

UNIVERSITY OF OTTAWA, FACULTY OF MEDICINE
PGME EVALUATION SUBCOMMITTEE TERMS OF REFERENCE

Mandate

The Evaluation Subcommittee is a standing committee of the Postgraduate Education Committee (PGEC) that is responsible for reviewing Program recommendations for trainees in academic difficulty and requiring formal remedial action, including recommendations from the Program for extension of training, reassessment/reclassification, remediation, probation and dismissal. The Subcommittee ensures that relevant policies are adhered to, and fair process is provided for trainees and programs.

Membership

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

Committee Member	Term	Renewable	Voting
Faculty member, appointed by Vice-Dean, PGME; Chair	5 yrs	Once	As needed
Six faculty members with at least one member from each of the following: <ul style="list-style-type: none"> • Family Medicine • Royal College – surgical specialty or subspecialty • Royal College – medical specialty or subspecialty 	5 yrs	Once	Yes
Two resident members – one appointed by PARO	1 yr	Once	Yes
Vice-Dean, PGME	Ex-officio		No
Assistant Dean, PGME			No
Director of Academic Support			No
Assistant Dean, Wellness			No
Director of Learner Wellness			No
Director of uOttawa FoM International Learner Community			No
Manager, PGME			No
Registration Coordinator, PGME			No

Quorum:

Quorum is achieved with attendance of the Chair and four voting members, one of which must be a trainee.

Appointment Process:

PGME office will invite interested parties to participate on the subcommittee when a vacancy is identified. Candidates will be reviewed to ensure they are in good standing, and that no professionalism issues have been identified, prior to presenting candidates to PGEC for approval. Once approved, the PGME office will notify all candidates as to the outcome of the process.

Frequency of Meetings:

The subcommittee will meet monthly from September to June and ad hoc at the request of the Chair. It is expected that subcommittee members will attend at least 75% of scheduled meetings. Failure to attend the required percentage may result in removal from the subcommittee.

Subcommittee Decisions:

On behalf of the Faculty Postgraduate Medical Education Committee (PGEC):

- To review the Policy for the Assessment of Postgraduate Trainees at least once annually and suggest recommendations for revision as required.
- Ensure that PGME regulations and policies have been adhered to by the Program, and that trainees have had a fair process when identified as having academic difficulty.

At the request of the Assistant Dean, PGME, to review the cases of trainees in academic difficulty where there are recommendations from the Program for remedial action, including extension of training, reassessment/reclassification, remediation, probation and dismissal. The review may include the evaluation of the trainee's academic, behavioral, ethical and professional performance in the program, or the evaluation/recommendation from an independent process.

PROCEDURES:

1. Relevant documents requiring review by subcommittee members are provided via secure portal to ensure confidentiality for the trainee. Any written submission provided to the RPC by the resident may be included in the documents provided.
2. Each subcommittee meeting will start with a discussion about conflict of interest and allow members to declare any such conflict to determine suitability to remain in the meeting
3. If both resident subcommittee members are excluded from deliberations due to a potential conflict of interest, the Chair will seek a temporary resident replacement from PARO to maintain resident representation on the subcommittee.

4. The Chair will invite the Program Director or delegate to present to the subcommittee when any new remedial plans are being proposed involving a trainee. Invited Program Director or delegate will provide background and answer questions regarding their own specific trainee(s), and then recused from subsequent subcommittee discussions.
5. Subcommittee decisions are determined by a vote of members present. The Chair will only vote in the case of a tie.
6. The subcommittee may accept (ratify) or deny (fail to ratify) the Program recommendation. If the Program's recommendation is denied, the subcommittee will define an alternate plan which will be binding on the program and the RPC. The subcommittee may also make recommendations for modifications to plans proposed by the Program.
7. The Program Director, with the resident copied, will be informed of the decision by a letter within 10 business days of the subcommittee meeting.

Reporting:

The committee reports to the Assistant Dean, PGME.

Minutes / Related Documents:

Minutes and related documents, if required will be filed and maintained by the PGME office.

Conflict of Interest:

Subcommittee members must state a perceived conflict of interest to the subcommittee, at the beginning of the meeting. The subcommittee will discuss and determine if one exists, and if so, will ask the subcommittee member to recuse themselves from any discussion and / or decision making. If the Chair of the subcommittee declares a conflict of interest, an interim chair from the faculty membership of the subcommittee will be appointed by the Assistant Dean, PGME.

Confidentiality:

The subcommittee shall meet in camera. All subcommittee 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

Evaluation Subcommittee

PGEC

Faculty Council

Executive Committee of the Senate

Approval

April 13, 2023

April 23, 2023

June 13, 2023

N/A