

Care of the Elderly Residency Program Committee Terms of Reference

Purpose:

- To ensure that residents in the Dalhousie Family Medicine Care of the Elderly (CoE) Residency Program attain their personal educational goals as well as those of the program.
- To ensure that residents become effective family physician community leaders in Geriatric Medicine.
- To ensure a learning environment that is resident-centered and collegial.
- To provide a residency program in Care of the Elderly that meets or exceeds the guidelines of the College of Family Physicians of Canada.
- To oversee the administration of the Care of the Elderly program for Dalhousie Family Medicine.

Goals:

1. To discuss and decide on the recommendations from the Strategic Plan of the Department of Family Medicine.
2. To develop and enact all CoE program policies.
3. To develop a clear curriculum plan.
4. To assist as a resource to the Program Director in developing curriculum, providing input and feedback with respect to structure, content of the program, as well to assist in program development where appropriate.
5. To ensure the effective, fair and timely evaluation of residents.
6. To ensure that residency training conditions meet the requirements of the Maritime Resident Doctors contract.
7. To receive, review and address concerns arising from committees charged with reviewing the residency program (i.e. accreditation committee).
8. To hear and decide on resident requests or concerns.
9. To support resident wellness.
10. To ensure that problems with rotations are resolved in a timely fashion.
11. To hear reports and address concerns from:
 - a. Program Directors
 - b. Resident(s)
 - c. Family Medicine Program Director(s)
 - d. Care of the Elderly Competence Committee
12. Members will advocate for the program across the Maritimes and Canada.
13. To assess and select applicants to the CoE Program using a fair and objective process through a selection committee approved by the RPC.

14. To oversee the development of remedial plans for residents in difficulty.
15. To follow Faculty of Medicine regulations regarding suspension or termination of a resident's training.
16. To support advocacy at all levels (hospital, district, and provincial) for career opportunities for Care of Elderly Physicians.
17. To meet a minimum of four (4) times per year per CFPC standards. Additional meetings may be called as necessary.
18. . To receive reports from the Care of the Elderly Competence Committee.
19. To provide continuous quality improvement through the Dalhousie Family Medicine Enhanced Skills CoE evaluation process. To provide oversight of the Dalhousie Enhanced Skills CoE program assessment process policies.

Membership:

Voting:

- CoE Program Director - Chair
- Enhanced Skills Program Director
- Division of Geriatrics Program Director
- Representative of Division of Geriatrics and/or Faculty Advisor
- Representative of Division of Geriatrics or Family Medicine Non-Physician
- Representative of Department of Family Medicine, Dalhousie University
- CoE Resident
- Community Physician - one each from New Brunswick, Nova Scotia and Prince Edward Island

Non-Voting:

- CoE Program Administrator
- Education Committee Secretary or designate as determined by the Medical Education Manager as administrative support / recording secretary
- Invited participants as requested by the committee

Corresponding Member:

- Postgraduate Program Director, Dalhousie University

Quorum must be 50% plus one of voting membership.

Reporting Responsibility:

The Care of the Elderly RPC reports to the Enhanced Skills RPC.

The Care of the Elderly RPC reports to the Department of Family Medicine Resident Program Committee through the Family Medicine Enhanced Skills Program Director.

Approved: Sep 2022