

# Residency Training Committee Terms of Reference

## **Purpose:**

- To ensure that residents in the Dalhousie Family Medicine Residency Program attain the educational goals of the program.
- To ensure that residents demonstrate effectiveness and empathy as family physicians who are competent to practice in urban or rural settings where specialist back up is reasonably accessible.
- 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 discuss and implement the recommendations from the Strategic Plan of the Department of Family Medicine.
- To develop and enact all Department of Family Medicine Postgraduate policies.
- To ensure compliance with all Faculty of Medicine Postgraduate policies.
- To ensure the implementation of the curriculum plan at all sites.
- To ensure the effective, fair and timely evaluation of residents at all sites.
- To ensure that residency training conditions at all sites meet the requirements of the PariMP contract.
- To receive, review and address concerns arising from sub-committees charged with reviewing the residency program.
- 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:
  - Curriculum Sub-Committee
  - Enhanced Skills Residency Training Committee
  - Evaluation Sub-Committee
  - Family Medicine Resident Education Weekend Sub-Committee
  - Resident Project Sub-Committee
  - Selection Sub-Committee

## **Membership:**

### Voting:

- Postgraduate Program Director (Chair)
- All Postgraduate Site Directors (Annapolis Valley, Cape Breton, Fredericton, Halifax, Moncton, Prince Edward Island, Saint John, Saint John FMEM Integrated Program, South West Nova)
- Chairs of Sub-Committees (Evaluation Sub-Committee, Curriculum Sub-Committee, Resident Project Sub-Committee, Selection Sub-Committee)
- Program Chief Resident and Associate Chief Residents (Annapolis Valley, Cape Breton, Fredericton, Halifax, Moncton, Prince Edward Island, Saint John, Saint John FMEM Integrated Program, South West Nova). One vote per Site or Program.
- Site Postgraduate Administrators (Annapolis Valley, Cape Breton, Fredericton, Halifax, Moncton, Prince Edward Island, Saint John, South West Nova)
- Allied Health Care Professional Representative (one from any site)
- Program Director Enhanced Skills

### Non-Voting:

- Head, Department of Family Medicine (Ex Officio)
- Medical Education Manager
- Medical Education Coordinator
- Education Committee Secretary or designate as determined by the Medical Education Manager as administrative support / recording secretary
- Invited participants as requested by the committee

### Corresponding Member:

- Postgraduate Dean of the Faculty of Medicine

Quorum: 50% plus one of voting members (17)

## **Reporting Responsibility:**

The Residency Training Committee reports to the Regional Executive 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:**

Bi-monthly meetings or as required by Chair.