

Care of the Elderly Residency Program Committee Terms of Reference

Purpose:

- To ensure that residents in the Dalhousie Family Medicine Care of the Elderly (CoE) Residency Program attain their personal educational goals as well as those of the program.
- To ensure that residents become effective family physician community leaders in Geriatric Medicine.
- To ensure a learning environment that is resident-centered and collegial.
- To provide a residency program in Care of the Elderly that meets or exceeds the guidelines of the College of Family Physicians of Canada.
- To oversee the administration of the Care of the Elderly program for Dalhousie Family Medicine

Goals:

1. To discuss and decide on the recommendations from the Strategic Plan of the Department of Family Medicine.
2. To develop and enact all CoE program policies.
3. To develop a clear curriculum plan.
4. To ensure the implementation of the curriculum plan at all sites.
5. To ensure the effective, fair and timely evaluation of residents.
6. To ensure that residency training conditions meet the requirements of the Maritime Resident Doctors contract.
7. To receive, review and address concerns arising from committees charged with reviewing the residency program (i.e. accreditation committee).
8. To hear and decide on resident requests or concerns.
9. To ensure that problems with rotations are resolved in a timely fashion.
10. To hear reports and address concerns from:
 - a. Program Directors
 - b. Resident(s)
 - c. Family Medicine Program Director(s)
11. To advertise the program across the Maritimes and Canada.
12. To liaise and collaborate with other CoE Programs across Canada.
13. To assess and select applicants to the CoE Program using a fair and objective process.
14. To oversee the development of remedial plans for residents in difficulty.
15. To follow Faculty of Medicine regulations regarding suspension or termination of a resident's training.
16. To support advocacy at all levels (hospital, district, and provincial) for career opportunities for Care of Elderly Physicians.

17. To meet a minimum of four (4) times per year per CFPC standards. Additional meetings may be called as necessary.

Membership:

Voting:

- CoE Program Director - Chair
- Enhanced Skills Program Director
- Division of Geriatrics CoE Program Director
- Representative of Division of Geriatrics and/or Faculty Advisor
- Representative of Division of Geriatrics or Family Medicine Non-Physician
- Representative of Department of Family Medicine, Dalhousie University
- CoE Resident
- Community Physician - one each from New Brunswick, Nova Scotia and Prince Edward Island

Non-Voting:

- CoE Program Administrator 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, Dalhousie University

Quorum must be 50% plus one of voting membership (6)

Reporting Responsibility:

The CoE committee reports to the Department of Family Medicine Resident Program Committee.

Approved: Dec 2016