

**Academic Program Enhancement Committee
Postgraduate Medical Education
College of Medicine
University of Saskatchewan**



Approved by PGME: May 30, 2007

Composition Update Approved through PGME: May 2, 2012

Changes added February, 2017 for approval

Academic Program Enhancement Committee

Status

- Subcommittee of PGME
- Meets at least quarterly, more frequently as need requires

Composition

- Associate Dean of PGME
- 5-6 Faculty (UB or CB) distributed over sites and programs, preference for individuals who have served as RC or CCFP surveyors
- 1-2 resident members with a demonstrated interest in education
- Administrator, PGME

Appointment Process

- Prospective candidates will be individuals who may or may not sit on the PGME committee. Suggestions for members may be sought from Department Heads, Program Directors, resident body etc.
- Associate Dean of Medical Education will make recommendation to PGME for confirmation
- Each Program Director must serve on the committee for at least one year
- Appointment term will be 3 years, renewable
- Initial terms will be variable and staggered to provide continuity

Reporting structure

- Reports to PGME committee, Vice Dean of Education and Dean of Medicine
- Will provide more in-depth reports and analysis to Program Directors at workshops and other forums as appropriate

Terms of Reference

Overall Objective:

1. To ensure all aspects of Post Graduate Medical Education at University of Saskatchewan successfully meet required standards of accreditation.
 - a. PGME structure, policies and procedures: A standards
 - b. Family Medicine programs: CCFP standards
 - c. Royal College programs: B standards

Roles and Responsibilities:

- 1. Educating about the accreditation process, standards**
 - a. Ensure that appropriate individuals and groups are aware of the relevant standards of accreditation
 - b. Ensure that all involved in the accreditation understand the process
- 2. Facilitating a robust Internal Review Process**
 - a. Assist in planning internal reviews

- b. Participate in the Internal review process as reviewers
- c. Serve as reviewers for mandated Internal Reviews
- d. Assist new reviewers in understanding their role and responsibilities as internal reviewers
- e. Conduct review of PGME to assess compliance with A standards

3. Translation of Internal Review to Program Improvement

- a. Careful review of each internal review report
 - i. Accuracy of information and interpretation
 - ii. Issues requiring further exploration
 - iii. Changes needed
 - iv. Excellence to identify, reward and export to other programs
- b. Identify common themes across programs for which a multidisciplinary / cross program approach would be appropriate and desirable
- c. Promote needed change within programs
 - i. What needs to be changed?
 - ii. Develop priorities
 - iii. Establish timelines for review
- d. Identify resources required to support needed change
 - i. Financial
 - ii. Personnel
 - iii. Mentoring
 - iv. Tools and programs

4. Monitoring

- a. Monitor the progress of programs in resolving weaknesses
- b. Monitor progress of PGME in resolving weaknesses

5. Advising

- a. Where appropriate, provide support and guidance to programs, program committees and program director in the process of resolving weakness or increasing strengths
- b. Facilitate dissemination of strengths across programs

6. Reporting

- a. Standing Report to PGME on quarterly basis

7. On-site Survey

- a. Planning and preparation
 - i. Educate faculty and residents, Department Chairs, Program directors about the process
- b. Training and mentoring
 - i. Provide assistance to programs in completing PSQ (answering questions etc)
- c. Document review
 - i. Review Pre-survey questionnaire documents before submission to Royal College
 - ii. Approve PSQ for submission
- d. Follow-up post survey: as per #3-7 above