

PGMEAC Quotas Allocation Subcommittee

Terms of Reference

Revised September 2016

Rationale

The University of Toronto engages in a transparent process for the allocation of MOHLTC funded PGY positions for PGY1 and subspecialty CaRMS matches as well as for other intake streams such as non-CaRMS subspecialties, re-entry, repatriation, advanced entry, assessment and transfers.

The Quotas Allocation Subcommittee of the PGMEAC adopts an allocation process based upon principles and consensus. Considerations include health workforce planning considerations, population health need, PGME program strategic planning and funding considerations.

Principles

- Requests regarding PGY allocations must take into account stated need and rationale as identified by each residency program/department.
- It is recognized that the overall quota and allocations are dynamic and will be adjusted each year to reflect the best available information on health workforce needs, residency program planning and funding considerations in a socially accountable and equitable way.
- Allocations must consider the creation of new residency programs, modifications to residency programs, modifications to teaching capacity through new or adjusted sites for medical education, clinical simulation and other initiatives.
- Allocations must be identified in separate streams at the PGY entry level for graduates of LCME accredited medical schools and allocations for graduates of non-LCME medical schools
- The overall provincial quota and individual medical school PGY quota is set and approved each year by the MOHLTC.

Terms of Reference

The Quotas Subcommittee will:

1. Annually review quota requests and allocation proposals each year for all residency programs including PGY1 entry and subspecialty/second entry programs.
2. Review criteria and principles for admission to PGY1 positions and Subspecialty positions via CaRMS as required.
3. As needed, review criteria and principles for allocation of other PGY positions for advanced training, re-entry, repatriation, transfers, subspecialty positions (including CCFP-PGY3) as well as PGY1 positions for Visa trainees and capacity for assessment of IMGs.
4. Develop recommendations for PGMEAC on both intake and total quotas for residency programs in CaRMS and non CaRMS programs subspecialty programs.

Membership

Associate Dean, PGME (Chair)

Director, Admissions and Evaluation, PGME

Director, Postgraduate Programs, Medicine or alternate

Director, Postgraduate Programs, Surgery or alternate

Director, Postgraduate Programs, Pediatrics or alternate

Director, Postgraduate Programs, Ob/Gyn or alternate
Program Director, Family Medicine or alternate
Program Director, Enhanced Skills, Family Medicine or alternate
Program Director, Lab Medicine or alternate
Program Director, Medical Imaging or Alternate
Program Director, Anesthesia or alternate
Program Director, Psychiatry or alternate
Resident Representative
Associate Dean, Student Affairs or designate from Career Counseling Program, UGME

Support Staff:

Director of Policy and Analysis, PGME
Associate Director, Operations
Director, Operations

Accountability

The QA Subcommittee reports to the Postgraduate Medical Education Advisory Committee.

Criteria and Process

All Residency programs must make a submission to the QA Subcommittee by a predetermined date each year to justify their allocation request. Submissions may be provided directly by a residency program to the PGME Office or through a departmentally co-ordinated process.

The following information must be provided:

- current quota for CMGs and IMGs
- requested quota for CMGs and IMGs for the following academic year
- total capacity for PGY1 or intake to subspecialty positions

Rationale for changes to quota from previous year allocation may include the following considerations:

- health workforce models
- societal, community, hospital need
- resident practice patterns and contribution to specialty
- program resources (faculty, patients, funding from external source)
- community engagement (i.e. extent to which learners are currently in the community)
- plans for community placements
- capacity issues (physical space, availability of teachers etc.)
- experience with transfers (in/out)
- other relevant considerations

Two to three meetings per year will be held to review submissions (if required). PGME staff will compile recommendations and send to committee members to finalize. Recommendations will be presented and approved at PGMEAC with final allocations confirmed and sent to Program Directors in the Fall of each year. Changes to recommended allocations between the fall and in advance of final quota allocations will be considered and approved by PGMEAC in exceptional circumstances.

Approved:
PGMEAC
September 23, 2016