

PGME POLICY WORKING GROUP TERMS OF REFERENCE

Preamble:

The Faculty of Medicine (FoM) Policy Framework indicates working groups are to be established for all policies being created or revised within the FoM. The Postgraduate Medical Education (PGME) Policy Working Group is the designated working group for all new and revised policies, procedures and guidelines in PGME.

Purpose:

To develop new policies and provide oversight and guidance on the review, consultation and approval of PGME policies, procedures and guidelines.

Membership:

- PGME Associate Dean (ex-officio)
- Faculty Lead
- PGME Program Administrator
- Policy Analyst

Operations:

- The policy working group shall meet weekly or at the call of the Associate Dean, PGME.
- Decisions are achieved by consensus.
- The Terms of Reference for the working group will be reviewed at least every three (3) years, or as needed.
- The working group shall consult with the Associate Dean, PGME monthly, or as needed.
- PGME committee representation

Responsibilities:

- Ensure a coordinated and consistent process is in place for the development, approval and dissemination of PGME policies, procedures and guidelines.
- Ensure all processes are aligned with Memorial University's "Development, Approval and Administration of University Policies" and the FoM policy framework.
- Review and update PGME policies and provide support to the PGME Committee, which includes Learner representation, regarding policy development, revision and updates.
- Stay informed on all ongoing policy developments and revisions within the FoM.
- Ensure alignment with accreditation standards.