

Original Approval Date: September 11, 2017
Most Recent Approval Date: September 14, 2020
Most Recent Editorial Date: January 9, 2025
Approximate Review Date: February 2026

Internal Review Committee (IRC) Terms of Reference

Office of Accountability:	Faculty of Medicine & Dentistry (FoMD)
Office of Administrative Responsibility:	Postgraduate Medical Education (PGME)
Approver:	Postgraduate Medical Education Committee (PGEC)
Classification:	Terms of Reference
Scope:	Compliance with this policy extends to all members of the PGME community.

Overview

In accordance with the national set of standards maintained by the Canadian Residency Accreditation Consortium (CanRAC) for the accreditation of institutions with residency programs, the PGME office, on behalf of the Dean of the Faculty of Medicine and Dentistry, is responsible for overseeing the continuous quality improvement of its residency programs and AFC fellowship programs (hereby simply referred to as programs).

Purpose

The Internal Review Committee (IRC) is a sub-committee of the Postgraduate Medical Education Committee (PGMEC) and is responsible for conducting the internal reviews of programs at the University of Alberta. The IRC assists the Chair (who is typically the Assistant Dean, PGME) in planning, overseeing, and carrying out the internal review process. PGME's Internal Review of Programs Policy and Procedure are described elsewhere.

TERMS OF REFERENCE

1. RESPONSIBILITIES

- The IRC helps the Chair plan, oversee, and carry out the internal review process over each accreditation cycle.
- The IRC is typically responsible for the review and discussion of the internal review reports, and the determination of recommendation (in the form of a Mock Accreditation Status) to the programs that have been reviewed.
- Usually at least once per year, the Chair will report progress to the PGMEC.

2. MEMBERSHIP (refer to Appendix A for current committee membership)

- The IRC is usually chaired by the Assistant Dean, PGME. If there is a conflict of interest that the Chair cannot manage, an alternate Chair may be chosen to review the relevant program(s).
- IRC membership typically includes faculty members from the Faculty of Medicine and Dentistry. The Associate Dean, PGME, or Chair, may ask others to serve on the committee as needed.



- c. Members will typically be appointed by the Chair, in consultation with the Associate Dean, PGME.
- d. Members will usually be selected on the basis of experience in medical education and/or accreditation and can include current and retired program directors, members of the IRC in the prior Accreditation cycle, individuals who have conducted accreditation reviews for the accreditation colleges such as the College of Family Physicians or Royal College of Physicians and Surgeons of Canada, and others with relevant expertise.
- e. Appointment to the IRC will be the duration of one accreditation cycle which currently lasts 8 years. Duration of the appointment of resident physician members will typically be one year, renewable annually at the discretion of the Chair.
- f. The Chair will typically organize IRC membership composition to ensure a diverse representation from programs in terms of accreditation colleges, program size, medical/surgical/diagnostic specialties, and other characteristics respecting the principles of equity, diversity, and inclusion.
- g. The number of members is usually fluid to allow for a manageable workload when conducting internal reviews.

3. MEETINGS

- a. The IRC will typically meet as described in the PGME Internal Review of Programs Procedure Document.
- b. Additional meetings may be called at the discretion of the Chair.

4. PROCEDURES

- a. Agenda and meeting materials will be pre-circulated unless otherwise noted.
- b. Minutes will be kept, and pre-circulated before each meeting.
- c. Minutes and agenda will be approved by consensus.
- d. Quorum is 40% of voting members, plus the Chair.
- e. The Chair may invite non-Committee members of staff, students, and faculty to address specific issues. These guests are non-voting.
- f. The Chair only votes in the event of a tie.

DEFINITIONS

Definitions are listed in the sequence they occur in the document (i.e. not alphabetical).

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
Canadian Residency Accreditation Consortium or CanRAC	The Canadian Residency Accreditation Consortium is composed of the three residency education accrediting colleges in Canada: Royal College of Physicians and Surgeons of Canada (RCPSC), College of Family Physicians of Canada (CFPC) and Collège des médecins du Québec (CMQ).
Area of Focused Competence or AFC Fellowship	An Area of Focused Competence, or AFC, is a highly specialized discipline of specialty medicine that addresses a legitimate societal need but does not meet the Royal College criteria for a specialty, foundation program or subspecialty. An AFC fellowship is the fellowship training program that candidates undergo to obtain the AFC Diploma.
General Standards of Accreditation for Institutions with Residency Programs	The General Standards of Accreditation for Institutions with Residency Programs are national standards that apply to the accreditation of institutions with residency programs. These standards are maintained by the Canadian Residency Accreditation Consortium which includes the Royal College of Physicians and Surgeons of Canada (RCPSC), College of Family Physicians of Canada (CFPC), and Collège des médecins du Québec (CMQ). The standards apply to faculties of medicine, postgraduate offices, and learning sites, written to provide a framework which aims to provide clarity of expectations, while maintaining flexibility for innovation.
Accreditation Colleges	Accreditation colleges include the Royal College of Physicians and Surgeons of Canada (RCPSC) which accredits specialty (including AFC fellowship) training programs, and the College of Family Physicians of Canada (CFPC) which accredits Family Medicine residency programs.
College of Family Physicians of Canada	The College of Family Physicians of Canada (CFPC) is the professional organization that establishes the standards for and accredits postgraduate family medicine training in Canada.
Royal College of Physicians and Surgeons of Canada	The Royal College of Physicians and Surgeons of Canada is the national professional association that oversees the medical education of specialists in Canada.

APPENDIX A: PGME Committee Membership

Most recent editorial update: January 9, 2025

Position	Member	Term
Assistant Dean, PGME (Chair)	Dr. S. Koski	Voting
Director, Fellowships, PGME	Dr. C. Joynt	Voting
Faculty	Dr. D. Hudson	Voting
Faculty	Dr. A. De Caen	Voting
Faculty	Dr. L. Fiorillo	Voting
Faculty	Dr. S. Dong	Voting
Faculty	Dr. Mahua Ghosh	Voting
Faculty	Dr. K. Wong	Voting
Faculty	Dr. L. Puttagunta	Voting
Faculty	Dr. S. Smith	Voting
Faculty	Dr. W. Hussain	Voting
Faculty	Dr. C. O'Kelly	Voting
Faculty	Dr. E. Rosolowsky	Voting
Faculty	Dr. A. Choy	Voting
Faculty	Dr. C. Fung	Voting
Resident Representative	Dr. H. Li	Voting
Resident Representative	Dr. H. Ohm	Voting
Accreditation & Development Coordinator, PGME	Mx. E. Sekulich	Non-voting
CQI & Accreditation Coordinator, PGME	Ms. P. Yin	Non-voting

Total number of voting members: 17