

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

|   |   |
|---|---|
| <b>Office of Accountability:</b>                | Faculty of Medicine & Dentistry   |
| <b>Office of Administrative Responsibility:</b> | Postgraduate Medical Education  |
| <b>Approver:</b>                                | Postgraduate Medical Education Committee  |
| <b>Classification:</b>                          | These Terms of Reference apply to all members of the Postgraduate Executive Committee |
| <b>Scope:</b>                                   | 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: April 18, 2024

| 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**