UNIVERSITY OF OTTAWA, FACULTY OF MEDICINE
POSTGRADUATE MEDICAL EDUCATION
PROGRAM ADMINISTRATOR EXECUTIVE SUBCOMMITTEE
TERMS OF REFERENCE

Terms of Reference for: PGME Program Administrator Executive Subcommittee	
Responsible Educational Unit: Postgraduate Medical Education	
PA Exec Approved: March 4, 2026	**PGEC Approved:** March 18, 2026
Faculty Council Approved: June 9, 2026	**Version No:** 3
Date of last revision: November 28, 2023	**Date of next revision:** March 2029
Responsible faculty member: Vice Dean, PGME	**Contact info:** pgmecom@uottawa.ca
Responsible Administrator: Director, PGME Office	**Contact info:** pgdirops@uottawa.ca

Mandate

The Program Administrators (PA) Executive Subcommittee of Postgraduate Medical Education Committee (PGEC) acts as a collaborative liaison and change partner by contributing feedback, insights, and ideas to support continuous process improvement and the implementation of new tools and practices. The subcommittee works closely with the PGME Office to support informed decision-making and shared alignment on process matters in addition to being a conduit for two-way communication between Program Administrators (PAs), the PGME Office, and Program Directors, to support dialogue, knowledge-sharing, and timely updates through PGEC and other forums. The subcommittee provides collaborative orientation, guidance, and practical knowledge to support PAs in their role within medical education and contributes to the planning of the PA retreat, supports professional development initiatives, and shares updates and information at general assemblies.

Membership

Committee Member	Term	Renewable	Voting
Director, PGME Office Co-Chair	Ex-officio		Yes
PA Co-Chair, elected	1 year term	Indeterminate*	Yes
Academic Coordinator, PGME Office	Ex-officio		Yes
Supervisor, Academic Program Manager (delegate for Director, PGME as required)	Ex-officio		Yes
Program Administrators from 5 academic hospital sites			
CHEO	Indeterminate		Yes
TOH	Indeterminate		Yes
Bruyere	Indeterminate		Yes
Montfort	Indeterminate		Yes
The Royal	Indeterminate		Yes
Departmental Education Program Managers			
Manager, Education Office – Surgery	Ex-officio		Yes

Manager, Education Office – Family Medicine	Ex-officio		Yes
Manager, Education Office – Medicine	Ex-officio		Yes

* at the discretion of the subcommittee

Appointment Process

PA Co-Chair position is discussed at each spring meeting to determine if a new co-chair is required for the next academic year. Based on the determination, a call for nominations / interested parties may be required.

Members: A call for nominations will be made at the spring PGME Administrators' assembly.

Members participate in:

- planning professional development workshops
- process improvement initiatives
- change management strategies
- requirements gathering, user testing and user acceptance phases of projects related to implementation of new IT tools, platforms and systems
- providing updates at various PGME Administrator assemblies and retreats

Member Eligibility

To be eligible for membership on the subcommittee, the individual must be the designated Postgraduate Program Administrator for an accredited CFPC or RCPSC residency program at the University of Ottawa.

Quorum

Quorum is achieved when 5 voting members are present, and must include at least two PAs.

Frequency of Meetings

Meetings will be held quarterly at minimum from September to June inclusive
The co-chairs schedule meeting dates at the beginning of each new PGME academic year.

Support

The PGME Office will provide administrative support to the effective functioning of this subcommittee, including scheduling of meetings, generation of agenda and minutes, with follow-up on action items.

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 relating to the conflict of interest.

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.

Equity, Diversity and Inclusion

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.