CHILD & ADOLESCENT PSYCHIATRY EDUCATION COMMITTEE (CAPEC)
TERMS OF REFERENCE

The purpose of the Child and Adolescent Education Committee is to oversee the organization, development and implementation of faculty continuing medical education and clinical training in Child and Adolescent Psychiatry at the undergraduate, postgraduate, and fellowship levels. This training will abide by the standards of accreditation set forth by the Royal College of Physicians & Surgeons of Canada and is in keeping with the recommendation for training set forth by the Canadian Academy of Child and Adolescent Psychiatry.

Composition

- Director of Education (Chair), Child & Adolescent Psychiatry
- Head, Child and Adolescent Psychiatry
- Administrative Manager, Child & Adolescent Psychiatry
- Education Coordinator, Child & Adolescent Psychiatry
- Postgraduate Education Coordinator, Child & Adolescent Psychiatry
- Undergraduate Education Coordinator, Child & Adolescent Psychiatry
- Pediatric Education Coordinator, Child & Adolescent Psychiatry
- Subspecialty Residency Program Director, Child & Adolescent Psychiatry
- Continuing Education Coordinator, Child & Adolescent Psychiatry
- Family Therapy Supervisor, Child & Adolescent Psychiatry

The following representatives must be present during evaluation meetings. Main supervisors must submit written a feedback report if they are unable to attend.

- Resident representative (Chief Resident or Associate Chief)
- Postgraduate representative
- Main supervisors

Meetings

- The committee shall meet on a quarterly basis following DICAP, except for the months of July and August
- Extra meetings may be called by the chair under special circumstances

Quorum

- At all meetings, a quorum will be one half of the committee membership

Voting

- A motion will be carried forward when supported by a simple majority of the committee members
- Quorum must be met to proceed with a vote

Last updated: January 2015
Conflict of Interest

- The committee will make every effort to ensure that its decisions are fair and objective, and that they are seen to be so. No committee member may participate in a vote if he/she has a conflict of interest.

Confidentiality

- All information pertaining to committee discussion of specific faculty and/or learners is strictly confidential

Membership Term

- The Chair of the Education Committee is to be appointed by the Head of the Child and Adolescent Division
- Coordinators are to be appointed by DICAP
- Members shall serve a three year term
- The terms will be staggered, to ensure a reasonable level of membership continuity
- A member may serve more than one term should the members wish to, and there be no eligible and/or willing replacement
- Resident membership shall be annually reviewed by the resident body

Specific Responsibilities

- To ensure the highest quality standards of training in Child and Adolescent Psychiatry:
  - To establish, implement, monitor and evaluate program quality standards and objectives for clinical training in Child and Adolescent Psychiatry at undergraduate, postgraduate, and subspecialty levels and for continuing medical education
  - To ensure the program meets the objectives and specialty training requirements of the Royal College of Physicians and Surgeons
  - To ensure that training programs for learners (students, residents and fellows) meet the objectives and specialty training recommendations/requirements of the Canadian Academy of Child and Adolescent Psychiatry
  - To ensure maintenance of professional standards
  - To establish professional expectations for supervision
- To develop an accredited Child and Adolescent Fellowship Program:
  - To establish admission criteria, objectives and quality standards for fellowship training
  - To recruit and select fellows to enter the program
  - To review all applications to Dalhousie University for the Child and Adolescent Psychiatry fellowship to determine if that applicant is qualified to be accepted to the fellowship program and to provide feedback and recommendation to postgraduate office
- To ensure a process of continual quality improvement in training and education in Child and Adolescent Psychiatry:

Last updated: January 2015
To establish and implement mechanisms to monitor and evaluate the quality of the educational experience for faculty and students of all levels

To review annually the components of each training program, including the core teaching curricula, research, psychotherapy, core clinical placements, elective rotations, as well as education/service ratios, to ensure these components meet the quality standards and objectives as outlined by the program

To ensure the coordination of all program activities including clinical, teaching, research and other academic activities

To review trainee assignment/allocation to clinical placements

To establish evaluative processes for all training programs:

- To develop, coordinate and oversee an appropriate evaluation process for faculty; for learners at undergraduate, postgraduate and fellowship levels; for clinical placements; and for other program components
- To oversee the evaluation of learners at undergraduate, postgraduate and fellowship levels identified as having academic and/or professional difficulties, and assist with decision making with respect to passing or falling the resident. The committee may also suggest appropriate remediation and probation measures.

- To communicate with learners and faculty, keeping all informed of program developments or changes
- To review special trainee requests, and assist the postgraduate program director with decision making regarding these requests.

**Reporting Structure**

- The committee will report to DICAP and the Division Head
- The Postgraduate Education Coordinator will report to Postgraduate Education
- The Undergraduate Education Coordinator will report to Undergraduate Psychiatry Education
Quarterly Meetings for Evaluation
- Supervisors
- Rep. from Postgraduate Office
- Chief Resident