

# Evaluation Sub-Committee Terms of Reference

## Goal:

To develop, implement, and ensure the process of resident assessment, clinical learning experience (CLE) evaluation and the evaluation of the quality of faculty teaching meets or exceeds the standards set in the Red Book of the College of Family Physicians of Canada.

## Reports to:

Residency Program Committee

## Membership:

### Voting:

- Chair, Evaluation Sub-Committee
- Postgraduate Program Director
- Assistant Postgraduate Program Director
- Enhanced Skills Program Director All Site Evaluation Coordinators (Annapolis Valley, Cape Breton, Fredericton, Halifax, Moncton, North Nova, Prince Edward Island, Saint John, Saint John FM/EM Integrated Program, South West Nova)
- Two residents PGY1/PGY2 from different sites. One of the residents should be from a block-based site and the other from a longitudinal site.

### Non-Voting:

- Medical Education Manager
- Medical Education Coordinator
- Site Postgraduate Administrators (Annapolis Valley, Cape Breton, Fredericton, Halifax, Moncton, North Nova, Prince Edward Island, Saint John, Saint John FM/EM Integrated Program, South West Nova)
- Chair, Curriculum Sub-Committee
- Faculty Development Program Director
- Curriculum and Evaluation Coordinator
- Education Committee Secretary or designate as determined by the Medical Education Manager as administrative support / recording secretary

Quorum: Fifty percent plus one of voting members (9 when all positions are filled)

\*For major decisions all sites must be represented and at least one resident must be present.

## Tasks:

- Ensuring a clear protocol for the assessment of residents, the evaluation of Clinical Learning Experiences, and the evaluation of faculty is developed as a resource to all sites.
- Working with the Residency Program Committee to make recommendations for overall resident assessment policy.
- Overseeing the process for distribution of resident evaluation/assessment forms, collection and collation of data.
- Identifying those areas pertaining to evaluation/assessment that would benefit from faculty development.
- Providing a resource for reviewing and improving the process of resident assessment through reviewing available data for quality improvement processes (ie. resident questionnaire, global examination results, etc.).
- Ensuring the liaison with consultant provided CLEs for communication around objectives and resident assessment in collaboration with the Site Director and if required, the Program Director.
- Ensuring feedback to faculty with regards to the quality of their teaching and assessments of the residents assigned to them in collaboration with the Site Director and if required Program Director.