



Postgraduate Medical Education Coordinators Advisory Group (PGMECA)

Terms of Reference

Purpose and Authority

The purpose of this advisory is to:

- Identify and advise on challenges in Postgrad policies, programs, systems or implemented changes to support ongoing quality improvement of PGME, training sites and residency programs.
- Act on behalf of all PGME Coordinators and Administrative staff
- Champion and promote PGME policies and processes to all PGME programs.
- Assist the PGME office with identifying systems needs and changes, and running pilots for broader PGME implementation.
- Recognize and highlights excellence in the PGME
- Ensure compliance with the General Standards of Accreditation for Institutions with Residency Programs and General Standards of Accreditation for Residency Programs.

Composition

This committee is made up of ex officio and elected members.

The Faculty of Medicine's commitment to equitable and diverse membership on its advisory councils guides its nomination and selection process.

Voting Members

Ex officio

- Administrative Director, Postgraduate Medical Education (1) (Co-Chair)
- Senior Manager, Postgraduate Medical Education (1)
- Operations Manager, Postgrad Medical Education (1)
- PGME Admin Systems Support Analyst
- PGME Financial Administrator
- PGME Resident Coordinator
- PGME CBME/Accreditation Project Manager
- Distributed Site Representative (2 – Family representative and Specialty Representative)
- Coordinators or delegate of Large PGME Programs (6) (1 vote each program)
 - Family Practice
 - Pediatrics
 - Psychiatry
 - Surgery



- Internal Medicine
- OBGYN

Elected

- Coordinators or delegate of Medium PGME Programs (4) (1 vote each program)
- Coordinators or delegate of Small PGME Programs (4) (1 vote each program)

Non-voting Members

Ex officio

- Representative of Department Administrators (1)
- Representative of Regional Site Administrative Leadership (1)

Guests may be invited to join specific meetings or portions of specific meetings at the chair's discretion.

Appointment Process

Ex officio members are members by virtue of their administrative appointment.

Elected members are elected by their peers through the annual process initiated by the Office of Postgraduate Medical Education.

Term

Ex officio members are members as long as they hold their administrative appointment.

Elected members are members for a one-year term and are eligible for renewal.

Chair

Co-chaired by the Administrative Director, Postgraduate Medical Education and one annually elected Program Chair.

Meeting Schedule and Administration

Normally meets approximately six times per year and at the call of the chair(s).

All members or delegates are expected to attend all meetings in person or via videoconference or phone.

Capture of the minutes will be done by an Admin in the PGME office. The Program Co-chair will be responsible for collecting all Program agenda items prior to the meeting and sending to the Minuter so they can circulate the agenda in advance. Minutes will be circulated to all members.

Records will be maintained in accordance with UBC and [Faculty of Medicine records retention procedures](#).



Quorum and Decision Making Process

Quorum consists of 50% plus one of voting members.

Decisions are typically made by consensus. When consensus does not emerge, decisions will be made by vote, requiring 50% plus one of voting members present to pass.

Lines of Accountability and Communication

This committee:

- Provides recommendations to PGME Leadership via the Administrative Director, PGME.

Representatives of this committee liaise with other academic and administrative committees and advisory councils, as needed.

Responsibilities

This committee:

- Presents an annual report summarizing the year's activities to the PGME Leadership.
- Brings PGME issues for discussion and problem solving to the Advisory.
- Seeks input from the Program Directors and Departments before presenting recommendations to the Advisory, as appropriate.
- Makes recommendations to the PGME office, as required.
- May delegate responsibilities to subcommittees and/or ad hoc groups to make recommendations on, or conduct, specific aspects of the committee's mandate.
- Serves as a communication forum between the UBC Faculty of Medicine PGME Programs and PGME Office, Medicine Systems team, Medicine Finance team, and across the continuum of medical education.
- Reviews its terms of reference on an annual basis and recommends changes to the PGME Committee, as needed.

Approval

This version of these terms of reference has been approved by the Postgraduate Medical Education Advisory Committee on March 30, 2020.

Version History

- Approved by the PGME Advisory March 30, 2020.