

UNIVERSITY OF OTTAWA, FACULTY OF MEDICINE
PGY-1 RESIDENCY ALLOCATION COMMITTEE
TERMS OF REFERENCE

Mandate

The PGY-1 Residency Allocation Committee is a standing subcommittee of the Postgraduate Education Committee (PGEC) that acts in an advisory capacity for the allocation of residency positions in each of the PGY-1 postgraduate medical education (PGME) programs offered at the University of Ottawa, and reports on issues relevant to PGY1 resident placement planning.

Membership

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

Committee Member	Term	Renewable	Voting
Vice-Dean, PGME or designate, Chair	Ex-officio		Yes, but must abstain from voting on own program if applicable.
Assistant Dean, PGME	Ex-officio		Yes, but must abstain from voting on own program if applicable.
Three (3) Program Directors from any active subspecialty residency training program, or from any AFC program; <ul style="list-style-type: none"> • Must be from three different University Departments 	3-year term	Once	Yes
At least 1 Faculty member	3-year term	Once	Yes
1 Resident trainee	3-year term	Once, if applicable	Yes, but must abstain from voting on own program if applicable.
1 member from the community	3-year term	Once	Yes

NOTE: Program Directors from any PGY-1 entry program, Department Chairs and Division Heads are not eligible to sit as the faculty member representative.

Quorum:

Quorum is three (3) voting members, in addition to the subcommittee chair.

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.

Program Directors and Department Chairs are invited to submit nominations for membership. Voting members of PGEC will review nominations for vacant positions and conduct a vote at December PGEC of any given year. Important qualities for potential PRAC members include but are not limited to:

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- Experience in Postgraduate Medical Education
- A demonstrated history of collaboration and impartiality

Frequency of Meetings:

The subcommittee shall meet once per year to review and determine allocation pursuant to Ministry of Health (MOH) reporting. Additional meetings may be scheduled, as required, for the Subcommittee to respond to appeals, communicate with the PGEC concerning current issues, etc

Subcommittee Decisions:

The decisions made at this subcommittee will be submitted to the Dean for approval, then to COFM for approval by the Ministry of Health.

Decisions may be appealed to the subcommittee for further deliberation, but do not go further than the committee. Of note, any appeal for one program to go have an additional position(s) entails a reduction to another program.

FUNCTIONS OF THE COMMITTEE

The committee will be responsible to:

1. Review the existing allocation of Ministry of Health funded moPGY-1 entry residency positions to postgraduate training programs,
2. Ensure an equitable ratio of CMG: IMG PGY1 entry positions for all programs.
3. Review information relating to the need, strengths, and weaknesses of the postgraduate programs within the Faculty and recommend changes as required;

4. Identify and assess positions for new PGY-1 programs.
5. Report decisions to the PGEC concerning the number of residency positions allocated to each postgraduate program based on the needs, strengths and weaknesses, and manage appeals as they arise.
6. Assess the rationalization criteria and include recommendations for changes to the criteria in the final report to be submitted to the PGEC and the MOH

PROCESSES OF THE COMMITTEE

NOTE: Operational processes of the committee are subject to change due to timing of information received by the MOH and timing of PGEC meetings. Changes to the process noted below should not constitute the requirement for approval from any committee except the PGY-1 Residency Allocation Committee.

Processes of the PGY-1 Residency Allocation Committee include, but are not limited to:

- i. In the Fall of every year, the existing Rationalization Criteria are discussed at the full Program Director's meeting.
- ii. Each January/February, PGY-1 Program Directors are asked to submit a proposal on the allocation of MOH entry-level residency positions to their program according to the Rationalization Criteria. Department Chairs are sent a copy of this notice. All PGY-1 entry-level programs are required to submit a response.
- iii. Program responses are sent to members of the PGY-1 Residency Allocation Committee at least two (2) weeks prior to the meeting. Responses are to be accompanied by the following documentation:

- Memo to committee highlighting issues which need reflection when reviewing documentation;
 - Rationalization criteria;
 - University of Ottawa data (i.e. a summary of positions by program, level and type of funding, distribution of CMG:IMG positions);
 - History of allocations at PGY-1 level, including: quotas, actuals, attritions, transfers, and number of Foreign Medical Graduates/Visa Trainees enrolled;
 - Provincial data (i.e. a summary of positions by University and Program); and
 - PGY-1 Residency Allocation Committee recommendations (from the previous 2 years).
- iv. Recommendations are drafted and sent to Committee members for final approval.
 - v. Recommendations are sent to the Dean for approval.
 - vi. Recommendations are sent to the Program Directors (with a copy sent to Department Chairs), with the appeal mechanism to the PGY-1 Residency Allocation Committee included.

APPEALS PROCESS

If a program does not agree with the recommendations, a notice of appeal must be submitted in writing by the Program Director no later than ten (10) business days following receipt of the annual PGY-1 allocation report. The written notice must include the reason(s) for submitting an appeal.

In the event that a program might be adversely affected by a revised decision due to another program's appeal, the Vice-Dean will invite the affected program's Director to meet with the Committee as well.

The Committee meets with the Program Director(s) appealing the recommendations. Only the Program Directors are permitted to meet with the Committee.

FINAL RECOMMENDATIONS

PGY-1 Residency Allocation Committee shall meet on an as needed basis to finalize the recommendations.

Final recommendations concerning residency allocation are presented for information only at the June PGEC meeting; a copy shall be sent to the Department Chairs and the Dean. Once presented, no further opportunities to modify the recommendations will be permitted.

Reporting:

The committee will report to the PGEC.

Minutes / Related Documents:

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

Conflict of Interest:

If a member of the PGY-1 Residency Allocation Committee assumes a position of Program Director in an active PGY-1 entry program, Department Chair or Division Head, the individual will be asked to step down as a member of the subcommittee.

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

Postgraduate Medical Education Committee (PGEC)
Faculty Council
Executive Committee of Senate

Approval

December 13, 2023
January 9, 2024
N/A