

Residency Program Committee Executive Terms of Reference

Purpose:

- To provide a mechanism for review of residents and faculty performance issues.
- To be a working sub-committee of the Residency Program Committee.
- To serve as the Dalhousie Family Medicine Postgraduate Competence Committee.

Goals:

- To review and approve resident requests submitted to the program.
- To review and discuss resident performance issues.
- To discuss concerns regarding teaching faculty.
- To discuss the performance of a “Resident in Academic Difficulty” and develop and implement appropriate enhanced learning plans including terms of remediation and academic probation.
- To adhere to the Faculty of Medicine Postgraduate Policy regarding suspension or dismissal of a resident from the Family Medicine resident training program.
- To discuss Postgraduate program issues requiring detailed discussion prior to presenting the topic to the Residency Program Committee.
- To ensure that each resident in the program is reviewed for readiness for promotion and transition to practice.

Membership:

Voting Members:

- Postgraduate Program Director (Chair)
- Assistant Postgraduate Program Director
- Enhanced Skills Program Director
- The Postgraduate Site Directors from each of the following:
 - Annapolis Valley
 - Cape Breton
 - Fredericton
 - Halifax
 - Moncton
 - North Nova
 - Prince Edward Island
 - Saint John
 - Saint John Emergency Medicine Program
 - South West Nova
- Program Chief Resident or Designate

Non-Voting Members:

- Head, Department of Family Medicine
- Assistant Site Director(s) (if/as identified by any one site)
- Medical Education Manager
- Education Committee Secretary - or as designated by the Medical Education Manager as administrative support / recording secretary.
- Invited participants as requested by the committee.

Corresponding Members:

- Faculty of Medicine Postgraduate Dean

Quorum: 50% of voting members plus one (8)

Reporting Responsibility: This committee is a sub-committee of the Residency Program Committee. Committee membership is to be reviewed along with the Terms of Reference by the Committee, as a whole, annually at its September meeting.

Meeting Schedule: Monthly meetings or as required by the Chair.