

Postgraduate Medical Education (PGME) Policy  
Guidelines for the Review, Approval and Dissemination  
of PGME Policies



Approved PGEC: January 2020  
PGME Revised: November 2021  
Next Review: November 2023

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## Section A: Introduction

### A1: Purpose

These guidelines will outline the development, review, approval, and distribution of policies governing postgraduate medical education at McMaster University. The Postgraduate Medical Education (PGME) office is available to respond to questions or concerns regarding these guidelines, the outlined process, and the distribution of information to stakeholders.

### A2: Scope

These guidelines apply to all PGME policies governing and administering postgraduate medical education at McMaster University.

## Section B: General Principles

- i. Policies and/or Guidelines governing and administering PGME must be approved by the Postgraduate Medical Education Committee (PGEC) and other education committee as appropriate including but not limited to the Health Sciences Education Committee (HSEC), and/or Health Sciences Faculty Executive (see C2).
- ii. All PGME stakeholders will have access to postgraduate medical education policies at McMaster University on the PGME website.
- iii. PGME policies will be reviewed regularly by PGEC to ensure continued applicability, need for revisions and compliance with accreditation standards. Date of next approval will be stated on the policy. PGEC minutes serve as documentation of discussion and approval.
- iv. All PGME stakeholders are responsible for familiarizing themselves and complying with all PGME policies.
- v. All PGME policies must be formally reviewed by the Residency Program Committee (RPC) with documentation of the review in the RPC minutes.
- vi. Programs may add addendums to PGME policies to ensure applicability to clinical context and program-specific processes (e.g., Resident Safety Policy; Level 1 appeals process).
- vii. Program must review policies and location of policies to all new learners and ideally annually to all learners in the program.

## Section C: Policy Process

### C1: Roles and Responsibilities of the Postgraduate Medical Education Committee (PGEC) related to Policies

- i. The Postgraduate Education Committee (PGEC) is accountable for supporting the Postgraduate Associate Dean in planning, identifying, developing, reviewing, evaluating, approving, distributing, and communicating PGME policies/guidelines.
  - An Ad-hoc policy review committee may be formed to develop and revise policies, depending on the nature of the policy and need to collaborate with key stakeholders outside PGEC.
- ii. PGEC members (Program Directors) will seek and gather input about PGME policies from program stakeholders (chairs, faculty, Learners, etc.) and bring forward feedback specific to their discipline. Through collaborative discussion, the PGEC committee will identify new areas for policy development and enhance existing policies. Once policies/guidelines are finalized, PGEC will approve policies by vote at the next scheduled PGEC meeting.

### C2: Policy Approval Process

- i. All new and revised policies will be discussed, edited, and approved by PGEC through successive PGEC meetings
  - Draft of new policy or revisions of previously existing policy will be distributed to members of PGEC for review prior to the meeting. Members are encouraged to seek feedback from RPC, as appropriate.
  - Associate Dean, PGME will seek input from other key stakeholders (e.g., Education Advisory Board for comments on the Policy on Assessment of Residents; Hospital leadership for Supervision and Safety policies).
  - Based on feedback, the policy will be revised and recirculated for discussion at a subsequent meeting.
  - Final draft will be sent for review to PGEC members for electronic approval.
  - Program directors are encouraged to contact the Associate Dean, PGME if any concerns arise after approval which may require immediate revisions to the policy or for the next scheduled review date.
- ii. If a policy or guideline pertains to academic or administrative governance in the Faculty of Health Sciences the policy or guideline will be forwarded to the Health Sciences Executive Committee (HSEC), for review, discussion, and approval.
- iii. Policies, depending on content, may also be reviewed by University Counsel.

### **C3: Distribution/Communication of Policies**

The following will occur upon approval of a PGME policy.

- i. The policy will:
  - a. Be posted on the PGME website and announced on the PGME quarterly newsletter.
  - b. Program Directors and Program Administrators will be notified via email.
  - c. Program Directors should review the policy at their Residency Education Committee, with documentation of review in the minutes.
  - d. The policy will be disseminated to all Learners and relevant faculty in the program with information where the policy can be found on the program/PGME websites.