



1) Objective:

Postgraduate Medical Education Executive Committee is a subcommittee of Postgraduate Medical Education Committee, with the advisory role to the PGME Committee and the Associate Dean, PGME.

This committee will not replace the PGME committee's role in decision-making for PGME affairs.

2) Appointment and Composition:

- a) Associate Dean, Postgraduate Medical Education is the Chair.
- b) Other members are PGME Committee members and selected by nomination or volunteering. Selection by acclamation if names brought forward are equal to or less than the numbers required for the PGME executive. If names are more than the positions then election by a simple majority vote.
- c) Other members include:
 - i) 2 Royal College Program Directors
 - ii) 1 Family Medicine Program Director of Residency Training Coordinator
 - iii) 1 Postgraduate Medical Resident.
- d) Each member other than the PGME Dean will be appointed for a three-year term, and renewable for one more term.
- e) One administrative staff from the PGME Office will attend the executive meetings in non-voting capacity.

3) Meetings:

The PGME Executive Committee will meet as required, ideally 10-12 times per year. Meetings can be called by any member for an urgent issue.

4) Duties:

The Committee will be consulted for:

- a) Forward planning e.g. policies and procedures for structure, processes and outcomes, retreats, and academic activities through the PGME Office
- b) Program evaluation and quality improvement issues for programs
- c) Research in PGME
- d) Decisions to be made by the PGME Office e.g. new on-call stipends, remediation/probation decisions, appeals, and educational issues etc.
- e) Other issues brought forward by the PGME Office.

Approved by the PGME Committee 2009