

## Pediatric Resident Program Committee: Terms of Reference

**Quorum:** In order for a meeting to proceed, a quorum must be reached of 50% plus 1.

- 1) To ensure the program continues to meet its stated objectives.
- 2) To review and revise the core curriculum, program structure and day-to-day functioning of the program.
- 3) To review each rotation once every two years, or sooner if there are concerns.
- 4) To assess and ensure a balance between service obligations and educational experiences.
- 5) To monitor and review progress of all pediatric trainees.
- 6) To follow established appeal mechanisms for residents when needed and to decide upon appropriate remedial programs when required.
- 7) To address all resident concerns.
- 8) To communicate and liaise with other subspecialty program directors.
- 9) To communicate and liaise with the pediatric undergraduate program director through representation on respective committees.
- 10) To communicate and liaise with the faculty postgraduate education committee through representation on that committee.
- 11) To develop a subcommittee to deal with selection of residents into the pediatric program.