



**Postgraduate  
Medical Education**

### **Postgraduate Medical Education Committee: Terms of Reference**

<b>Office of Accountability:</b>	Education Council and Faculty Council
<b>Approved:</b>	March 3, 2026

#### **Equity & Inclusion Preamble**

The Postgraduate Medical Education Committee is dedicated to fostering an inclusive and equitable environment that values and promotes diversity in all its forms. We are committed to ensuring that all committee memberships reflect the diverse backgrounds, perspectives, and experiences of our community. By upholding these principles, we aim to create a supportive and enriching educational experience for all members.

#### **Scope of Responsibility**

The purpose of the Postgraduate Medical Education Committee is to provide academic oversight and make recommendations concerning postgraduate medical education programs.

#### **Membership**

##### **Elected Voting Members**

Three residents nominated by the Maritime Resident Doctors. At least one of these representatives shall be from a Royal College of Physicians and Surgeons of Canada program, at least one shall be from the Family Medicine training program and at least one from a distributed site.

##### **Ex Officio Voting Members**

- Associate Dean, Postgraduate Medical Education
- Assistant Dean, Postgraduate Medical Education
- Senior Associate Dean, Dalhousie Medicine New Brunswick (or delegate)
- Senior Associate Dean, Cape Breton Medical Campus (or delegate)
- Associate Dean, Serving and Engaging Society (or delegate)
- The Program Director for each Royal College of Physicians and Surgeons and College of Family Physicians residency training program
- The Program Director for each RCPSC Area of Focused Competence program
- The CFPC Enhanced Skills Director/Coordinator
- The Program Directors for each CFPC Enhanced Skill Category One Program
- One Health Authority representative from each Health Authority which has an affiliation agreement for training Dalhousie Residents
- Chair of each of the Sub-Committees established by the Postgraduate Medical Education Committee
- Communication Skills Lead – PGME

### **Ex Officio Corresponding (Non-voting) Members**

- Site directors for each Dalhousie Family Medicine and Royal College PGME home training sites
- Program Administrators of postgraduate training programs at Dalhousie

### **Ex Officio Non-Voting Members**

- Dean, Faculty of Medicine
- Senior Associate Dean, Faculty of Medicine
- Director, Postgraduate Medical Education
- Associate Dean, Undergraduate Medical Education
- Associate Dean, Continuing Professional Development & Medical Education
- Assistant Dean, Resident Affairs
- Assistant Dean, Distributed Education
- Medical Director Quality Improvement & Patient Safety, NSH
- Medical Director of the Patient Safety Program, IWK Health

### **Chair**

The Associate Dean Postgraduate Medical Education shall be the Chair

### **RESPONSIBILITIES**

Aligning with the RCPSC and CFPC General Standards [of Accreditation] Applicable to the University and Affiliated sites, the Postgraduate Medical Education Committee is responsible for the following:

- a) Making recommendations to Faculty Council concerning the institution of new residency programs and the continuation or cessation of existing residency programs.
- b) Establishing general policies, regulations, and guidelines for residency education.
- c) Establishing and maintaining appropriate liaison with residency program directors and healthcare administrators of the affiliated sites.
- d) Conducting internal reviews of each residency program between regular mandated on-site surveys and as specifically mandated by the Accreditation committee of the Colleges.
- e) Ensuring appropriate distribution of resources necessary for effective education in the residency programs.
- f) Establishing and supervising policies, regulations and guidelines for the selection, assessment, promotion, and dismissal of residents in all programs.
- g) Establishing and maintaining an appeal mechanism for matters related to postgraduate medical education decisions.
- h) Ensuring an educational environment free from harassment, intimidation and abuse and ensuring that mechanisms are in place to deal with such issues as they arise.
- i) Establishing resident safety policies, regulations and guidelines related to travel, patient encounters, house calls, after-hours consultations and patient transfers
- j) Establishing policies, regulations and guidelines to ensure appropriate supervision of residents to protect and preserve the best interests of the

patient, the attending physicians and the residents.

- k) Ensuring that all residence programs teach and assess resident competencies as defined within the CanMEDS/CanMEDS-FM frameworks.
- l) Ensuring that there are adequate opportunities for faculty development including activities to assist in teaching, assessing and mentoring residents' competencies as defined within the CanMEDS/CanMEDS-FM frameworks.
- m) Subject to the approval of Faculty Council, establishing sub-committees to assist the Postgraduate Medical Education Committee in meeting its responsibilities.
- n) Receiving reports and recommendations from sub-committees and providing advice and assistance to them where required.
- o) Undertaking other tasks related to its role as may be assigned by the Education Council and Faculty Council from time to time

### **Meeting**

Quorum for a meeting shall consist of 30% of the voting members of the committee. Members may attend in person or by interactive electronic means such as telephone or videoconferencing. Decisions of the committee shall ordinarily be made by consensus. In the event of vote, a simple majority of voting members present at the meeting shall be required to pass a motion. The Committee will meet as often as required to fulfil the responsibilities as set out in the terms of reference but will meet a minimum of once annually.

### **Reporting**

The Postgraduate Medical Education Committee shall report annually to the Education Council and Faculty Council.