

# Postgraduate Medical Education Oversight Committee

## Terms of Reference

Updated: March 10, 2025

### **A. PURPOSE**

The Oversight Committee (“OC”) is a subcommittee within the Postgraduate Medical Education (“PGME”) office that provides recommendations and/or direction to Postgraduate Training Programs with respect to Program decisions that have a significant effect on a Resident’s educational progress. These could include Program 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 may also make suggestions on further supports and educational strategies for the resident. Importantly, OC does not make judgments on a resident’s performance or competence, as that determination is the responsibility of the Program.

### **B. REPORTING & RESPONSIBILITIES**

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

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 (in the calendar year) or to proceed into practice (>8 weeks from previously anticipated program completion date); or
4. Where the Remediation Faculty Lead or PGME Assistant Dean recommends a Program to seek assistance and guidance from the OC to address significant concerns in a Resident’s academic or clinical performance.

The OC may assist the Program in the development of appropriate Formal Remediation, Probation or other learning plans to promote adherence to 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.

### **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 additional term(s).

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;
  - a) At least one faculty member will be from each of Family Medicine, Pediatrics and/or Medicine, and Surgery
  - b) Whenever feasible, one faculty member will be from Psychiatry
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. Remediation Faculty Lead (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 Program or division (except where the member has no role in the Program's RTC, Competency Committee, or in the supervision of the resident); 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. PROCEDURES**

1. The Program Director will provide the Oversight Committee Administrator 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. The documentation may include (but not limited to):
  - a) Training timeline
  - b) Synopsis of training performance to date
  - c) Formative and summative evaluations (e.g. ITERs)
  - d) Minutes of the RTC and CC
  - e) Documentation of meetings between the Resident and the Program
  - f) Relevant communications, including electronic communications, pertaining to identified performance concerns
  - g) Confirmation of whether accommodations were approved from UBC Centre for Accessibility (if any)

2. All material submitted to the OC should be part of the Resident file and as such, it is expected that the Resident has access to and may review their file upon request to the Program. Any documents that reference other residents (such as meeting minutes) may be redacted.
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 Oversight Committee Administrator 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. Committee members are not to refer to any information in the Resident letter while the Program Director is present during the meeting. No other additional information may be presented to the OC by the Resident. The resident will also receive a copy of (or links to) the Terms of Reference for the Oversight Committee, recommended support resources, and the current UBC PGME Resident Assessment Policy.
5. The members of the OC will receive the documents through a Share-Point site or equivalent confidential distribution portal.
6. The Program Director or delegate will be invited to attend the OC meeting to:
  - a. provide a synopsis of the resident training and performance to date
  - b. answer questions from the committee members
  - c. 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 and to the Resident. The OC letter is to become part of the resident's file. In the event the OC does not have any new recommendations, the letter will endorse the Program's recommendations.
8. The Oversight Committee Administrator will follow up with the Program within 3-6 months after providing the OC letter of recommendations to obtain feedback on the feasibility, status, and value of the recommendations.