

Curriculum Sub-Committee

Terms of Reference

Goals:

- To develop a unified core curriculum for the Dalhousie Family Medicine Residency Program that will be administered at all sites.
- To ensure the core curriculum is based on the following:
 - Principles of Adult Learning
 - CanMEDS FM Competencies
 - Curriculum Objectives

Reporting Responsibility:

The Curriculum Sub-Committee reports to the Residency Program Committee.

Membership:

Voting

- Chair, Curriculum Sub-Committee
- Postgraduate Program Director
- Assistant Postgraduate Program Director
- All Sites Curriculum Coordinators. One faculty representative from each site and Program (Annapolis Valley, Cape Breton, Cape Breton iFMEM, Fredericton, Halifax, Moncton, North Nova, PEI, Saint John, Saint John iFMEM, and South West Nova)
- One PGY1 and one PGY2 Resident from different sites.

Non-Voting

- Chair, Evaluation Sub-Committee
- Chair, Simulation and Procedural Skills Committee
- Indigenous Curriculum Lead
- Quality Improvement Curriculum and Initiatives Program Lead
- Medical Education Manager
- Curriculum and Evaluation Coordinator

- Medical Education and Enhanced Skills Coordinator
- Site Administrator or designate from each site (Annapolis Valley, Cape Breton, Cape Breton iFMEM, Fredericton, Halifax, Moncton, North Nova, PEI, Saint John, Saint John iFMEM and South West Nova)
- Education Committee Secretary or designate as determined by the Medical Education Manager as administrative support / recording secretary

Quorum

50% plus one of voting members (9)

Meeting Schedule:

The Curriculum Sub-Committee meets bi-monthly.

Tasks:

- To design and implement DFM postgraduate academic curriculum in a way that is equitable and sustainable across all sites and provinces
- To review the curriculum delivered by DFM Postgraduate Program on an ongoing basis and ensure that it is up to date and in line with current objectives, resident needs, community needs, and the DFM strategic plan
- To review proposed additions to DFM Postgraduate curriculum and advise regarding need and feasibility at each site
- To designate curriculum topics as mandatory to be addressed in academic seminars
- To develop objectives for all mandatory academic topics
- To review the curriculum objectives of the DFM postgraduate program on an ongoing basis and revise if necessary
- To map curriculum objectives including procedural skills objectives to available learning experiences for each site

Curriculum Guidelines - Purpose:

The curriculum guidelines exist to provide guidance to the sites as they plan and develop their residency curriculum. Residents need to be assured they will receive a similar educational experience at all sites. The guidelines also underpin program unity. They uphold the principle that we are one residency program at all sites.

Outline of Guidelines:

1. Curriculum Objectives

A list of the objectives for the residency program. Each site will have an associated set of documents mapping those objectives to available learning experiences.

2. Mandatory Academic Seminars

A list of designated seminars which **must** be covered during designated academic time.

There is flexibility about when a seminar is offered. Any site can choose to offer a seminar in either year of the program.

3. Academic Seminar Objectives

Objectives for each mandatory seminar. The objectives are intended as guidelines to be helpful to presenters at the various sites.

Approved January 2023