

Original Approval Date: December 13, 2021
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 Editorial Revision: April 10, 2025
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Postgraduate Executive Subcommittee 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:	Members of the committee

Purpose

This subcommittee acts as a sounding board for initiatives and policies that deal with the responsibilities outlined in the larger Postgraduate Medical Education (PGME) Committee's terms of reference.

1. RESPONSIBILITIES

This subcommittee will review policies before their final level of approval, recommend new initiatives to the PGME Committee, and act on behalf of the PGME Committee between its meetings. As needed, this subcommittee may form ad hoc working groups composed of subcommittee members and/or others to fulfill these responsibilities.

2. MEMBERSHIP (Refer to Appendix A for names of current members)

The membership will include representation from the core residency programs, smaller residency programs through the educational leads of the departments of surgery, medicine, pediatrics, and family medicine enhanced skills, the Office of Advocacy and Wellbeing (OAW), the Professional Association of Resident Physicians of Alberta (PARA), directors within the PGME Office, and PGME administration.

- a. Associate Dean, PGME - Chair
- b. Assistant Dean, PGME
- c. Director, CBME
- d. Director, Fellowships
- e. Director, Resident Transfers
- f. Director, Access and Pluralism
- g. Manager, PGME Administration
- h. Education Team Lead, PGME
- i. Residency program directors from the following large programs:
 - i. Anesthesiology
 - ii. Diagnostic Radiology
 - iii. Emergency Medicine (RCPSC)
 - iv. Family Medicine

- v. Family Medicine Enhanced Skills
- vi. General Surgery
- vii. Surgical Foundations
- viii. Internal Medicine
- ix. Obstetrics & Gynecology
- x. Pediatrics
- xi. Psychiatry
- xii. Diagnostic and Clinical Pathology or Diagnostic and Molecular Pathology
- j. A representative of the smaller residency programs from the following Departments:
 - i. Medicine*
 - ii. Surgery*
 - iii. Pediatrics*
 - iv. *To avoid conflict of interest, this representative cannot also be a residency program director from one of the large programs already on this committee. Departments will choose a representative who can best give a voice to the smaller residency programs within that department.
- k. Assistant Dean, Resident and Fellow Affairs
- l. PGME Lead, Wâpanachakos Indigenous Health Program
- m. PARA, Resident Representative
- n. PARA, Chief Executive Officer
- o. Administrative Assistant, PGME (non-voting)

3. MEETINGS

- a. This subcommittee will meet five (5) times per year, typically in February, April, May, October, and November.
- 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. Quorum consists of 50% of voting members, plus the Chair.
- d. The Chair may invite non-Committee members of staff, students, faculty, or others to address specific issues.
- e. Recommendations and decisions will usually be made by consensus. When a consensus cannot be reached, recommendations and decisions will be made by vote requiring 50% plus one of voting members present to pass.
- f. Where there are co-program directors of a residency program, they will decide among themselves the person allotted a vote.

DEFINITIONS

There are no definitions for this document.

APPENDIX A: PGME Executive Subcommittee Membership

Most recent update: March 21, 2025

POSITION	MEMBER	TERM
Associate Dean, PGME (Chair)	Dr. L. Cheung	Voting
Assistant Dean, PGME	Dr. S. Koski	Voting
Director, CBME	Dr. A. Oswald	Voting
Director, Access and Pluralism	Dr. T. Ladha	Voting
Director, Fellowships	Dr. C. Joynt	Voting
Director, Resident Transfers	Dr. L. Mereu	Voting
Manager, PGME Administration	Ms. V. Masson	Voting
Education Team Lead, PGME	Ms. T. Cocchio	Voting
Program Director, Anesthesiology	Dr. G. Steel	Voting
Program Director, Diagnostic Radiology	Dr. C. Ferguson	Voting
Program Director, Emergency Medicine (RCPSC)	Dr. D. Ha	Voting
Program Director, Diagnostic and Molecular Pathology	Dr. E. Chapman	Voting
Program Director, Family Medicine	Dr. M. Morros	Voting
Program Director, Family Medicine Enhanced Skills	Dr. N. Dhaliwal	Voting
Program Director, General Surgery	Dr. M. McCall	Voting
Program Director, Surgical Foundations	Dr. J. Nagendran	Voting
Program Director, Internal Medicine	Dr. T. Carpenter	Voting
Program Director, Obstetrics & Gynecology	Dr. C. Aubrey	Voting
Program Director, Pediatrics	Dr. J. Foulds	Voting
Program Director, Psychiatry	Dr. Y. Zhang	Voting
Department of Medicine	Dr. Q. Durand-Moreau	Voting
Department of Surgery	Dr. E. Wright	Voting
Department of Pediatrics	Dr. R. Girgis	Voting
Assistant Dean, Resident and Fellow Affairs	Dr. B. Nair	Voting
PGME Lead, Wápanachakos Indigenous Health Program	Dr. N. Cardinal	Voting
PARA, Resident Representative	Dr. T. Shuen	Voting

PARA, Chief Executive Officer	Ms. C. Murphy	Voting
PGME Executive Assistant	Ms. E. Curtis	Non-Voting

Total number of voting members: 27