



# Postgraduate Medical Education (PGME) Oversight Sub-Committee Terms of Reference

## Purpose

The Oversight Sub-Committee (“OC”) is a Postgraduate Medical Education (“PGME”) advisory committee to the Postgraduate Training Programs with respect to Program decisions that have a significant effect on a Resident’s progress through the Program including a recommendation for dismissal or a decision affecting the provision of a successful FSA for transition to practice or a FSA or FA for exam eligibility.

The OC reports directly to the PGME Associate Dean (“PGME Dean”).

## Composition

The OC will be comprised of the following members, who will be appointed by the PGME Dean for the terms set out below. Each appointment may be renewed at the discretion of the PGME Dean for one additional term:

1. A Chair who will serve for a term of three (3) years;
2. A Vice-Chair who will serve for a term of three (3) years;
3. Six (6) faculty members who will serve for a term of three (3) years with at least one faculty member from each of Family Medicine, Internal Medicine and Surgery;
4. Three (3) Residents who will serve for a one year term. At least two (2) Residents will be senior Residents from specialty programs and one (1) Resident from Family Practice;

The Assistant Dean PGME will sit on the OC as a non-voting member.

PGME will provide an Administrative Assistant to the OC.

## Meetings

The OC will meet quarterly and at the call of the Chair, or Vice-Chair as required.

Members are expected to attend meetings in person but may attend via teleconference or videoconference if necessary.

The Chair, with the agreement of the Assistant Dean, may invite those academic, administrative staff and appropriate health professional staff who are not members of the OC to attend a meeting to facilitate full presentation of information concerning each



case. Non-member attendees will be asked to leave the meeting after the presentation of their material.

Meetings of the OC are confidential. All deliberations of the OC and all information received by the OC shall be confidential except for such disclosure as is necessary for the OC's Report.

Documents provided to members of the OC either prior to or at the meeting will be returned to the administrative assistant to the committee at the end of the meeting in which the case is reviewed. Members must not make copies of any documents provided and must not disclose the documents or their contents to anyone outside of the OC.

## Quorum

A quorum requires the attendance, in person or via teleconference or videoconference, of the Chair (or Vice-Chair), and three (3) committee members one of whom must be a Resident.

## Conflict of Interest

A committee member must disclose to the Chair any real or perceived conflict of interest with respect to any case presented to the OC. The Chair will determine the appropriate course of action. The Chair may bring the matter to the full Committee.

No committee member will participate in a review of decisions made by the Program in the committee member's department, or with respect to which the committee member had an active role; or involving a Resident with whom the member has a personal relationship.

## Terms of Reference

The OC will review cases presented by the Programs in the following circumstances:

- Where Residents have been identified by the Program as having academic difficulties that require Formal Remediation (that if unsuccessful may lead to dismissal) or Probation; or
- Where dismissal of a Resident has been recommended; or
- Where the Program was unable to provide a successful FSA resulting in the ineligibility to sit exams or to proceed into practice; and
- Any case where a Program seeks assistance and guidance to address a Resident's academic or clinical deficits.



The Oversight Committee may provide input and guidance with respect to the Program's recommendations to assist in the development of appropriate Formal Remediation plans and to ensure compliance with best practices and consistency across programs. The OC will provide feedback to the Program with respect to the process involved in reaching Program decisions related to the academic progress of a Resident.

The OC may not interfere with or substitute its academic judgment for that of the Program's Competency Committee, Academic Support Sub-committee, RTC or the Program Director but may identify areas of concern and can recommend that a decision be reviewed again by the program.

## Procedures

1. The Program Director will provide the PGME Dean with copies of all material relied on by the Program Director, the RTC, the Competency Committee, or sub-committee ("Decision Makers") in reaching the decision under review along with any response or additional information submitted by the Resident for consideration by the Decision Makers.
2. The OC may only consider information that has been disclosed to the Resident and with respect to which the Resident has had an opportunity to respond.
3. All documents must be submitted by the Program Director at least two weeks before a regularly scheduled OC meeting. The PGME Dean can request that the Chair call an ad hoc meeting of the committee in special circumstances. The Program Director will be required to submit documents at least one week before an ad hoc meeting called by the Chair.
4. The Resident will be advised by the PGME Assistant Dean that the Resident is permitted to submit any information related to mitigating or special circumstances for the consideration of the OC provided such information was not provided to the Decision Makers. No other additional information may be presented to the OC.
5. The members of the committee will receive the documents through a Share-Point site or equivalent confidential distribution.
6. The Program Director will be invited to attend the OC meeting to answer questions for the committee members and to discuss suggested changes to the Program's recommendation.
7. After consideration of the case the OC will set out any recommendations in writing and will provide a copy to the Program Director, the PGME Dean and the Resident. In the event the OC does not have any recommendations the letter will endorse the Program's recommendations.

## Related PGME Policies and Guidelines

Postgraduate Medical Education Resident Assessment Policy  
Resident Appeal Policy  
Accommodation for Residents with Disabilities  
PGME Guidelines for Resident Assignments - Review Pending