

Postgraduate Medical Education Oversight Committee

Terms of Reference

Updated: March 20, 2024

A. PURPOSE

The Oversight Committee (“OC”) is a subcommittee within the Postgraduate Medical Education (“PGME”) office that provides advice to Postgraduate Training Programs with respect to Program decisions that have a significant effect on a Resident’s educational progress. These would include recommendation for dismissal or a decision affecting the provision of a successful transition to practice or for certification exam eligibility. The OC makes recommendations to assist Programs in following due process, so that the Program’s actions and decisions are aligned with UBC policies and procedures. The OC does not make judgments on a resident’s performance or competence, as that determination is the responsibility of the Program.

B. REPORTING

The OC reports directly to the PGME Associate Dean (“PGME Dean”).

C. MEMBERSHIP

The OC will be comprised of the following members, who will be appointed by the PGME Dean for the terms set out below. Each appointment may be renewed at the discretion of the PGME Dean for one additional term:

Voting members:

1. A Chair who will serve for a term of three (3) years;
2. A Vice-Chair who will serve for a term of three (3) years;
3. Six (6) faculty members who will serve for a term of three (3) years with at least one faculty member from each of Family Medicine, General Internal Medicine and Surgery;
4. Three (3) Residents positions for a term of one (1) year to be filled by:
 - a) one (1) Resident from Family Practice, and
 - b) at least two (2) senior Residents from a Royal College specialty program (Resident from the same discipline may share one position for the year)

Non-voting members:

1. The Assistant Dean PGME
2. PGME legal counsel representative
3. Faculty Educational Consultant (PGME)

PGME will provide an Administrative Assistant to the OC.

D. MEETINGS

The OC will meet monthly and at the call of the Chair, or Vice-Chair as required. Members are expected to attend meetings virtually. The Chair, with the agreement of the Assistant Dean, may invite those academic, administrative staff and appropriate health professional staff who are not members of the OC to attend a meeting to facilitate full presentation of information concerning each case. Non-member attendees will be asked to leave the meeting after the presentation of their material.

Meetings of the OC are confidential. All deliberations of the OC and all information received by the OC shall be confidential except for such disclosure as is necessary for the OC's Report.

All documents provided to the OC for review are confidential. Members must not make or keep copies of any documents provided and must not disclose the document contents to anyone outside of the OC.

E. QUORUM & DECISION MAKING

A quorum requires the attendance of the Chair (or Vice-Chair), and three (3) committee members, one of whom must be a Resident. In the event that quorum is not reached, the meeting may be recorded and reviewed by committee members who were not in attendance so that feedback can be provided to the chair for consideration. The recording will be deleted after the recommendation letter is sent to the Program.

Decision making will be by consensus.

F. CONFLICT OF INTEREST

A committee member must disclose to the Chair any real or perceived conflict of interest with respect to any case presented to the OC. The Chair (or Vice-Chair) will determine the most appropriate course of action. The Chair may bring the matter to the full Committee.

A committee member will not participate in the meeting if:

1. the resident under review is from the member's own department or division; or
2. the member had an active role in the resident's training; or
3. there is a personal/mentoring relationship between the resident and the member.

G. RESPONSIBILITIES

The OC is responsible for review of cases brought forward by the Programs in the following circumstances:

1. Where a Resident has been identified by the Program as having academic difficulties that require repeated Formal Remediation (that if unsuccessful may lead to dismissal) or Probation; or
2. Where dismissal of a Resident has been recommended by the Program; or
3. Where the Program has deemed the resident to be ineligible to sit certification exams or to proceed into practice; and
4. Any case where a Program seeks assistance and guidance to address a Resident's

academic or clinical deficits.

The Oversight Committee may assist the Program in the development of appropriate Formal Remediation, Probation or other learning plans by providing guidance to ensure compliance with best practices and consistency with UBC policies and procedures. When appropriate, the OC will provide feedback to the Program with respect to the process involved in reaching Program decisions related to the academic progress of a Resident.

The OC may not interfere with or substitute its academic judgment for that of the Program's Competency Committee, Academic Support Sub-committee, Residency Training Committee (RTC) or the Program Director. Similarly, the OC is not a forum for appeal of a Program's decision regarding resident performance or competence. However, the OC may identify areas of concern and can recommend that a decision be reviewed again by the Program.

H. PROCEDURES

1. The Program Director will provide the PGME Dean with copies of all material relied on by the Program Director, the RTC, the Competency Committee, or sub-committee ("Decision Makers") in reaching the decision under review along with any response or additional information submitted by the Resident for consideration by the Decision Makers.
2. The OC may only consider information that has been disclosed or made available to the Resident and with respect to which the Resident has had an opportunity to respond.
3. All documents must be submitted by the Program Director at least two weeks before a regularly scheduled OC meeting. The PGME Dean can request that the Chair call an ad hoc meeting of the committee in special circumstances. The Program Director will be required to submit documents at least one week before an ad hoc meeting called by the Chair.
4. The Resident will be advised by the PGME Assistant Dean that the Resident is permitted to submit a reflective letter outlining any information or special mitigating circumstances for the consideration of the OC. This letter is confidential and will not be shared with the Program. No other additional information may be presented to the OC by the Resident.
5. The members of the committee will receive the documents through a Share-Point site or equivalent confidential distribution portal.
6. The Program Director will be invited to attend the OC meeting to answer questions from the committee members and to discuss to the Program's recommendations.
7. After consideration of the case, the OC will set out any recommendations in a letter to the Program Director, with a copy to the PGME Dean. The Program may share the letter with the Resident at its discretion. In the event the OC does not have any recommendations, the letter will endorse the Program's recommendations.