

Terms of Reference

McMaster University Post graduate Medical education Fatigue Risk Management (FRM) Committee

Role

The FRM committee is accountable to the Associate Dean, Postgraduate Medical Education (PGME) and reports directly to the Assistant Dean Resident Affairs, PGME. The Committee is responsible for the strategic implementation a Fatigue Risk Management (FRM) education curriculum as well as the development of an FRM policy for the residency and fellowship programs at McMaster University.

Fatigue is recognized as an occupation risk in medical education that impacts residency training and workplace health and safety, with potential implications for patient safety. Fatigue risk management is now an accreditation standard, for Residency programs, as well as institutions with Residency Programs.

<http://www.canrac.ca/canrac/general-standards-e>

<https://residentdoctors.ca/wp-content/uploads/2018/11/Fatigue-Risk-Management-ToolkitEN.pdf>

The committee will provide support and guidance to Program Directors, faculty and administrative staff as they implement curriculum and policy related to FRM.

Responsibilities

The FRM committee will endeavor to adhere to the mission and polices of the Michael G. DeGroot School of Medicine.

The purpose of the committee is to ensure a proactive approach to the management of fatigue and related risks, though the engagement of residents, fellows and faculty in order to reduce fatigue to as low as reasonably practicable; while promoting health and wellbeing for postgraduate learners and the provision of quality patient care.

The committee is responsible to support activities related the FRM education at McMaster University including but not limited to:

- Development of resources, strategies and frameworks to assist Postgraduate Residency Programs in implementing FRM curricula.
- Proposing and drafting new polices as needed to support FRM
- Promoting scholarly activity related the FRM

Composition

Core Members: Members will be chosen by Chair and Resident Affairs Assistant Dean based on experience and expression of interest

Director, FRM (Chair)
Assistant Dean, Resident Affairs
Program Director (2)
Faculty Representation (2) - 1 Royal College Specialty, 1 Family Medicine Specialty
Resident Representation (6) – 1 Medicine, Pediatrics, Family Medicine, Surgery, 2 Distributed Campuses
Hospital Representation (1)
Resident Family Support Representation (1)

Meetings

- Each member is expected to attend a minimum of 75% of meetings, participate in discussions and development of curricula and policies.
- The committee will meet on a regular basis (Monthly). An agenda will be developed and minutes circulated to all committee members.

Quorum

A quorum is represented by half the membership of the committee plus 1.

Decisions

Decisions are made through consensus. If consensus cannot be reached, decisions will be made through voting with a simple majority, including by email, and by review with the Assistant Dean Resident Affairs and Associate Dean, Postgraduate Medical Education.