

PGME AREA OF FOCUSED COMPETENCE (AFC) SUBCOMMITTEE

Postgraduate Medical Education

TERMS OF REFERENCE

Approved by PGME AFC Subcommittee: April 25, 2024

Approved by the PGME Committee: May 8, 2024

Date of Next Scheduled Review: 2027

PREAMBLE

The Royal College of Physicians and Surgeons of Canada (Royal College) supports training in “Areas of Focused Competence” (AFC). As per the Royal College, an AFC is a highly focused discipline of specialty medicine that addresses a legitimate societal need, but does not meet the criteria for a specialty, fundamentals program, or subspecialty. AFC programs are typically 12-24 months in length and will lead to the credential of Diplomate of the Royal College (DRCPSC).

The PGME AFC Subcommittee is a standing subcommittee the Schulich School of Medicine & Dentistry’s Postgraduate Medical Education (PGME) Committee and is responsible for supporting the PGME Office, AFC Program Directors, and AFC Program Administrators in planning, organizing and evaluating all aspects of AFC education within Schulich Medicine.

The PGME AFC Subcommittee will hereafter be referred to as ‘the Subcommittee’.

POLICY REFERENCES

- [General Standards of Accreditation for Areas of Focused Competence Programs](#)
- [PGME Committee Terms of Reference](#)

GOVERNANCE

The Subcommittee reports to the PGME Committee.

Membership

- Associate Dean, PGME (ex-officio, voting)
- Director, Curriculum and Assessment, PGME (Chair) (ex-officio, voting)
- Manager, PGME (ex-officio, voting)
- All AFC Program Directors (members-at-large, voting)

- All AFC Program Administrators (members-at-large, voting)
- Program Evaluation & Accreditation Specialist, PGME (ex-officio, non-voting)

MEETINGS

The Subcommittee will meet 2 times per year. The agenda and minutes will be circulated and available to Subcommittee members.

QUORUM

The quorum for the Subcommittee shall be at minimum one half (50%) of the total number of voting members.

RESPONSIBILITIES

1. Review, adopt and disseminate general policies and processes for all aspects of AFC education, in collaboration with the Policy Subcommittee and PGME Committee. Policies may be related to AFC trainee selection, assessment, supervision, promotion, information management, and trainee and patient safety.
2. Provide oversight of the academic progression of AFC trainees, including remediation, appeals and dismissal.
3. Facilitate AFC Program Directors and Program Administrators in meeting the specific standards of accreditation for the discipline and achieving Schulich Medicine's vision/mission, including its social accountability mandate.
4. Review resource and support needs for AFC programs to meet accreditation standards.
5. Develop and adopt new resources to support AFC programs, as required.
6. Review the internal review process and thematic areas for improvement for AFC programs, based on guidance from the PGME Internal Review Subcommittee, as required by the Royal College.
7. Promote a positive learning environment free of harassment and intimidation.
8. Maintain effective working relationships with AFC education stakeholders.
9. Share best practices around AFC education, as a community of support.