

# UNIVERSITY OF OTTAWA, FACULTY OF MEDICINE

## POSTGRADUATE EDUCATION COMMITTEE

### Terms of Reference

#### Mandate

The Faculty Postgraduate Education Committee is a standing committee of the Faculty of Medicine that coordinates Postgraduate Education in all recognized programs be they:

1. Royal College of Physicians and Surgeons of Canada Residency Training Programs
2. Canadian College of Family Medicine Residency Training Programs

#### Membership

The Vice-Dean of Postgraduate Medical Education (PGME) or designate will be a permanent member and will act as the Chair (ex-officio voting member).

There are 2 types of PGEC meetings:

1. Executive – representation from the departments noted in the table below. All Program Directors are welcome to join any Executive meeting, even if not a member of Executive.
2. Full – includes all members of the PGEC Executive (as noted below) and all Residency Training Program Directors (or their delegate).

Committee Member	Term	Renewable	Voting
Vice-Dean, PGME or designate, Chair	Ex-officio		Yes
Assistant Dean, PGME	Ex-officio		Yes
Dean, FoM	Ex-officio		No
Associate Dean, Social Accountability	Ex-officio		No
Director, PGME Academic Support	Ex-officio		No
Director of Competency Based Medical Education, PGME	Ex-officio		No
Director, Accreditation, PGME	Ex-officio		No
Chair of Professionalism Subcommittee, PGME	Ex-officio		No
PD Anesthesiology	Ex-officio		Yes
PD Diagnostic Radiology	Ex-officio		Yes
PD Emergency Medicine	Ex-officio		Yes
PD Clinician Investigator Program	Ex-officio		Yes

PD Family Medicine	Ex-officio		Yes
PD General Surgery	Ex-officio		Yes
PD Internal Medicine	Ex-officio		Yes
PD Anatomical Pathology	Ex-officio		Yes
PD Obstetrics and Gynecology	Ex-officio		Yes
PD Orthopedic Surgery	Ex-officio		Yes
PD Pediatrics	Ex-officio		Yes
PD Psychiatry	Ex-officio		Yes
Rotational Program Director 1/7	2 years	No	Yes
Rotational Program Director 2/7	2 years	No	Yes
Rotational Program Director 3/7	2 years	No	Yes
Rotational Program Director 4/7	2 years	No	Yes
Rotational Program Director 5/7	2 years	No	Yes
Rotational Program Director 6/7	2 years	No	Yes
Rotational Program Director 7/7	2 years	No	Yes
Chair, Department of Innovation in Medical Education (DIME)	Ex-officio		No
Representation from teaching hospital, administration: The Ottawa Hospital	Ex-officio		No
Representation from teaching hospital, administration: The Children's Hospital of Eastern Ontario	Ex-officio		No
Representation from teaching hospital, administration: Elizabeth Bruyere Continuing Care	Ex-officio		No
Representation from teaching hospital, administration: The Royal Hospital	Ex-officio		No
Representation from teaching hospital, administration: L'Hopital Montfort	Ex-officio		No
Resident representative (selected by PARO 1/2)	1 year	No	Yes
Resident representative (selected by PARO 2/2)	1 year	No	Yes
Representation from Community	2 year		Yes

Guests from affiliated organizations will be invited to meetings as needed at the discretion of the Chair.  
(non voting)

**Appointment Process:**

PGME office will monitor the membership to ensure turnover as appropriate noted above.

**Frequency Of Meetings:**

The PGEC Executive will meet 10 times per year from September to June. Four (4) of these meetings will be held to include the entire contingent of Program Directors (or delegates) and will be known as the PGEC Full meeting.

It is expected that PGEC Executive members will attend all PGEC (Full and Executive) meetings and all other residency program directors attend all PGEC Full Meetings. Non-executive members are invited to attend any and all PGEC Executive meetings.

**Quorum:**

The quorum for PGEC Executive and PGEC Full meetings shall be at least 1/3 of the total number of voting members or such greater number of members as the PGEC may determine.

**Function:**

- Admissions and Registration:
  - Ensure appropriate admissions criteria and procedures are established for all levels of residency training programs.
  - Ensure that appropriate conditions of enrollment are in place, whether these conditions are local or provincial requirements (i.e. PRP, AVP, PEAP, immunization, licensure, and medico-legal liability coverage)
- Evaluation with respect to:
  - Established Standards of Accreditation according to the RCPSC and CFPC and maintaining an effective Evaluation Policy and Promotions policy
- Monitoring of programs.

Administer an Accreditation Subcommittee for the purposes of:

- Preparing for the on-site Accreditation visits from the Royal College of Physicians and Surgeons of Canada, and the College of Family Physicians of Canada, as well as the Liaison Committee on Medical Education (LCME) Faculty Accreditation visit. Ensuring that Educational Sites meet Standards of Accreditation.
- Conducting Internal Reviews and the review and approval of reports.

- Ensuring that Educational Sites meet Standards of Accreditation.

**Accountability:**

- The PGEC is accountable to the Dean and the Faculty Council of the Faculty of Medicine.

The PGEC is also accountable to report, as necessary, to:

- the Royal College of Physicians and Surgeons of Canada
- the College of Family Physicians of Canada
- subcommittees

**Subcommittees:**

- The PGEC may establish Subcommittees as are necessary to implement policies and procedures as listed above. Terms of reference are to be determined by each Subcommittee and approved by the PGEC.
- Chairs or delegates of these Subcommittees will report to the PGEC on an annual basis.
- Subcommittees include:
  - Evaluation Subcommittee
  - Professionalism Subcommittee
  - Accreditation Subcommittee
  - PGY1 Residency Allocation Subcommittee (PRAC)
  - Competency-Based Medical Education (CBME) Subcommittee

**Recognition:**

It is recognized that the University of Ottawa, Faculty of Medicine, has agreements with each hospital defining their affiliation with the University. It is recognized that the affiliated hospitals through the Ontario Teaching Hospitals (OTH) represent the teaching hospitals and the University of Ottawa for the purposes of negotiating non-academic terms and conditions related to residents with the Professional Association of Residents of Ontario (PARO). For matters pertaining to their employment status, residents are responsible to their employer.

**Committee Decisions:**

- Decisions rendered are not appealable.

#### Minutes / Related Documents:

- Minutes and related documents, will be filed and maintained by the PGME office

#### 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	Date
Postgraduate Medical Education Committee	January 18th, 2023
Faculty Council	November 7, 2023
Executive Committee of the Senate	N/A