

Original Approval Date: –
Effective Date: –
Most Recent Approval Date: 2 April 2020
Most Recent Editorial Date: 5 Feb 2020

Family Medicine Distributed Sites Academic Planning Committee (APC) Terms of Reference

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 Distributed Sites Academic Planning Committee.

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1. PURPOSE

To assist in the development and delivery of academic programming for the University of Alberta Family Medicine Residency **Distributed Sites**.

- A. Ensuring the effective administration and delivery of academic programming for the Family Medicine Residency Program based at each of the distributed sites.
- B. Ensuring that the academic programs at each distributed site meet the accreditation standards as outlined by the CFPC Red Book.
- C. Development and administration of the academic days and workshops based on the program's rotating two-year curriculum with input from residents on perceived needs.
- D. Providing a forum for resident input into the structure and format of the academic days.

2. COMMITTEE MEMBERSHIP

- A. Core group (voting):
 - i. Assistant Program Director(s), Distributed Sites
 - ii. Site Director(s) from each Distributed Site
 - iii. Site Administrators from each Distributed Site
 - iv. Chief Residents from each Distributed Site
 - v. Academic Coordinator(s)
 - vi. Residency Program Director

Committee Chair is selected by the Core group, through consensus, and must be a member of the Core group.

- B. Additional support (non-voting):
- i. Residents who volunteer to help coordinate the Academic Days

3. REPORTING RELATIONSHIPS & DECISION-MAKING

The APC will report to the **RPC** and the Program Director.

4. MEETINGS

- A. Meetings will be held monthly by teleconference.
- B. Quorum is 50% of voting members.
- C. Minutes of each meeting will be taken and distributed to committee members and available electronically on request.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

DISTRIBUTED SITES	Teaching sites located in Red Deer, Grande Prairie, and Yellowknife.
CFPC	College of Family Physicians of Canada
RPC	Residency Program Committee

RELATED LINKS

There are no related links for these Terms of Reference.