

## Family Medicine Resident Education Weekend Sub-Committee Terms of Reference

### **Purpose / Mandate:**

This committee is responsible for the planning, coordination, management and evaluation of the Family Medicine Resident Education Weekend for the Department of Family Medicine. The committee will act in the interests of the Postgraduate Program of the Department of Family Medicine and will seek input from all sites under the umbrella of Dalhousie Family Medicine. The committee will select activities and curriculum in keeping with the goals of the weekend which include:

- Fostering the academic and social interaction among the residents from all sites.
- Providing program curriculum that is best presented to the entire resident group.
- Provide curriculum which focuses on the CanMeds FM roles.
- Oversee the financial matters as they pertain to the organization of the event working with the Medical Education Manager and the Dalhousie Family Medicine Department Head's office. This includes income (fundraising and support from sites) and expense budgets.

### **Membership:**

#### Voting:

- Assistant Postgraduate Program Director (Chair)
- Postgraduate Program Director
- Chair, Curriculum Sub-Committee
- Site Director or Site Cabinet Representative from area of event location (individual rotates annually and serves for a one-year term (November – October)
- Resident Representatives (three: one PGY1, one PGY2 from any site (different sites), and one PGY from the FM/EM Integrated Program)

#### Non-Voting:

- Head, Department of Family Medicine
- Medical Education Manager
- Curriculum and Evaluation Coordinator
- Staff Representative who acts as the Job Fair Coordinator
- Education Committee Secretary or designate as determined by the Medical Education Manager as administrative support / recording secretary

Quorum: Quorum for the committee is 50% plus one of voting members (Optimal voting membership= 7, Quorum=4.)

## **Reporting Responsibility:**

### Authority:

The Family Medicine Resident Education Weekend Sub-Committee has the responsibility and authority to plan the Family Medicine Resident Education Weekend for the Department of Family Medicine.

### Accountable to:

The Department of Family Medicine Residency Program Committee

## **Meeting Schedule:**

The committee meets monthly, or as needed.