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Fellowship Education Committee Terms of Reference

Office of Accountability:	Faculty of Medicine & Dentistry (FoMD)
Office of Administrative Responsibility:	Postgraduate Medical Education (PGME)
Approver:	Fellowship Education Committee
Classification:	Terms of Reference
Scope:	Members of the Committee

Overview

The Postgraduate Medical Education (PGME) Office seeks greater input, advice, and engagement from relevant stakeholders regarding fellowship training.

Purpose

This committee will function within the PGME office to provide development, organizational structure and advocacy on matters concerning the management and operation of PGME fellowship programs within the Faculty of Medicine and Dentistry (FoMD). PGME fellowship programs include, Area of Focused Competence (AFC) fellowships, clinical fellowships, clinical research fellowships, research fellowships and laboratory medicine Ph.D. fellowships.

POLICY

1. RESPONSIBILITIES

- a. Develop policies and procedures concerning the governance and function fellowship programs.
 - i. Review acceptable funding strategies and develop consistent employment guidelines for Fellowship training.
 - ii. Review English Language Requirements as determined in cooperation with the College of Physicians and Surgeons of Alberta (CPSA).
 - iii. Recommend and develop policies and procedures to guide effective evaluation and feedback within fellowships.
 - iv. Recommend and develop policies to govern remediation & probation consistent with current PGME Remediation policies and in collaboration with the Assistant PGME Dean or PGME Remediation Lead.
 - v. Recommend and develop processes to oversee and resource Royal College of Physicians and Surgeons of Canada AFC programs or fellowships with external verification bodies to support accreditation standards.



- vi. Address thematic concerns of fellow wellbeing and safety.
 - vii. Develop a process by which input of fellowship directors and program assistants can be solicited and incorporated into fellowship policy and procedure development and by which policies can be reviewed and approved.
 - viii. Communicate decisions, policies, and procedures to relevant stakeholders including academic departments.
- b. Share ideas and best practices in education and management amongst PGME fellowship programs.
- i. Develop and maintain standards of practice in the application process.
 - ii. Develop and innovate educational and administrative resources and processes for fellowship directors and program administrators to assist in the provision of quality fellowship educational programs.
 - iii. Innovate and maintain dissemination methods to increase the visibility of fellowship programs at the University of Alberta.
2. MEMBERSHIP (Refer to Appendix 1 for current committee members)
- a. Director, Fellowships PGME (Chair)
 - b. Associate Dean, PGME
 - c. Representatives with knowledge and experience in fellowship training from the following academic departments with larger fellowship representation and numbers:
Membership to these positions will be delegated and approved by the Chair of the respective Department or Division.
Membership will be for two (2) years, renewable once.
 - i. Anesthesiology & Pain Medicine
 - ii. Medicine
 - iii. Pediatrics
 - iv. Radiology & Diagnostic Imaging
 - v. Surgery
 - d. An AFC fellowship program director to represent the AFC fellowships
 - e. Administrators, Fellows PGME
 - f. Manager, Administration PGME
3. MEETINGS
- a. The Committee will meet quarterly.
 - b. Additional meetings may be called at the discretion of the Chair.
4. ROLE OF THE CHAIR
- The Chair is responsible for:
- a. Calling for agenda items and setting the agenda.
 - b. Ensuring meetings are effective and professional.
 - c. Identifying an alternate Chair in the event of being personally unavailable for a meeting.
 - d. Reviewing minutes for clarity and accuracy.
 - e. Advising Fellowship Directors and Administrators of decisions made by the committee.

- f. Soliciting input from streams of Fellowships that may not be represented (including but not limited to Laboratory Medicine/Pathology/Genetics, Critical Care, Obstetrics and Gynecology, and Oncology.

5. **ROLE OF THE MEMBERS**

- a. Members will be expected to attend meetings.
- b. Provide input and direction to the Chair.
- c. Recommend items for discussion and decision.
- d. Complete delegated tasks or initiatives as requested by the Chair of the Fellowship Education Committee

6. **PROCEDURES**

- a. Agenda and meeting materials will be pre-circulated unless otherwise noted.
- b. Minutes will be kept, and pre-circulated before each meeting.
- c. Minutes and agenda will be approved by consensus.
- d. Recommendations will be made by vote.
- e. Quorum is 50% of voting members, plus the Chair.
- f. The Chair only votes in the event of a tie.
- g. The Chair may invite non-Committee members of staff, trainees, and faculty to address specific issues. These guests are non-voting.

- 7. These terms of reference will be reviewed every four (4) years by the Fellowship Education Committee with additional input from the members’ respective departments’ fellowship programs. These terms of reference will be posted on the PGME Website for reference and transparency.

DEFINITIONS

Definitions are listed in the sequence they occur in the document (i.e. not alphabetical).

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
Area of Focused Competence or AFC Fellowship	An Area of Focused Competence, or AFC, is a highly specialized discipline of specialty medicine that addresses a legitimate societal need but does not meet the Royal College criteria for a specialty, foundation program or subspecialty. An AFC fellowship is the fellowship training program that candidates undergo to obtain the AFC diploma.

APPENDIX 1

Current Membership - Updated December 2023

Position	Member	Term
PGME Director, Fellowships	Chloe Joynt	Standing Member
PGME Associate Dean	Lawrence Cheung	Standing Member
Anesthesiology & Pain Medicine Representative	Saifee Rashiq	July 1, 2022 - June 30, 2024
Medicine Representative	Cecile Phan	July 1, 2022 - June 30, 2024
Pediatrics Representative	Rose Girgis	January 2024 - December 2026
Radiology & Diagnostic Imaging Representative	Gavin Low	December 1, 2023 - November 30, 2025
Surgery Representative	Keith Rourke	December 1, 2023 - November 30, 2025
AFC Fellowship Program Director Representative	Krishna Balachandra	January 1, 2023 - December 31, 2025
PGME Administrator, Fellowships	Marie Goudreau	Standing Member
PGME Administrator, Fellowships	Jamie Gowan	Standing Member
PGME Manager, Administration	Valerie Masson	Standing Member