

## **Terms of Reference**

### **Resident Research Committee**

**Department of Medicine  
Dalhousie University/Capital District Health Authority**

#### **Purpose:**

To promote research activities by core post-graduate medicine trainees in the Department of Medicine.

#### **Membership:**

- Five appointed members of the Department, preferably representative of different divisions and with an interest in promoting research. The members shall be appointed by the Head of the Department on the recommendations of the Nominating Committee of the Executive. Each member shall serve for 3 years and may be reappointed once.
- A trainee representative from the core program shall be appointed by the Chair on the recommendation of the Chief Medical Resident. This member shall serve for 1 year and may be reappointed twice.
- Director, Postgraduate Training Program (ex officio)

#### **Chair:**

A member of the Department of Medicine appointed by the Department Head on the recommendation of the Nominating Committee. The Chair shall serve a 3-year term.

#### **Voting/Quorum:**

All members may vote. In the event of a tie vote, the Chair will cast the deciding vote. A quorum shall be 4 members (50% plus 1).

#### **Frequency of Meetings:**

Six scheduled meetings per year or more as needed at the call of the Chair. Meetings will take place on the first Friday of every second month unless otherwise specified.

#### **Attendance:**

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

### **Reports to:**

The Committee reports directly to the Executive/Divisional Chiefs Committee of the Department of Medicine and the Department Head.

### **Specific Responsibilities of the Resident Research Committee include:**

1. To develop and maintain a mentoring program for core trainees.
2. To maintain a list of supervisors and/or resources for research projects.
3. To advise the Program Director on research requirements of core trainees and educational activities necessary to achieve those requirements.
4. To inform core trainees of i) requirements for research during their program ii) opportunities for research iii) opportunities for presenting research projects and iv) available awards and grants for their research projects.
5. To administer an operating fund for the promotion of research among trainees. This fund may be used to support Research Day trainee presentation awards, summer grand rounds awards, resident resource room books and computer equipment and trainee research projects. The Committee shall be accountable to the Department annually regarding this activity.
6. To document the research carried out by the core trainees and to issue an annual report.
7. To review and evaluate project applications submitted by core trainees and advise on funding where appropriate. This includes the evaluation of research proposals for research electives with recommendations that would be provided to the Resident Training Committee.
8. To advise core trainees on issues related to research.
9. To assist the Research Committee in the planning and implementation of the annual Department of Medicine Research Day.
10. To review abstracts submitted by trainees for Research Day and make recommendations on suitability for oral or poster presentation.
11. To propose and award prizes for trainee presentations at Research Day and for other research endeavours as appropriate.
12. To undertake other related activities assigned to it or developed by it to promote and support research among core trainees.