



Postgraduate Medical Education Review Subcommittee

Terms of Reference

Purpose and Authority

The purpose of this subcommittee is to:

- Support the PGME Office in prioritizing areas for focus and development
- Conduct, evaluate and follow up on processes to support ongoing quality improvement of PGME, training sites and residency programs
- Ensure an arms-length process is in place to review the PGME Office and Leadership
- Develop and implement a consistent process for residency program evaluations in order to achieve continuous quality improvement by assisting programs in identifying ways to build on strengths and address weaknesses.
- Conduct, evaluate, and follow up on internal reviews of each residency program between regular accreditation site visits, which occur at eight year intervals, in order to meet the requirement of the Royal College of Physicians and Surgeons of Canada and the College of Family Physicians of Canada. (See Appendix for summary of process)
- Review specially mandated surveys.
- Review exit surveys and then relate it to the programs and sites as appropriate
- Recognize and highlights excellence in the PGME
- Review report from faculty leads

Composition

This subcommittee is made up of ex officio and appointed members.

The Faculty of Medicine's commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

Voting Members

Ex officio

- Associate Dean, Postgraduate Medical Education (1)
- Assistant Dean, Postgraduate Medical Education (1)
- All faculty leads
- Administrative Director, Postgraduate Medical Education (1)
- Manager, Postgraduate Medical Education Accreditation (1)
- Leads for three major teaching hospitals (VGH, PHC and RCH as well as leads from Fraser Health, Victoria (Island?))
- Family Practice Program Director (or delegate)



Appointed

- Two residents (2)
- Eight faculty members with experience in postgraduate medical education (8)

Guests may be invited to join specific meetings or portions of specific meetings at the chair's discretion.

Appointment Process

Ex officio members are members by virtue of their administrative appointment.

Appointed members are appointed by the Associate Dean, Postgraduate Medical Education.

Term

Ex officio members are members as long as they hold their administrative appointment.

Appointed faculty members are members for a three-year term and are eligible for renewal.

Chair

Chaired by the Associate Dean, Postgraduate Medical Education or delegate.

Meeting Schedule and Administration

Normally meets 8 times per year and at the call of the chair.

All members are expected to attend all meetings in person or via videoconference or phone.

A staff member from the Office of PGME will capture meeting minutes. Minutes will be circulated to all members.

The discussions, minutes, and reports of this subcommittee are confidential and not to be shared beyond this subcommittee.

Records will be maintained in accordance with UBC and [Faculty of Medicine records retention procedures](#).

Quorum and Decision Making Process

Quorum consists of 50% plus one of voting members.

Decisions are typically made by consensus. When consensus does not emerge, decisions will be made by vote, requiring 50% plus one of voting members present to pass.



Lines of Accountability and Communication

This subcommittee:

- Reports to the Postgraduate Medical Education Committee via the Postgraduate Medical Education Executive Subcommittee.
- Maintains open communication with programs subject to review.

Representatives of this subcommittee liaise with other academic and administrative committees and advisory councils, as needed.

Responsibilities

This subcommittee:

1. Executes and maintains the continuous quality improvement of ensuring programs and the institution and PGME are compliant with accreditation standards. The committee oversees reviews and provides support, feedback and assistance to all programs.
2. The feedback of the PGME Deans and the PGME will be reviewed by the Executive Dean of education who may choose to seek the advice of the committee as needed .
3. Reviews its terms of reference on an annual basis and recommends changes to the PGME Committee, as needed.

Approval

This version of these terms of reference has been approved by the Postgraduate Medical Education Committee on ****PENDING****.

Version History

- Approved by the Faculty Residency Committee in December, 2012.



Appendix

Review Process

- The PGME Review Subcommittee will review pertinent historical information relating to the accreditation status of the program and institution, including the pre-survey documents, the site visit report, the program response, the resident examination results, and any other relevant information that is available. Information in the CanRAC accreditation management system (AMS) will be reviewed.
- Copies of the site visit report will be circulated to each member of the subcommittee. In addition, one member will also review the pre-survey document and pertinent history of accreditation of the program. This member will present a brief (5-10 minute) summary of the program utilizing a standard format. This summary should briefly note Standards that have been met and focus on weaknesses that should be addressed. This review will then initiate discussion. The subcommittee will use its combined experience to add to the site review report and will make recommendations in a separate letter, in order to help the program/site build on strengths and address weaknesses.
- All programs and main teaching sites will be reviewed every two years
- The subcommittee may in certain situations recommend changes to the site visit report. These situations may include but will not be limited to, omissions in review of standards, inappropriate wording or errors in the report.
- Based on its review, the Subcommittee will make written recommendations and/or comments. These will be forwarded by the Associate Dean's office to the Program Director immediately after the meeting. The subcommittee activities will be summarized and presented at the Postgraduate Medical Education Committee meeting.
- Internal Review Reports, discussions, and the minutes of the Internal Review Subcommittee are confidential and are not to be shared outside the subcommittee.

Site Visit Process

- A team of two conducts each internal review: the Chair, usually a Program Director; and a resident. Neither of these are members of the discipline being reviewed.
- There may be some other members added to the team as they relate to issues that may have been identified within the program or site.
- The team will have available the "pre-survey documents" in the form of a questionnaire prepared by the Program Director and subcommittee using the Royal College or College of Family Physicians format.



- The team will also have a copy of the report of the last on-site survey, and pertinent historical documents.
- The resident surveyor will have the results of a resident pre-survey questionnaire administered by RDBC. The purpose of this questionnaire is to identify issues of potential concern for the surveyors to clarify during the survey. The contents of the questionnaire are not to be shared with the faculty surveyor or included with the survey report.
- During a ½-day to 2-day visit to the program, they will interview the Program Director and the Department Chair; the Residency Training Committee; some of the teaching faculty and as many as possible (preferably all) of the residents.
- Team will review the AMS information
- The Chair of the team will then write a report following suggested format which summarizes the findings and lists the strengths and weaknesses of the program. This report marked “draft” will be sent to the program via the Postgraduate Medical Education Office to allow for comments on errors of fact and then to the Internal Review Subcommittee.
- Resident Doctors of BC and Program Directors will be contacted to provide names of residents interested in conducting reviews or interested in sitting on the subcommittee.