



Postgraduate Year 1 Basic Clinical Year Subcommittee

Terms of Reference

Purpose and Authority

The purpose of this subcommittee is to:

- Develop, implement and support the Basic Clinical Year (BCY) training programs for those Royal College programs which have this BCY requirement in their Postgraduate Year 1 (PGY-1) year.

Composition

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

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

Voting Members

Ex officio

- Assistant Dean, Postgraduate Medical Education (1) (chair)
- Associate Dean, Postgraduate Medical Education (1)
- PGME Administrative representatives (2)
- All Program Directors and Program Administrators of programs requiring BCY training (Home Programs) (26)
 - Anaesthesia
 - Dermatology
 - Diagnostic Radiology
 - Anatomical Pathology
 - General Pathology
 - Haematological Pathology (delete)
 - Medical Microbiology
 - Neuropathology
 - Obstetrics and Gynecology
 - Ophthalmology
 - Public Health and Preventative Medicine
 - Psychiatry
 - Radiation Oncology
- PGY-1 BCY Program Directors and Program Administrators: Victoria, Royal Columbian, and St. Paul's sites (6)

Elected

- One resident from each site (3)

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 BCY Program Sites.

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

Chaired by the Assistant Dean, Postgraduate Medical Education.

Meeting Schedule and Administration

Normally meets approximately four times per year and at the call of the chair.

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

A staff member from the Office of PGME will capture meeting minutes. 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.

Each member of the committee will have one vote with the exception of the PGME Deans, PGME Administrative representatives, Home Program and the BCY sites:

- The PGME Deans will share one vote
- The PGME Administrative representatives will share one vote
- Each Home Program will have one vote shared between the Program Director and the Program Administrator.
- Each BCY site will have one vote shared between the Program Director and the Program Administrator.



Lines of Accountability and Communication

This subcommittee:

- Reports to the Postgraduate Medical Education Committee via the Postgraduate Medical Education Executive Subcommittee.
- Supports open communication with sponsoring (home) programs, each of which is responsible for their portion of the content and for integrating their residents into the home program.

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

Responsibilities

This subcommittee:

1. This subcommittee supports BCY sites to implement the goals and objectives for residents.
2. This subcommittee supports BCY sites to implement the resident evaluations.
3. Develops and implements the BCY rotation evaluations.
4. Determines the resident capacity and distribution for each PGY-1 BCY hospital site.
5. Facilitates sharing of resources between BCY sites and home programs.
6. Reviews data from yearly BCY resident surveys, home program input, BCY site input and other data to continuously improve the BCY training.
7. 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 Faculty Residency Committee (former name of the PGME Committee) on ****PENDING****.

Version History

- Developed based on previous draft terms of reference dated October 12, 2017