

## **MD-PGME Data Management Advisory Group**

### **Mandate:**

With the ultimate goal of assuring optimal experiences within and across the diverse physical locations, contexts and cultures in which medical students, residents and fellows learn, the advisory group serves as a forum for coordinated discussion, consultation and development of recommendations regarding the collection, evaluation/analysis and reporting of MD and PGME learning experience/environment data in a harmonized and aligned manner.

Data management generally refers to the end-to-end lifecycle of data, including processes related to the acquisition, validation, storage, governance, stewardship, analysis, and reporting of data. For the purposes of this advisory group, data management refers to the collection, analysis and reporting of learning experience/environment data for knowledge mobilization and quality assurance/improvement purposes.

### **Responsibilities:**

- Develop and recommend operational principles, guidelines and processes that will enable and support harmonized and aligned learning experience/environment data collection, evaluation/analysis and reporting, including with respect to:
  - Development of and revisions to data collection tools (surveys, course/rotation evaluations, clinical site evaluations, teacher assessments, etc.)
  - Methodology for data collection including question standardization, frequency of reporting, etc.
  - Data and reporting for accreditation purposes
  - Reporting structures, templates, permissions and pathways
  - Data management roles and responsibilities, including action taken in response to reports
- Development of a comprehensive understanding of internally- and externally-managed MD and PGME learning experience/environment data sets
- Support ongoing communications regarding available learning experience/environment data and reports
- Provide advice/recommendations regarding non-standard requests for learning experience/environment data reports
- Act as a resource regarding the effectiveness of data collection, evaluation/analysis, and reporting processes
- Monitor and support data management to ensure consistency across the Faculty of Medicine and with U of T policies and guidelines

### **Membership:**

- Director, Policy, Analysis & Systems, PGME (*co-Chair*)
- Evaluation Scientist, MD Program (*co-Chair*)
- Director, Education & Research, Post MD Education
- Research Officer, Policy, Analysis & Systems, PGME

- Assessment Scientist, MD Program
- Manager, Assessment and Evaluation, MD Program
- Manager, Strategic Operations & Policy, MD Program

**Reporting:** Through the co-Chairs to the Education Vice Deans (EduDeans). Policy and process recommendations will be reviewed and approved by the appropriate program and Faculty leaders and governing bodies.

**Administration:** Administrative support is provided by the Project Coordinator, Policy, Analysis & Systems, PGME.

**Schedule:** The committee meets at the call of the co-Chairs, as necessary to fulfill its mandate.

*Approved May 2020; Membership and Administration updated August 2020*