

Postgraduate Medical Education (PGME)

Title:	PGME Policy on Policies	Number:	000
Approved By:	PGMEC		
Approval Date:	September 24, 2019		
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Preamble

The purpose of this Policy is to establish a mechanism to develop, approve, amend, review and revoke PGME Policies in a consistent and coordinated manner.

Policy

1) Identification of need for policy creation / renewal / amendment / removal occurs through PGME Committee Membership and stakeholder engagement. In addition to regular review by the PGME Committee or subcommittees, examples of need identification include changes in practice, accreditation standards, education practices (CBME), legislation and feedback from stakeholders, program directors and residents.

All major PGME policies (assessment, appeals, supervision, accommodation, leave, safety) are reviewed at least every three years.

The process for policy creation / renewal / amendment / removal is as per below.

2) PGME Executive Subcommittee: There is a standing agenda item at this meeting. Any policy that has been identified as per item 1 above will be discussed at this committee. As appropriate, the PGME Executive will determine if the change is minor (grammatical, change in nomenclature) or requires further discussion.

If minor, a delegate will be chosen to make appropriate changes and bring the policy back for consideration / approval.

If further discussion is required, an ad hoc working group is to be created to work on the policy. Depending upon the issue, the working group will comprise of stakeholders, interested parties, and is open. For example, resident, program director, Dept. Head, legal, and administrator input into the committee leads to a draft policy.

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- 3) The draft policy is then brought to PGME Executive for feedback and approval before moving forward to the PGME Committee.
- 4) Final approval occurs at the PGME Committee level.
- 5) Policies are posted on the PGME website and disseminated via PGME Committee membership as well as in the resident orientation documents.
- 6) Adoption of policies are monitored via the internal review process and feedback from stakeholders. If a need for policy clarification / change is potentially required and, in the spirit of continuous improvement, policies are reconsidered as per (1) above and the policy development process is reiterated.

Action	Committee	Date	Status
Approved without edit	PGMEC	Sept. 24, 2019	Live