

Enhanced Skills Residency Program Committee Terms of Reference

Purpose:

- To ensure that residents in the Dalhousie Family Medicine Enhanced Skills Residency Programs attain the educational goals of the program.
- To ensure that residents become effective and compassionate family physicians who have developed enhanced skills in some aspect of family medicine care.
- To ensure a learning environment that is resident-centered and collegial.
- To provide a residency program that meets or exceeds the guidelines of the College of Family Physicians of Canada
- To oversee the administration of the Enhanced Skills programs of the Family Medicine Residency Program.

Goals:

- To develop and enact all Department of Family Medicine Enhanced Skills Program policies.
- To ensure compliance with all Department of Family Medicine and Faculty of Medicine Postgraduate policies.
- To ensure the implementation of Competency Based Medical Education in all the Enhanced Skills programs.
- To ensure the effective, fair and timely assessment of residents in the Enhanced Skills Programs.
- To ensure that residency program conditions meet the requirements of the Maritime Resident Doctors contract.
- To provide oversight of all the Enhanced Skills programs' assessment process policies.
- To provide continuous quality assurance/improvement (CQA/CQI) through the Enhances Skills Program evaluation process.
- To receive, review and address concerns arising from the Resident Program Committees of all Category 1 Enhanced Skills Programs.
- To receive, review and address concerns arising from residents and faculty of all Category 2 Enhanced Skills Programs.
- To ensure that problems with educational experiences are resolved in a timely fashion.
- To hear reports and address concerns from the membership.
- To hear reports and decide on recommendations from:
 - Dalhousie Enhanced Skills Emergency Medicine Program (Dal ESEM)
 - Integrated Family Medicine Emergency Medicine Programs(iFM/EM)

- Dalhousie Enhanced Skills Care of the Elderly Program (Dal ESCOE)
- Dalhousie Enhanced Skills Palliative Care Program (Dal ESPC)
- Madore Clinical Scholar Program

Membership:

Voting:

- Program Director Enhanced Skills (Chair)
- Family Medicine Postgraduate Program Director
- Family Medicine Assistant Postgraduate Program Director
- Dal ESEM Program Director
- Dal ESCOE Program Director
- Dal ESPC Program Director
- iFM/EM Site Directors (Saint John, Cape Breton)
- Madore Clinical Scholar Representative
- Enhanced Skills Community Physician Representative (three-year term, renewable)
- Resident Representation:
 - Family Medicine Program Chief Resident or Designate
 - Integrated Family Medicine/Emergency Medicine Associate Chief Resident or designate (one member from either iFM/EM site)
 - Resident representative from a Category 1 ES Program

Non-Voting:

- Head, Department of Family Medicine
- Program Administrators from Category 1 Programs
- Medical Education Manager or designate
- Education Committee Secretary or designate as determined by the Medical Education Manager as administrative support / recording secretary
- Invited participants as requested by the committee
- Associate Dean of Post Graduate Medical Education (corresponding member)

Quorum: 50% plus one of voting members (7 when all positions are filled)

Reporting Responsibility:

The Enhanced Skills Residency Program Committee reports to the Residency Program Committee of the Department of Family Medicine.

Committee membership to be reviewed along with the Terms of Reference by the Committee, as a whole, annually.

Meeting Schedule:

Quarterly meetings or as required by the Chair.