



Postgraduate Medical Education (PGME) - International Medical Graduate (IMG) Advisory Committee - Terms of Reference

Background

For over a decade, the University of British Columbia (UBC) Faculty of Medicine expanded medical education, more than doubling undergraduate enrolment and significantly increasing the number of postgraduate medical education (PGME) positions. Within this expansion, IMG entry-level residency seats increased from 6 to 58 as of 2016.

IMGs are a diverse group from medical schools around the world; and reflect a broad range of experiences, from years of practice to no patient experience at all. Therefore, the IMG-BC Program was established to better address the challenges associated with the different backgrounds and training. Over the last decade the Province has observed shifts, necessitating the IMG-BC Program to adapt to such circumstances as the increasing number of applicants to dedicated IMG positions; changes in the IMG demographic; and fluctuations in practice patterns among physicians entering independent practice.

Mandate

The purpose of the International Medical Graduate – Advisory Committee (IMG-AC) is to facilitate dialogue and provide recommendations on PGME related issues and/or changes that will impact current and future applicants/participants of the UBC IMG-BC Program. This may include but is not limited to: introduction of or alternations to existing IMG assessment program(s); reallocation of IMG residency positions; review of the IMG-BC policy, etcetera.

Membership

Chair

- Associate Dean, Postgraduate Medical Education, UBC

Secretariat

- Policy Analyst, Medical Education and Partnerships, MoH

UBC Faculty of Medicine

- Administrative Director, Postgraduate Medical Education



- Program Director, Family Medicine Program
- Program Director, RCPSC Specialty Representative
- Program Director, IMG-BC Clinical Assessment Program
- Site Director, St. Paul's Hospital-IMG Family Practice
- UBC IMG Resident

Ministry of Health (the Ministry)

- Director
- Manager, Medical Education and Partnerships
- Manager, Strategic Priorities
- Policy Analyst, Medical Education and Partnerships

Other Members

- President of the Association of IMGs of BC
- Health Authority Representative

The IMG-AC may benefit from participation of individuals beyond committee membership. Such invitations will be at the discretion of the chair.

Governance

- The IMG-AC will propose recommendations to the Executive Director, Workforce Planning and Development Branch for endorsement by the Ministry.

Responsibilities

- Members will constructively contribute their input; and provide advice and recommendations on the issue(s).
- The IMG-AC will develop decision briefing notes for recommendations to be brought forward to the Ministry. The decision briefing note will be signed-off by the Executive Director, Workforce Planning and Development Branch and/or the Assistant Deputy Ministry, Clinical Integration, Regulation and Education Division.
- Decisions will be communicated to members through the IMG-AC Secretariat.
- The Terms of Reference will be reviewed on a yearly basis for any amendments. Suggested amendments will be made by the Secretariat.
- Members will receive information and documents that are confidential. Members are not to disclose and disseminate materials, and disclose discussion(s) to any other person(s) other than the members of IMG-AC.
- Please note that the use of audio or video recording at these meetings is strictly prohibited.



Meetings and Administration

- The IMG-AC will meet every four months; or on an ad hoc basis at the call of the chair for approximately 1.5 hours.
- Meetings will be facilitated primarily via teleconferencing that will be arranged by the Secretariat.
- The Secretariat will send an agenda and accompanying documents one week prior to the meeting.
- The Secretariat will record the meeting minutes, and distribute the minutes with actions to members within two weeks after the meeting.