

Original Approval Date: December 13, 2021
 Most Recent Approval Date: December 13, 2022
 Most Recent Editorial Date: April 18, 2024
 Approximate Review Date: February 2026

Postgraduate Executive Subcommittee Terms of Reference

Office of Accountability:	Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	Postgraduate Medical Education
Approver:	Postgraduate Medical Education Committee
Classification:	These Terms of Reference apply to all members of the Postgraduate Executive Committee
Scope:	Faculty of Medicine & Dentistry

Purpose

This subcommittee acts as a sounding board for initiatives and policies that deal with the responsibilities outlined in the larger Postgraduate Medical Education (PGME) committee's terms of reference.

POLICY

1. RESPONSIBILITIES

This subcommittee will review policies before their final level of approval, recommend new initiatives to the PGME committee, and act on behalf of the PGME Committee between its meetings. As needed, this subcommittee may form ad hoc working groups composed of subcommittee members and/or others to fulfill these responsibilities.

2. MEMBERSHIP (Refer to Appendix 1 for names of current members)

The membership will include representation from the core residency programs, smaller residency programs through the educational leads of the departments of surgery, medicine, pediatrics, and family medicine enhanced skills, the Office of Advocacy and Wellness, the Professional Association of Resident Physicians of Alberta, directors within the PGME office, and PGME administration.

- a. Associate Dean, PGME - Chair



- b. Assistant Dean, PGME
- c. Director, CBME
- d. Director, Fellowships
- e. Director, Resident Transfers
- f. Manager, PGME Administration
- g. Education Team Lead, PGME
- h. Residency program directors from the following large programs:
 - i. Anesthesiology
 - ii. Diagnostic Radiology
 - iii. Emergency Medicine (RCPSC)
 - iv. Family Medicine
 - v. Family Medicine Enhanced Skills
 - vi. General Surgery
 - vii. Surgical Foundations
 - viii. Internal Medicine
 - ix. Obstetrics & Gynecology
 - x. Pediatrics
 - xi. Psychiatry
 - xii. Anatomical or General Pathology
- i. A representative to give voice to the smaller residency programs from the following Departments:
 - i. Medicine*
 - ii. Surgery*
 - iii. Pediatrics*
 - iv. *To avoid conflict of interest, this smaller residency program representative cannot also be a residency program director from one of the large programs on this committee. Departments will choose a representative who can best give a voice to the smaller residency programs within that department.
- j. Assistant Dean, Resident and Fellow Affairs
- k. PARA, Resident Representative
- l. PARA, CEO
- m. Administrative Assistant, PGME office

3. MEETINGS

- a. This subcommittee will meet 5 times per year, typically in February, April, May, October, and November.

- b. Additional meetings may be called at the discretion of the Chair

4. 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. Quorum consists of 50% of voting members, plus the Chair
- d. The Chair may invite non-Committee members of staff, students, and faculty to address specific issues.
- e. Recommendations and decisions will usually be made by consensus. When a consensus cannot be reached, recommendations and decisions will be made by vote requiring 50% plus one of voting members present to pass.
- f. Where there are co-program directors of a residency program, they will decide among themselves the person allotted a vote.

DEFINITIONS

There are no definitions for this terms of reference.

APPENDIX A: PGME Executive Subcommittee Membership

Most recent editorial date: Jun 20, 2024

Member	Position	Term
Dr. G. Steel	Anesthesiology	Voting
Dr. S. Koski	Assistant Dean, PGME	Voting
Dr. B. Nair	Assistant Dean, Resident and Fellow Affairs	Voting
Dr. L. Cheung	Associate Dean, PGME - Chair	Voting
Dr. L. Canterbury	Diagnostic and Clinical Pathology <i>(formerly General Pathology)</i>	Voting
Dr. C. Ferguson	Diagnostic Radiology	Voting
Dr. A. Oswald	Director, CBME	Voting
Dr. C. Joynt	Director, Fellowships	Voting
Dr. L. Mereu	Director, Resident Transfers	Voting
Dr. D. Ha	Emergency Medicine (Adult)	Voting
Dr. M. Morros	Family Medicine	Voting
Dr. N. Dhaliwal	Family Medicine Enhanced Skills (FM ES)	Voting
Dr. M. McCall	General Surgery	Voting
Dr. T. Carpenter	Internal Medicine	Voting
Dr. C. Aubrey	Obstetrics & Gynecology	Voting
Dr. Q. Durand-Moreau	Occupational Medicine	Voting
Ms. C. Murphy	PARA, Chief Executive Officer	Voting
Dr. B. Rutherford	PARA, Resident Representative	Voting
Dr. J. Foulds	Pediatrics	Voting
Dr. R. Girgis	Pediatrics	Voting
Dr. Y. Zhang	Psychiatry	Voting
Dr. E. Wright	Surgery	Voting
Ms. T. Cocchio	Education Team Lead, PGME	Voting
Ms. V. Masson	Manager, PGME Administration	Voting
Mx. Erin Sekulich	PGME Executive Assistant	Non-Voting

Total number of voting members: 24