



PGME Internal Review Committee

Terms of Reference

Category:	Attendance and Absences
Responsibility:	Associate Dean, PGME
Approval:	PGME Committee
Date:	Date initially approved: June 22, 2023 Date(s) reformatted or revised: n/a

Overview:

In accordance with the national set of standards maintained by the Canadian Residency Accreditation Consortium (CanRAC) for the accreditation of institutions with residency programs, the PGME office, on behalf of the Dean of the College of Medicine, University of Saskatchewan, is responsible for overseeing the continuous quality improvement of its residency programs and fellowship programs (hereby simply referred to as programs).

Purpose:

The Internal Review Committee (IRC) is a sub-committee of the Postgraduate Medical Education Committee (PGMEC). In collaboration with the PGME Academic Program Enhancement Committee (APEC), is responsible for conducting the internal review of residency (and Area of Focused competence (AFC) and fellowship) programs at the University of Saskatchewan. The IRC assists two Co-Chairs in planning, overseeing, and carrying out this internal review process. The internal review of residency training programs is one component of the overall continuous quality improvement approach of the postgrad medical education office which includes other modes of assessing postgrad medical education at the university of Saskatchewan.

Scope:

This document applies to all medical residents, faculty, and staff in Postgraduate Medical Education programs at the College of Medicine, University of Saskatchewan.

Accreditation requirements dictate that at least one internal review should be performed with each accreditation cycle. Internal reviews will be arranged by the PGME Office in accordance with the Royal College of Physicians and Surgeons of Canada and/or College of Family Physicians of Canada accreditation cycle. The timing and frequency of internal reviews are outside the scope of the Internal Review Committee.

Definitions:

Academic Program Enhancement Committee (APEC): The PGME Sub-Committee responsible for ensuring all aspects of Post Graduate Medical Education at University of Saskatchewan successfully meet required standards of accreditation.

Canadian Residency Accreditation Consortium or CanRAC: The Canadian Residency Accreditation Consortium is composed of the three-residency education accrediting colleges in Canada: Royal College of Physicians and Surgeons of Canada (RCPSC), College of Family Physicians of Canada (CFPC) and Collège des médecins du Québec (CMQ). Area of Focused Competence or AFC Fellowship.

General Standards of Accreditation for Institutions with Residency Programs: The General Standards of Accreditation for Institutions with Residency Programs are national standards that apply to the accreditation of institutions with residency programs. These standards are maintained by the Canadian Residency Accreditation Consortium which includes the Royal College of Physicians and Surgeons of Canada (RCPSC), College of Family Physicians of Canada (CFPC), and Collège des médecins du Québec (CMQ). The standards apply to faculties of medicine, postgraduate offices, and learning sites, written to provide a framework which aims to provide clarity of expectations, while maintaining flexibility for innovation.

College of Family Physicians of Canada: The College of Family Physicians of Canada (CFPC) is the professional organization that establishes the standards for and accredits postgraduate family medicine training in Canada.

Postgraduate Medical Education Committee (PGMEC): The Committee responsible 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 programs.

Royal College of Physicians and Surgeons of Canada: The Royal College of Physicians and Surgeons of Canada is the national professional association that oversees the medical education of specialists in Canada.

Terms of Reference:

1. RESPONSIBILITIES

- a) The IRC reports to the PGME Associate Dean.
- b) The IRC will work together with APEC, in collaboration with the PGME Associate Dean, and in consultation with the PGME committee to ensure all aspects of Post Graduate Medical Education at the residency program level (the University of Saskatchewan) successfully meet required standards of accreditation. See APEC Terms of Reference.
- c) The IRC is responsible for the review and discussion of internal review reports, and the determination of recommendation (in the form of a Mock Accreditation Status) to the programs that have been reviewed.
- d) Co-Chair duties include (not limited to):

- Overall responsibility for conducting internal reviews of residency / AFC and fellowship programs.
 - Identify cross-program weaknesses
 - Provide recommendations for improvement
 - Meet with APEC and the PGME Associate Dean after all surveys are complete to discuss ongoing developmental work
- e) PGME office to provide (not inclusive):
- Program review dates
 - Links for policy documents
 - Royal College & CFPC Standards
 - Specialty Committee reports from Department Heads
 - Previous program internal review documents
 - Prepare a summary report re: PGME status, etc.
 - Any other information when sending to Internal Reviewers
 - Training for conducting reviews

2. MEMBERSHIP

- a) IRC membership will consist of two Co-Chairs, selected by the PGME Associate Dean.
- b) The IRC Co-Chairs report to the Associate Dean, PGME. If there is a conflict of interest that the Co-Chairs cannot manage, an alternate Co-Chair may be chosen to review the relevant program(s).
- c) The IRC Co-Chairs will sit on APEC and will attend all APEC meetings. A report from the IRC will be provided to APEC at when the internal reviews have been completed.
- d) IRC membership typically includes faculty members and residents from the College of Medicine. The Associate Dean, PGME, or Co-Chair, may ask others to serve on the committee as needed.
- e) Co-Chairs will usually be selected based on experience in medical education and/or accreditation and can include current and retired program directors, members of the IRC in the prior Accreditation cycle, individuals who have conducted accreditation reviews for the accreditation colleges such as the College of Family Physicians or Royal College of Physicians and Surgeons of Canada, and others with relevant expertise.
- f) Appointment to the IRC will be the duration of one accreditation cycle, which currently lasts 8 years. Appointments may be renewed for two terms (two accreditation cycles).
- g) The PGME Associate Dean will typically organize IRC membership composition to ensure a diverse representation from programs in terms of accreditation colleges, program size, and other characteristics respecting the principles of equity, diversity, and inclusion.
- h) The number of Co-Chairs can be increased as needed to allow for a manageable workload when conducting internal reviews.

3. MEETINGS

- a) The IRC will meet as required (a minimum of 4 meetings per academic year).
- b) Additional meetings may be called at the discretion of the Co-Chairs and Associate Dean, PGME.

- c) The administrative support of the PGME Committee will support the Co-Chairs in booking meetings when required.

References

This document adapted with permission from the University of Alberta.

Non-compliance:

Instances or concerns of non-compliance should be brought to the attention of the Associate Dean, PGME.

Contact:

Coordinator, Admissions and Resident Administration, PGME Office
Phone: 306-966-6145