

Original Approval Date: December 13, 2021
 Most Recent Approval Date: December 13, 2022
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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

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Position	Member	Term
Associate Dean, PGME - Chair	Dr. L. Cheung	Voting standing member
Assistant Dean, PGME	Dr. S. Koski	Voting standing member
Anesthesiology	Dr. G. Steel	Voting standing member
Diagnostic and Clinical/Diagnostic and Molecular Pathology	Dr. A. Macyk-Davey	Voting standing member
Diagnostic Radiology	Dr. C. Ferguson	Voting standing member
Emergency Medicine (RCPSC)	Dr. D. Ha	Voting standing member
Family Medicine	Dr. M. Morros	Voting standing member
Family Medicine Enhanced Skills	Dr. N. Dhaliwal	Voting standing member
General Surgery	Dr. M. McCall	Voting standing member
Internal Medicine	Dr. T. Carpenter	Voting standing member
Obstetrics & Gynecology	Dr. V. Capstick	Voting standing member
Pediatrics	Dr. J. Foulds	Voting standing member
Psychiatry	Dr. Y. Zhang	Voting standing member
Representatives to give voice to the smaller residency programs from the following Departments:		
Medicine	Dr. Q. Durand-Moreau	Voting standing member
Pediatrics	Dr. R Girgus	Voting standing member
Surgery	Dr. E. Wright	Voting standing member
Director, CBME	Dr. A. Oswald	Voting standing member
Director, Fellowships	Dr. C. Joynt	Voting standing member
Director, Resident Transfers	Dr. L. Mereu	Voting standing member
Manager, PGME Administration	Ms. V. Masson	Voting standing member
Team Lead, Education	Ms. T. Cocchio	Voting standing member
Assistant Dean, Resident & Fellow Affairs	Dr. B. Nair	Voting standing member
PARA, Resident Representative	Dr. B. Rutherford	Voting standing member
PARA, CEO	Ms. C. Murphy	Voting standing member
Executive Assistant, PGME office	Mx. E. Sekulich	Non-voting standing member

Total number of voting members: 24