>	<b>Voting</b>
Associate Director, PGME Office Co-Chair	Ex-officio		Yes
PA Co-Chair, elected	1 year term	Once	Yes
Academic Coordinator, PGME Office (schedules meetings, drafts agenda and compiles minutes)	Ex-officio		Yes
CHEO PA	Indeterminate		Yes
TOH PA	Indeterminate		Yes
Bruyere PA	Indeterminate		Yes
Montfort PA	Indeterminate		Yes
Royal	Indeterminate		Yes

**Appointment Process**

The recruitment process is carried out at any time during the academic year. A call for nominations will be done at the spring PGME Administrators' assembly.

Members are expected to accept assignments involved in the planning of the professional development workshops and creation of ad-hoc working groups or sub-committees.

**Member Eligibility**

To be eligible for membership on the committee, the individual must be the designated Postgraduate Program Administrator for an accredited CCFP or RCPSC residency program at the University of Ottawa. There may only be one representative per program on the committee.

**Quorum**

Quorum is achieved when the majority of committee members are present / adjudicate on the decision.

**Frequency of Meetings**

The chair approves all scheduled meeting dates. Meeting length is one hour. These meetings occur a minimum of four times a year (with additional meetings as required) between September and June of every year. The organization of the meeting is the responsibility of the Chair with assistance of the PGME Manager or other PGME staff.

**Attendance**

All Committee members are required to participate in at least 75% of the scheduled meetings, and are expected to participate in the professional development curriculum planning. If attendance is much lower or nil, the Chair will contact the member and confirm membership interest.

**Accountability**

The PA Executive Committee is accountable to the PGME Office and all program administrators and program directors at the University of Ottawa.

**Sub-Committees**

All sub-committees will be chaired by a member of the PA Executive. The number of sub-committees will be determined on an annual basis according to the PA Executive Objectives for that year. Professional Development activities are the exception as no separate sub-committee exists, rather these activities are coordinated by the main PA Executive Committee.

Any PA from the larger General Assembly group is eligible to participate on a sub-committee, they do not have to be a member of the PA Executive.

**Conflict of Interest:**

Committee members must state a perceived conflict of interest to the committee, at the beginning of the meeting. The committee will discuss and determine if one exists, and if so, will ask the committee member to recuse themselves from any discussion and / or decision making.

**Confidentiality:**

All committee members must acknowledge that all discussions, documents and correspondence, regardless of their manner of transmission, are deemed confidential and must remain confidential at all times. All information received and transmitted must be handled in accordance with the University of Ottawa's policy 117. Items may be requested via the University of Ottawa's Access to Information and Privacy Office, in accordance with policy 90.

**EDI:**

The University of Ottawa aspires to promoting a work environment that fully represents the diversity of Canada's population. As a result, it is committed to applying equity principles to enrich discussion, decisions, and outcomes of committees to support our EDI mandate.

**Committee**  
PA Executive Committee

**Date**  
November 28, 2023