



Postgraduate Medical Education Committee Terms of Reference

1) **Objective:**

To maintain, review and promulgate, where necessary, the requirements of the Royal College of Physicians and Surgeons of Canada, and the College of Family Physicians of Canada administrative guidelines and rules for the operation of postgraduate medical training program.

This committee will be subject to the accreditation policies and criteria of the Royal College of Physicians and Surgeons of Canada, and of the College of Family Physicians of Canada. Consequently, the terms of reference for this committee are subject to the general requirements issued from time to time by the respective accrediting bodies.

2) **Appointment and Composition:**

- a) All members of this committee will be ex officio. All members will have voting privileges unless otherwise noted.
- b) Ten members (8 program directors, one resident and the PGME Dean) will constitute the membership and quorum.
 - i) Program directors:
 - (1) One program director from each of the following groups (n = 3)
 - (a) Medical specialties (Internal Medicine, GIM, Nephrology, Rheumatology, Respiriology, Cardiology)
 - (b) Surgical specialties (General Surgery, Neurosurgery, Orthopedic Surgery, Surgical Foundations)
 - (c) Family Medicine (Overall program director or one of the Site representatives)
 - (2) Any other 5 program directors (Pediatrics, Anesthesia, ObGyn, Psychiatry, Neurology, Radiology, General Pathology, Emergency Medicine, Ophthalmology, PMR, PHPM and CIP) (n = 5)
 - ii) Resident (RDoS representative; one of the two residents) (n=1)
 - iii) Associate Dean, Postgraduate Medical Education (n=1).
- c) Complete Membership:
 - i) Ex Officio members voting, if present:
 - (a) All program directors and one Site Director for Distributed sites of Family Medicine program and Overall Program director for Enhanced Skills
 - (b) Dean
 - (c) Vice Dean Education
 - (d) RDoS representative (2nd of the two residents).
 - ii) Ex Officio members non-voting:
 - (1) Assistant or Associate Dean, CME
 - (2) SMSS representative (usually the President of SMSS)
 - (3) Community Faculty Member (recommended by the Regina Education Committee)
 - (4) SHA representatives (x 2)
 - (5) CPSS Registrar or Delegate
 - (6) SMA representative



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- (7) Ministry of Health (x2)
- iii) Resource Personnel (Non-voting members)
 - (1) HR Manager, College of Medicine
 - (2) Director of Administration and Finance (or delegate)
- iv) Administrative Support
 - (1) PGME Office.

3) **Meetings:**

The PGME Committee will meet as required, at least quarterly.

4) **Duties:**

- a) To advise the Associate Dean, Postgraduate Clinical Education on the allocation of training positions to the various approved programs.
- b) To facilitate appropriate agreements between the University of Saskatchewan and the appropriate provincial health boards.
- c) To assist in the accreditation process for approved programs.
- d) To deal with other postgraduate medical education matters that arise from time to time which are related to the College of Medicine, University of Saskatchewan.
- e) To facilitate licensure and practice opportunities for graduates of our postgraduate medical programs.

Approved by the PGME Committee March 2015