POSTGRADUATE MEDICAL EDUCATION

SCHULICH SCHOOL OF MEDICINE & DENTISTRY

POLICY ON POLICIES

Approved by PGME Committee: May 8, 2024
Approved by JSC: June 14, 2024
Date of Next Scheduled Review: 2027

PREAMBLE

This policy is to establish principles and a consistent method for developing, approving, amending, reviewing, and revoking policies within the Postgraduate Medical Education (PGME) Office at the Schulich School of Medicine & Dentistry.

This policy is in accordance with Element 2.1 of the General Standards of Accreditation for Institutions with Residency Programs which states that postgraduate education committees must have well-defined, transparent, and functional policies and processes to oversee residency education.

REFERENCES

- PGME Policy Subcommittee Terms of Reference
- PGME Committee Terms of Reference
- General Standards of Accreditation for Institutions with Residency Programs

PRINCIPLES

- The need for policies to be created, amended, or revoked may arise through changes in clinical or educational practice, accreditation standards, legislation, Schulich Medicine changes, and/or feedback from residents, Program Directors, Chair/Chiefs, or other PGME stakeholders.
- Adoption of PGME policies within residency and/or Area of Focused Competence (AFC) programs is monitored via the internal review process and feedback from stakeholders.
- Adoption of PGME policies within fellowship programs is monitored by the PGME Office.

New Policies

- Policies are drafted by the PGME Office, PGME Policy Subcommittee, and/or an ad hoc working group, including subject matter experts as required.
- All new policy drafts will be reviewed by the PGME Policy Subcommittee and reviewed and approved by the PGME Committee and the Joint Schulich Council, and any other committees as required based on the policy content. Policy drafts will be circulated to all Committee members in advance of the meeting in which the policy is being discussed.
- Approval requirements and date of approval will be identified by the PGME Office and PGME Policy Subcommittee and stated at the top of each policy.

- Committees approving the new policies must meet quorum (based on their Committee Terms of Reference) for the policy to be approved.
- Once approval has been achieved by required authorities, the policy will be disseminated via PGME Committee membership (via email and at meetings) and posted publicly on the PGME Policy website. Any policy posted on the PGME website will be considered "live".

Implemented Policies

- All implemented policies will be reviewed by the PGME Office, Policy Review Subcommittee, and other required stakeholders at least every three years or more frequently based on changing needs. Updates will be made as necessary.
- PGME Policy Subcommittee review can result in the following outcomes:
  - No amendments required
  - Minor amendments (grammatical, change in nomenclature, etc.)
  - Major amendments (any change beyond minor changes)
- The reviewed (and potentially amended) policy will be sent to the PGME Committee, the JSC, and any other committees as required for final approval. The policy will be circulated in advance of the meeting in which it is being discussed. At the time of circulation, it will be made clear whether no amendments, minor amendments, or major amendments were required.
- Committees approving the new policies must meet quorum (based on their Committee Terms of Reference) for the policy to be approved. Once approval has been achieved by the required authorities, the policy will be disseminated via PGME Committee membership (via email and at meetings) and posted publicly on the PGME Policy website.

Revoking Policies

- A policy may be revoked by the PGME Committee if it is no longer needed to support or oversee residency education, or is covered by another authority (i.e. PARO, COFM, CPSO, etc.) and a PGME policy would result in unnecessary duplication.
- Revoked policies will be removed from the PGME Policy website and applicable stakeholders will be notified via email.