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Family Medicine Residency Program Committee (RPC) Terms of Reference

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| Office of Accountability: | Director, Postgraduate Medical Education |
| Office of Administrative Responsibility: | Residency Program, Department of Family Medicine |
| Approver: | Residency Program Committee |
| Scope: | These Terms of Reference apply to all members of the Family Medicine Residency Program Committee. |

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1. PURPOSE

The Family Medicine Residency Program Committee (RPC) is a standing committee of the Department of Family Medicine, University of Alberta. The RPC is charged with the responsibility of supervising, coordinating and evaluating the Family Medicine Residency Training Program of the Department of Family Medicine.

Other responsibilities/goals of the RPC are as follows:

- To facilitate the Family Medicine Residency Training Program (hereafter referred to as the "Program") in providing educational opportunities for family physicians to practice in a safe, capable and efficient manner; and
- To facilitate the opportunity for residents in the Program in meeting the requirements to sit the Certification Examination of the College of Family Physicians of Canada.

The RPC provides assistance to the Program Director in ensuring the Program has:

- Defined goals and objectives for each relevant discipline -- each resident must be familiar with these;
- Methods of evaluation of the residents for each rotation;
- An academic program that addresses the principles of family medicine and other defined topics;
- An appeal mechanism by which residents can appeal evaluation and other decisions;
- A support component for residents under stress, or for those needing further training and/or remediation, as well as career counselling;
- A mechanism in place for selection of residents for the Program; and
- A mechanism of internal review (interdisciplinary meetings) to ensure ongoing programs of good quality.

2. COMMITTEE MEMBERSHIP

Membership consists of:

- A. Core group (voting):
- i. Program Director (Committee Chair)
 - ii. Assistant Program Director(s)
 - iii. Enhanced Skills Program Director
 - iv. Site Directors at each of the **teaching sites**
 - v. Research Program Director
 - vi. Academic Planning representative
 - vii. Education Specialist
 - viii. **CBAS** Director
 - ix. **IMG** Coordinator
 - x. **CQI** Representative
 - xi. Department Chair
 - xii. Undergraduate program representative
 - xiii. Co-Chief Residents of **Urban Sites, Distributed Sites**
 - xiv. One resident representative from an Enhanced Skills Programs
- B. Administrative support (non-voting):
- i. Residency Coordinator
 - ii. Program Assistant(s)
 - iii. Residency Administrative Assistant(s)
 - iv. Site Administrators

Any other interested faculty, resident or staff member of the Department of Family Medicine may be invited. These guests will be non-voting.

3. MEETINGS

- A. The Committee will meet monthly unless otherwise scheduled, as determined by the Chair.
- B. A verbal report of the Committee's activities will be reported monthly to the Chair of the Department of Family Medicine.
- C. Minutes will be recorded by an administrative support person and made accessible on the network drive and upon request.

DEFINITIONS

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| Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. ▲Top | |
| TEACHING SITES | The teaching sites are: Grey Nuns Family Medicine Centre; Misericordia Family Medicine Centre; Community Sites (Kaye and Justik Clinics); Macewan University Health Centre; Northeast Community Health Centre; and Westview Physician Collaborative Community Teaching Site; and the teaching sites located in Red Deer, and Grande Prairie. |
| CBAS | Competency-Based Achievement System |
| IMG | International Medical Graduate |

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| CQI | Continuous Quality Improvement |
| URBAN SITES | Includes the Grey Nuns Family Medicine Centre; Misericordia Family Medicine Centre; Community Sites (Kaye and Justik Clinics); MacEwan University Health Centre; Northeast Community Health Centre; and Westview Physician Collaborative Community Teaching Site. |
| DISTRIBUTED SITES | Any of the Program's teaching sites located in Red Deer and Grande Prairie. |

RELATED LINKS

There are no related links for these terms of reference.