



Capital Health



DALHOUSIE
University

TERMS OF REFERENCE

Internal Medicine Program Directors Committee

DEPARTMENT OF MEDICINE
Dalhousie University / Capital Health

Purpose:

The Internal Medicine Program Directors Committee (IMPDC) of the Department of Medicine is responsible for recommendations to the Department of Medicine regarding various aspects of the Residency Training Programs, including new programs, distribution of the Resident positions and the evaluation of subspecialty training programs. This committee is a key resource to the Department of Medicine in terms of postgraduate medical education.

Membership:

- * Head, Department of Medicine
- * Program Directors from all Royal College approved Subspecialty Programs as representatives of their Division:
 - Division of Cardiology
 - Division of Dermatology
 - Division of Endocrinology/Metabolism
 - Division of Gastroenterology
 - Division of Geriatric Medicine
 - Division of Hematology
 - Division of Infectious Disease
 - Division of Medical Oncology
 - Division of Nephrology
 - Division of Neurology
 - Division of Physical Medicine & Rehabilitation
 - Division of Rheumatology
 - Division of Critical Care
- * Program Directors from all other Divisions who do not have Royal College approved subspecialty programs:
 - Division of Respiriology
 - Division of Palliative Medicine
- * Program Director or delegate from Saint John Regional Hospital

- * PGY 4/R4 Internal Medicine Program Director
- * Core Internal Medicine Program Director/Associate Program Director
- * Chief Medical Resident or delegate
- * Assistant Chief Medical Resident or delegate

Corresponding Members:

- * Divisional Postgraduate Coordinators who are not Subspecialty Program Directors

Ex-officio:

- * Education Program Coordinator or delegate (also recording secretary)
- * Manager of Education

Chair:

- * Chair, Internal Medicine Program Director. Appointed by the Head, Department of Medicine. In case of a conflict of interest issue, the Head, Department of Medicine will be Chair.

Voting/Quorum:

All members may vote, exception of ex-officios. A quorum is 50% plus one. In the case of a tie vote, the Chair will cast the deciding vote

Frequency of Meetings:

Ten (10) scheduled monthly meetings per year. Minimum of nine (9) meetings to be held per year. Meetings will take place on the third Monday of each month unless otherwise specified.

Attendance:

Representatives are to attend at least 50% of the meetings

Reports to:

Associate Dean, Postgraduate Medical Education, Faculty of Medicine
Head, Department of Medicine

Specific Responsibilities of IMPDC include:

- 1) Promotion of excellence in postgraduate residency training programs including regular review of residency training programs
- 2) Facilitate development of postgraduate educational programs including new Royal College Programs
- 3) Specific allocation of positions for postgraduate training programs. Responsibility to ensure appropriate allocation of positions reflecting local and national person power needs as much as possible

- 4) Addresses interactions between residency training programs within the Department of Medicine as well as with others throughout the Faculty of Medicine related to Education
- 5) Ongoing monitoring of trends in postgraduate medical education with particular emphasis on issues which impact on local postgraduate training programs

Subcommittee will be struck to deal with specific issues as needed e.g. allocation of positions.

Revised by Post Graduate Education Committee: October 1999

Approved by DoM Executive/Divisional Chiefs Committee: December 01, 1999

Revised by IMPDC (including name change): June 2000

Approved by DoM Executive/Divisional Chiefs Committee: November 05, 2003