

EXECUTIVE OF THE POSTGRADUATE MEDICAL EDUCATION COMMITTEE

TERMS OF REFERENCE

Item	Description
Name of the committee	Executive of the Postgraduate Medical Education Committee
Purpose / Role	Advisory to the PGME committee and the PGME Dean This committee will not replace the PGME committee's role in decision-making for PGME affairs.
Reporting to the PGME committee	As a formal written report at every PGME committee meeting
Composition	<ol style="list-style-type: none"> 1) 2 Royal College Program Directors 2) 1 Family Medicine Program Director or Residency Training Coordinator 3) 1 Postgraduate Medical Resident 4) Assistant Dean, Postgraduate Medical Education <p>One administrative staff from the PGME office will attend the executive meetings.</p>
Terms of members:	Each member other than the PGME Dean will be appointed for a three-year term, and renewable for one more term.
Chair of the Executive	PGME Dean
Selection of members	Nomination / volunteers from the PGME committee membership. Selection by acclamation if names brought forward are equal to or less than the numbers required for the PGME executive. If names are more than the positions then election by a simple majority vote
Frequency of meetings	10-12 per year. Meeting can be called by any member for an urgent issue
Administrative support for the meetings	Through the PGME office in the Deanery
Explanation of the role of the PGME executive	The primary role is advisory to the PGME Dean and the PGME committee. Specifically, it will be consulted for: <ol style="list-style-type: none"> a) forward planning (e.g. policies and procedures for structure, processes and outcomes, retreats, and academic activities through the PGME office, b) program evaluation and quality improvement issues for programs c) research in PGME d) decisions to be made by the PGME office e.g. new on-call stipends, remediation/probation decisions, appeals, and educational issues etc. e) other issues brought forward by the PGME office