

Best Practices in Evaluation and Assessment (BPEA) for Postgraduate Medical Education (PGME) Advisory Committee

TERMS OF REFERENCE

Working version: December 11, 2017

Purpose:

To provide ongoing advice to the Postgraduate Medical Education Advisory Committee (PGMEAC) about best practices, tools and systems for learner assessment and program evaluation (e.g. teacher evaluations, rotation evaluations) for residency education at University of Toronto.

Goals include:

- To develop minimum standards and guidelines for assessment and evaluation tools.
- To ensure that residency education standards and guidelines reflect best practices and minimum standards (e.g. accreditation, assessment, evaluation, data).
- To oversee the transformation of assessment and evaluation tools, standards and guidelines to a competency based medical education system.
- To enhance and improve the use of reports and reporting tools in the evaluation and assessment system, and advise on the use of data by learners, faculty and competence committees.
- To identify common needs across residency programs and users of the evaluation and assessment system to manage and prioritize enhancements, changes and new system developments.
- To advise on issues relating to assessment and evaluation as they arise
- To oversee and advise on interconnections between the internal and external information systems (e.g. POWER, medsquares, Entrada, University of Toronto platforms, etc) and integration with clinical learning requirements at the undergraduate and/or post-residency level.

Membership:

- Chair and Deputy Chair chosen from membership -
- Three or more current/past Program Directors/PGME Directors or their delegates (e.g. Medicine, Pediatrics, Surgery, Family Medicine, smaller program) – Scott or Jeannette
- Associate Dean, PGME - Glen
- Director, Admissions and Evaluation, PGME
- Director, Education, Integration and Research
- Director, Policy, Analysis and Systems
- Residents (2)
- HUEC (Hospital Representative) (1)
- Discovery Commons representative
- Departmental/Faculty experts in evaluation (1-2)
- PAAC (Executive representative)
- PGME Resources (e.g. IT systems, BOE, Accreditation)
- PGME Staff Support: Charlene Sturge and others as required

Reporting:

- The Steering Committee will report to PGMEAC and the Associate Dean - Postgraduate Medical Education through the Chair.

Meetings:

- The Committee will meet a minimum of 4 times per year usually at the PostMD office.
- Guests may be invited to meetings at any time, and specific working groups may be established to work on special projects to inform the Steering Committee.