

Postgraduate Medical Education (PGME)

Title:	PGME Policy on Policies	Number:	000
Approved By:	PGMEC		
Approval Date:	April 11, 2023		
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Preamble

The purpose of this Policy is to establish a mechanism to create, renew, amend, review, and remove PGME Policies in a consistent and coordinated manner.

Policy

Identification of need for policy creation / renewal / amendment / removal occurs through PGME Committee Membership and stakeholder engagement. In addition to regular review by the PGME Committee or subcommittees, examples of need identification include changes in practice, accreditation standards, education practices (CBME), legislation and feedback from residents, program directors, Competence Committees and other stakeholders.

All major PGME policies such as assessment, appeals, supervision, accommodation, leave, safety, selection, are reviewed at least every three years.

Procedure

1) PGME Executive Subcommittee:

As a standing agenda item, any policy that has been identified as above, will be discussed at this Subcommittee. The PGME Executive will determine if the change is minor (e.g., grammatical, change in nomenclature) or requires further discussion (major).

If minor, a delegate from the committee will be chosen to make appropriate changes and bring the policy back to the PGME Executive for consideration / approval.

If the PGME Executive deems the policy requires further discussion (major change required) it will be referred to the Policy Working Group for review and engagement with additional relevant stakeholders, as applicable. Policy drafts/changes are then submitted for legal review.

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- 2) The draft policy is then brought back to the PGME Executive for feedback and approval before moving forward to the PGME Committee.
- 3) Final approval occurs at the PGME Committee level.
- 4) Policies are posted on the [PGME website](#) and disseminated via PGME Committee membership as well as in the resident orientation documents.
- 5) Adoption of policies are monitored via the internal review process and multisource feedback from stakeholders.
- 6) Postgrad Policies with operational or Collective Agreement specific details will be updated on an ongoing basis as changes arise. These updates do not impact the intent or content of any Postgrad policies, but are intended to reflect current market rates or Collective Agreement provisions

Action	Committee	Date	Status
Approved	PGME Committee	April 11, 2023	Approved
Approved	PGME Executive Committee	March 7, 2023	Recommended to PGME Committee
Approved	Policy Working Group	January 12, 2023	Recommended to PGME Executive
Approved without edit	PGMEC	Sept. 24, 2019	Approved