

## **TERMS OF REFERENCE**

### **Internal Medicine Residency Program Committee Department of Medicine**

#### **Purpose**

The purpose of the Internal Medicine Residency Program Committee (IMRPC) is to promote and enhance residency education ensuring that it adheres to the Royal College of Physicians and Surgeons of Canada (RCPSC) General and Specialty Specific Objectives, Training Requirements and Standards of Accreditation.

#### **Responsibilities**

- To direct and coordinate the phase of residency training in Internal Medicine. This includes the training of PGY1 through PGY3 internal medicine residents, residents from other Departments who require experience in Internal Medicine and subspecialty residents in the General Internal Medicine PGY4 Program.
- To maintain and manage detailed Program and Rotation specific objectives.
- To ensure the structure and operation of the Program enables residents to achieve the above noted objectives.
- To consider on a regular basis the results of Evaluation
  - Including In-Training Evaluation Reports
  - Evaluation of Service/Rotation Reports
  - Evaluation of Teacher Reports by Residents
- To maintain an appropriate mechanism for appeal
- To establish and oversee a mechanism for career planning and counselling
- To undertake a regular overall Program review
- To establish criteria for assessing applications to the Program as a support to the Selection Committee.

## **Membership**

- Head, Department of Medicine
  - Program Director, Core Internal Medicine
  - Associate Program Director, Core Internal Medicine (when applicable)
  - Site Director, Saint John, NB Training Site
  - Program Director, PGY4 General Internal Medicine
  - Past Program Director, Core Internal Medicine
  - Chair, Resident Research Committee
  - MTU Service Chief(s)
  - Curriculum Coordinator
  - Evaluation Coordinator
  - Community Representative
  - Simulation Representative
  - Director, Evaluation
  - Representative, Undergraduate Medical Education Committee
  - Chief Medicine Residents
  - Associate Chief Medicine Resident, Saint John Training Site
  - Resident Representative, PGY1
  - Resident Representative, PGY2
  - Resident Representative, PGY3
  - Resident Representative, GIM PGY4
- \*New Position to be added July 2014 – Career Counselling Coordinator

## **ExOfficio**

- Postgraduate Education Coordinator, DoM Education Office (also recording secretary)
- Special Projects Coordinator, DoM Education Office
- Education Coordinator, Saint John Medical Education

## **Chair**

- Program Director, Core Internal Medicine

**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:**

The committee will meet monthly 10 times a year and at all the call of the Chair as required.

**Attendance:**

Representatives are to attend at least 50% of the meetings.

**Reports to:**

Associate Dean, Postgraduate Medical Education, Faculty of Medicine

And

Head, Department of Medicine

Revised: September 2000.

Approved by Executive/Divisional Chiefs Committee: December 2000.

Revised: October 2003.

Approved DoM Executive/Divisional Chiefs Committee: November 05, 2003.  
(formatting changes only June 2004)

Revised: April 2011

Approved by RTC – April 13, 2011

Approved by DoM Executive/Division Chiefs Committee

Revised: October 2013  
Approved by RTC – October 9, 2013