



**FACULTY POSTGRADUATE EDUCATION (PGEC)
and FULL PROGRAM DIRECTORS (FPD) COMMITTEE**

TERMS OF REFERENCE

PREAMBLE

The Faculty Postgraduate Education Committee is a standing committee of the Faculty of Medicine that coordinates Postgraduate Education in all recognized programs, be they:

- (a) Specialty Training Programs
- (b) Family Physician Programs

It must be clearly understood that each postgraduate program must have its own Postgraduate Education Committee.

MEMBERSHIP

The Faculty PGEC will include the Chair (Associate Dean, Postgraduate Education) and the Dean of the Faculty of Medicine as ex-officio members as well as Program Directors, representatives from Hospital Administration and representatives from postgraduate trainees.

The Faculty PGEC membership shall comprise:

- a) Program Directors (or delegates) representing the following programs. These programs will retain permanent positions on the Faculty PGEC.
 - < Anesthesia
 - <Emergency Medicine
 - <Family Medicine
 - <Family Medicine Enhanced Skills
 - <General Surgery
 - <Internal Medicine
 - <Laboratory Medicine
 - <Obstetrics & Gynecology
 - <Orthopedic Surgery
 - <Pediatrics
 - <Psychiatry
- b) Seven program directors (or delegates) representing all other programs. These Program Directors will be appointed on a rotational basis for duration of two years.
- c) The Director of the Faculty's Clinician Investigator Program
- d) The Director of Faculty Distributed Medical Education (DME)

- e) Representatives from Administration of the two major teaching hospitals (TOH and CHEO).
- f) Two resident representatives elected by PAIRO.
- g) The Associate Dean of PGME or delegate from the Northeastern Ontario School of Medicine (NOSM).
- h) Guests from affiliated organizations will be invited to meetings as needed at the discretion of the Chair.

FREQUENCY OF MEETINGS:

The Faculty PGEC will meet 10 times per year from September to June. Four (4) of these meetings will be held to include the entire contingent of Program Directors (or delegates) and will be known as the Full Program Directors' meeting.

While permanent members are required to attend all PGEC and Full Program Directors' meetings, any Program Director can choose to attend any or all meetings.

QUORUM:

The quorum for PGEC and Full Program Directors' meetings shall be at least 1/3 of the total number of members or such greater number of members as the PGEC may determine.

FUNCTION:

1. Admissions and Registration:
 - a) Ensure appropriate admissions criteria and procedures are established for all levels of postgraduate trainees.
 - b) It must also ensure that appropriate conditions of enrollment are in place, whether these conditions are local or provincial requirements (i.e. PRP, AVP, PEAP, Immunization, Licensure, and Malpractice Insurance)
2. Evaluation with respect to:
 - a) Established Standards of Accreditation according to the RCPSC and CFPC.
 - b) Maintaining an effective Evaluation Policy, Appeal Mechanism and Promotions policy
3. Monitoring of programs.

Establish and administer an Accreditation Subcommittee for the purposes of:

 - a) Preparing for the on site Accreditation visits from the Royal College of Physicians and Surgeons of Canada, and the College of Family Physicians of Canada, as

well as the Faculty LCME Faculty Accreditation visit.

- b) Conducting Internal Reviews and the review and approval of reports.
 - c) Ensuring that Educational Sites meet Standards of Accreditation.
4. Accountability. The PGEC is accountable to the Dean, the Faculty Council and the Advisory Board of the Faculty of Medicine.

The PGEC is also accountable to report, as necessary, to:

- i) the Royal College of Physicians and Surgeons of Canada
- ii) the College of Family Physicians of Canada

5. Subcommittees:

The PGEC may establish Subcommittees as are necessary to implement policies and procedures as listed above. Terms of reference are to be determined by each Subcommittee and approved by the PGEC.

Chairs or delegates of these Subcommittees should report to the PGEC on an annual basis.

Subcommittees include:

- <Resident Placement Subcommittee
- <Evaluation Subcommittee
- <Foreign Programs Subcommittee
- <Restricted Registration Subcommittee
- <Appeal Subcommittee
- <Accreditation Subcommittee

RECOGNITION:

It is recognized that the University of Ottawa, Faculty of Medicine, has agreements with each hospital defining their affiliation with the University. It is recognized that the affiliated hospitals through the Council of Academic Hospitals of Ontario (CAHO) represent the teaching hospitals and the University of Ottawa for the purposes of negotiating non-academic terms and conditions related to residents with the Professional Association of Interns and Residents of Ontario (PAIRO). For matters pertaining to their employment status, residents are responsible to their employer.

Approved: Faculty Council – November 24, 1992

University Senate – January 25, 1993

2003 Revisions approval:

PGEC - March 19, 2003

Faculty Council - September 9, 2003

2008 Revisions approval:

PGEC – September 24, 2008

Faculty Council – September 9, 2009