

## POSTGRADUATE AWARDS ADJUDICATION COMMITTEE – TERMS OF REFERENCE

### Mandate and Purpose

The Postgraduate Awards Adjudication Committee is a standing committee of the Postgraduate Medical Education Advisory Committee. The purpose of the committee is to review and rank the applications for the 4 postgraduate awards that are open to trainees with the University of Toronto. The committee will act as an adjudication committee representing the PGME Vice Dean, adjudicating postgraduate awards for trainees within the guidelines and criteria approved by the PGME Office.

### Committee Responsibilities

1. Assess applicants and nominees based on applicable criteria.
2. Recommend improvements to the existing process, guidelines, criteria and terms of reference, drawing on their collective expertise
3. Report annually to the PGMEAC

### PGME Office Responsibilities

1. Develop an annual schedule of awards.
2. Publicize awards criteria to trainees, Postgraduate Program Directors, Chairs and coordinators.
3. Co-ordinate the selection process, disbursement and presentation of the awards.
4. Inform the medical community at the University of Toronto about the recipients of the Postgraduate Awards.

### Annual schedule/Timing and Types of Awards

The Postgraduate Awards Adjudication Committee is responsible for adjudicating applications received for the awards listed below, during the months indicated in brackets:

- |  |           |
|--|-----------|
| 1. PARO - Resident Teaching Awards         | (January) |
| 2. Postgraduate Research Awards            | (May)     |
| 3. CSCI/CIHR Resident Research Prize       | (June)    |
| 4. PSI Foundation Resident Research Prizes | (August)  |

### Membership

(a) ex-officio and non-adjudicating:

1. Vice Dean, PGME (or her/his delegate)
2. Director, Operations
3. Business Manager
4. Awards Coordinator

(b) **a maximum of 8** adjudicating representatives from the departments/divisions listed below:

1. Anesthesia
2. Diagnostic Radiology
3. Family Medicine
4. Lab Medicine and Pathobiology
5. Medicine (core)
6. Medicine (sub-specialties)

7. Obstetrics and Gynecology
8. Ophthalmology
9. Otolaryngology
10. Pediatrics (core)
11. Pediatrics (sub-specialties)
12. Psychiatry
13. Surgery
14. Wilson Centre

(c) Invited as required:

- Past recipient of the CSCI/CIHR Resident Research Prize (with CSCI membership) to adjudicate the CSCI/CIHR Resident Research Prize in the event that none of the members of the Postgraduate Awards Adjudication Committee are a member of CSCI.

### **Membership terms**

The Postgraduate Awards Adjudication Committee includes a maximum of 8 members. Membership is established annually by request for volunteer participation through communication at the PGMEAC or to department chairs, but cannot be current Program Directors.

Committee members should possess a strong research and education background. Experience and expertise in reviewing award applications is preferred. Each member may be required to adjudicate approximately 2-15 applications, depending on the number of applications received. Declaration of conflict of interest regarding personal affiliation of nominees/applicants must be done when the award nominee/applicant list is provided by the PGME Awards Coordinator.

Members may serve a 1 year term (from January to December) with one additional 2 year term. Extensions may be granted at the request of the Vice Dean based on membership numbers and volume of submissions.

### **Chair**

The Chair of the Postgraduate Awards Adjudication Committee is a member of the committee appointed by the Vice Dean. In addition, the Chair must have served as a member of the Postgraduate Awards Adjudication Committee for at least 2 years. A Chair may serve a 2 year term (from January to December) with an additional 2 year term.

### **Meetings**

The Postgraduate Awards Adjudication Committee meets once per year or as required, by phone or in person. A quorum is a simple majority of the current membership (both adjudicating and non-adjudicating members)

Prepared by:  
Postgraduate Medical Education Office