

## 19.0 POSTGRADUATE MEDICAL EDUCATION COMMITTEE

### 19.1 ROLE

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

The Postgraduate Medical Education Committee is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – “Standing Committees” of the Faculty’s procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

### 19.2 MEMBERSHIP

#### a) Elected Voting Members

- i) 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.

#### b) Ex Officio Voting Members

- i) Associate Dean, Postgraduate Medical Education;
- ii) Assistant Dean, Postgraduate Medical Education;
- iii) [Senior Associate Dean, Dalhousie Medicine New Brunswick \(or delegate\);](#)
- iv) [Senior Associate Dean, Cape Breton Medical Campus \(or delegate\)](#)  
[Associate Dean, Serving and Engaging Society \(or delegate\)](#)
- ~~iv)~~ The Program Director for each Royal College of Physicians and Surgeons and College of Family Physicians residency training program;
- v) The Program Director for each RCPSC Area of Focused Competence program;
- vi) The CFPC Enhanced Skills Director/Coordinator;
- vii) The Program Directors for each CFPC Enhanced Skill Category One Program;
- viii) One Health Authority representative from each Health Authority which has an affiliation agreement for training Dalhousie Residents;
- ix) Chair of each of the Sub-Committees established by the Postgraduate Medical Education Committee;
- x) Communication Skills Lead - PGME; and
- ~~xi)~~ [Public Representative member;](#)

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

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

#### d) Ex Officio Non-Voting Members

- i) Dean;
- ii) Director, Postgraduate Medical Education;
- iii) Associate Dean, Undergraduate Medical Education;

- ~~iii) iv)~~ Assistant Dean, Resident Affairs
- iv) Assistant Dean, Distributed Education
- v) Medical Director of Patient Safety, Horizon Health New Brunswick
- vi) Medical director Quality Improvement & Patient Safety, NSH
- vii) Medical Director of the Patient Safety Program, IWK Health
- viii) Public Representative member

- e) **Chair:** The Associate Dean Postgraduate Medical Education shall be the Chair.

### 19.3 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 health care 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.

#### **19.4 MEETINGS**

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 a 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.

#### **19.5 REPORTING**

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

##### **a) Sub-Committees:**

- i) The PGME Policy Sub-Committee conducts a regular review of Dalhousie PGME policies to ensure that they meet current accreditation standards. It will identify gaps and make recommendations regarding policies to address the training environment.
- ii) The Continuous Quality Improvement in PGME Sub-Committee ensures the PGME enterprise and programs engage in regular, structured continuous quality improvement efforts in an effort to ensure an effective, safe, and positive learning environment for residents.
- iii) The PGME Quality Improvement and Patient Safety Advisory Committee advises on and facilitates the implementation of recommendations from the QIPS Task Force Report (January 26, 2018).
- iv) The Educational Advisory Board (EAB) assists with academic planning for residents in need and must be convened to review all remediation and probationary plans for residents in academic difficulty.
- v) The Internal Review Sub-Committee conducts internal reviews of residency programs between regular site visits by the Royal College of Physicians and Surgeons of Canada. It reviews reports to determine if there are particular areas of concerns or common themes that will need to be addressed before the next Royal College review.